

No.12040/30/2014-TRG(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 –June 17, 2014

TRAINING CIRCULAR

Subject: Group Training Course in “Establishing Knowledge Cluster through University-Industry–Government (U-I-G) Cooperation” to be held in Japan from October 01 to November 01, 2014 under the 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 the above mentioned training programme to be held in Japan from October 01 to November 01, 2014 under the Technical Cooperation Programme of the Government of Japan.

2. The programme aims to cultivate those who can develop and promote cluster in their own countries by promoting knowledge based cluster for regional innovation. This will be cored with analysis of cases and methodologies in terms of knowledge based clusters in Japan and abroad, which are enhanced by U-I-G Cooperation.

3. The applying organizations are expected to select those officers who are key players for Cluster based industry development in a region. Prospective players with clear organizational mission will also be considered. The nominee should have professional experience or concerns with regional development, in the field of policy making, planning, implementing, or researching; should have a bachelor's or higher degree (engineering background will be preferred); be fluent in spoken and written English; be in good health (both physically and mentally), not be a part of military service.

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

- a) Whether attended any foreign training programme in the past? If so, the duration/detail 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 duplicate)** in JICA's prescribed form (available in **persmin.nic.in→DOPT→Training Wing→Circular→JICA**) to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

...2/-

7. The applications should reach this Department through the Administrative Ministry/State Government not later than **July 21, 2014**. Nominations received after the prescribed date will not be considered. The details of the programme may be drawn from Ministry of Personnel, Public Grievances and Pensions' website (persmin.nic.in).



(N.K. Wadhwa)

Under Secretary to the Government of India

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Copy to:

- a) The Secretary, Department of Higher Education, Shastri Bhawan, New Delhi,110001,
- b) The Secretary, Department of Commerce, Udyog Bhawan, New Delhi,110001,
- c) The Chief Secretaries to all the State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
- d) NIC with request to post the circular along with the JICA's circular on this Department's website.



GROUP AND REGION-FOCUSED TRAINING

GENERAL INFORMATION ON

**Establishing Knowledge Cluster through
University-Industry-Government (U-I-G) Cooperation
- Regional Industry Cluster Development -**

課題別研修「産学官連携による知的クラスター振興」

- 地域産業クラスター振興 -

JFY 2014

NO. J1404346 / ID. 1480051

Course Period in Japan: From 1st October to 1st November, 2014

This information pertains to one of the Group and Region-Focused Training 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.

I. Concept

Background and Outline

In recent decades, industry cluster approach has been gaining much attention as an effective means to develop regional economy around the world, regardless of “developed ” or “developing” countries. The approach is widely acknowledged to facilitate and accelerate various improvement and innovation* by strategic and substantial collaboration among various stakeholders such as private businesses, universities/research institutes, governments, business associations and so on. Therefore, creating and activating cluster as an environment conducive to innovation is a key in this ever increasing global and competitive world.

*In this program, the term “innovation” is defined as “an activity and its results to create new value for those who are concerned, and absolute magnitude of impact out of it does not define whether it is an innovation or not”. Thus, the definition takes a wider perspective than just a revolutionary creation.

However, many have encountered challenges in cluster development as there is no one set of policies nor strategies that will make all clusters successful. And, it is essential to develop tailored policies, strategies, activities for each regional cluster.

This training program will offer opportunities to analyze and discuss various clusters and its efforts in Japan and abroad in terms of national/regional government industrial policy, actors/stakeholders in a cluster, activities/projects management and essential knowledge on Intellectual Property Right and technology transfer.

As a result of active participation of training participants in the program, he/she will understand the concept of cluster development or promotion, acquire methodology for the effective linkage among key actors within the regional cluster, and also gain useful perspectives by sharing the knowledge of current issues and challenges of participants’ and other countries. The participants are expected to play a significant role in nurturing regional industry and economy by an appropriate cluster approach in a region.

For whom?

Those who belong to National or Regional Governments, business associations such as chambers of commerce and industry, universities and research institutes, which aim to initiate and/or facilitate industry clusters in a region through utilizing local initiatives, unique skills or knowledge of university/research institutes and an inter- and intra-regional collaboration, for socio-economic development in a region.

- The training participant must be assigned with a clear mission in affiliated organization to accomplish such aims.

II. Description

- 1. Title (J-No.):** Establishing Knowledge Cluster through University-Industry-Government (U-I-G) Cooperation (J1404346)
- 2. Course Period in JAPAN**
1st October to 1st November, 2014
- 3. Target Regions or Countries**
Malaysia, Myanmar, India, Mexico, Brazil, Tunisia, Kenya, Kazakhstan, Indonesia, Egypt, China, Viet Nam
- 4. Eligible / Target Organization**
Those who belong to National or Regional Governments, business associations such as chambers of commerce and industry, universities and research institutes, which aim to initiate and/or facilitate industry clusters in a region through utilizing local initiatives, unique skills or knowledge of university/research institutes and an inter- and intra-regional collaboration, for socio-economic development in a region.
 - The training participant must be assigned with a clear mission in affiliated organization to accomplish such aims.
 - Priority is given to those who have, or will be, involved in closely related development programs or JICA projects.
- 5. Course Capacity (Upper limit of Participants)**
15 participants
- 6. Language to be used in this program:** English
- 7. Course Objective:**
Participants will acquire relevant and effective cluster approach for a target region's industrial development through multi-national interaction.
- 8. Overall Goal**
Regional economy will be vitalized by creating and enhancing industry originated by regional cluster.

9. Expected Module Output and Contents: <Structure of the program>

Module 1 (Preliminary phase in a participant's home country)

[Purpose]: Establish common understanding of each countries situation among training program stakeholders.

[Contents]: Presentation of Inception Report

Module 2 (Lectures, Field visits, Workshops, Discussion and etc)

[Purpose]: To acquire fundamental knowledge of cluster development and promotion.

[Contents]:

Basic Concept as a common ground

- General concept of regional cluster
- Resources in regional cluster

Multi –dimensional perspectives

- National and regional government policy
- University and cluster initiative organization
- Case studies

Technical knowledge

- Intellectual Property Right (IP)
- Technology Transfer to Small Medium Enterprises (SMEs)

Dynamics

- Methodology for activate regional development and regional cluster

Module 3 (Wrap-up & Action Plan)

[Purpose]: To condense lessons learned of the training.

[Contents]: Develop and Presentation of Action Plan

< Module and Contents >

This program consists of the following components.

***The contents, duration and order are subject to change.**

Module	Contents	Duration (days)
1. To share and confirm current situation of training participant's country, region and his/her duties relating to cluster development		1
Inception report	<ul style="list-style-type: none"> ■ Inception Report Preparation/Analysis Presentation <ul style="list-style-type: none"> • Current Situation and structure of regional industry • Measures of regional industrial development (National, and Regional policy level) • Current situation of a cluster (stakeholders, size, UIG linkage, related projects/activities, etc.) • Training participant's background, assigned duties and positions 	1.0

2. To acquire fundamental knowledge of cluster development		16
2-1. To understand the basic concepts of cluster for your application		2
Basic Concept	<ul style="list-style-type: none"> ■ General concept of Regional Cluster <ul style="list-style-type: none"> - Definition, stakeholders of clusters, re-analysis of participant's cluster 	1.0
	<ul style="list-style-type: none"> ■ Resource in Regional Cluster <ul style="list-style-type: none"> - Implication of Technology and R&D, Roles of Private Firms and University, Human Capitals, etc 	1.0
2-2. To understand cluster activities in Japan and others from various aspects, for application in your situation		6
Various Aspects/ Analysis	<ul style="list-style-type: none"> ■ National Government policy of Industrial Clusters in Japan (Ministry of Economy, Trade and Industry) 	0.5
	<ul style="list-style-type: none"> ■ Regional Industry Cluster Development in <i>Toyohashi-region</i> in Japan <ul style="list-style-type: none"> (1) Background and relevant measures (2) Regional Policy (3) Function of local government and its approach (4) Case of projects in a cluster 	2.5
	<ul style="list-style-type: none"> ■ Role/Function of University, a case of <i>Toyohashi University of Technology</i> 	1.0
	<ul style="list-style-type: none"> ■ Case Studies of Regional Industry Cluster , in <ul style="list-style-type: none"> (1) Sri Lanka (2) JICA's projects in the developing countries (3) European Countries, Taiwan and others 	2.0

2-3. To understand the technical knowledge for your application		4
Technical Knowledge	■ Management of Intellectual Property Rights	3.0
	■ Technology Transfer to Small and Medium Enterprises (SMEs)	1.0
2-4 To understand the dynamics of cluster development and management, through discussions and exercises with practical frameworks.		4
Dynamics/ Exercises	■ Essential Components of Clustering Dynamic - Function of University-Industry-Government linkage, Role of cluster manager, what &how	1.0
	■ Field visits and discussion with actors Cluster initiative/managerial organization, etc	2.0
	■ Workshop of each participant's cluster development	1.0

3. To confirm what you have learnt from the program		1
Wrap-Up & Action Plan	■ Action Plan Development and Presentation - Confirmation and summary of knowledge obtained from training, using module 2-4 workshop output	1.0

*Please note that UNIVERSITY-INDUSTRY-GOVERNMENT (U-I-G) COOPERATION is regarded as one of the key elements in this program, but is not the main focus of it.

< Location and information about *Toyohashi-city* >

Demography of *Toyohashi-city*

- Population: approx. 382,000
- Area: 261.35 km²
- Main Industry: Agriculture, Manufacturing (Automobiles)

Source: www.city.toyohashi.lg.jp/en/

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project 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 project 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:** assigned as a key player for Cluster based industry development in a region. Prospective players with clear organizational mission will also be considered.
- 2) **Experience in the relevant field:** should have professional experience or concerns with regional development, in the field of policymaking, planning, implementing, or researching.
- 3) **Educational Background:** should have a bachelor's or a higher degree. Engineering background is welcome.
- 4) **Language:** have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (Active participation in discussions and workshops require high competence of English ability. Please attach an official certificate 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
- 6) Must not be serving any form of military service.

(2) Recommendable Qualifications

- 1) Age: over the age of thirty (30) and have appropriate professional experiences in related field of the training.

3. Required Documents for Application

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

*Pregnancy

Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health.

1. letter of the participant's consent to bear economic and physical risks
2. letter of consent from the participant's supervisor
3. doctor's letter with permission of her training participation.

Please ask JICA Staff for the details.

(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. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

(4) Inception Report : Each nominee is requested to submit an inception report for selection. The accepted nominees will then require preparation of its presentation. More precise directions will be given upon official letter of acceptance.

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 **July 31st, 2014**)

(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 specific and strategic intention to utilize the opportunity of this program will be highly valued in the selection.*

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) not later than **August 29th, 2014**.

5. Document(s) to be submitted by accepted candidates:

The participants are required to make presentation material based on the report in order to share it at beginning of training program. Using Microsoft PowerPoint is preferred. More precise directions will be given upon official letter of acceptance.

6. Conditions for Attendance:

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

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA CHUBU International Center (JICA Chubu)
- (2) **Contact:** Ms. Tsuruta, Azusa (cbictp1@jica.go.jp)

※Please insert “training course number & the title” in the subject when emailing.
For instance, “J1404346 & Establishing Knowledge Cluster through U-I-G Cooperation ”.

2. Implementing Partners:

● International Cooperation Center for Engineering Education Development (ICCEED), Toyohashi University of Technology

- **Contact:** Dr. Prof. Naohiro HOZUMI (Director of, ICCEED),
g-training@icceed.ac.jp

- **URL:** <http://icceed.tut.ac.jp>

- **Remarks:** ICCEED was established in April 2001 with the objective of promoting international cooperation for engineering education in developing countries. The aim of the center is to conduct research on international cooperation in engineering education and to assist governmental organizations and other institutions in effective and efficient international cooperation.

● Biztech Inc.

- **Contact :** Ms. Chie Sato (Director)

- **URL:** <http://www.biztech-inc.co.jp>

- **Remarks:** Biztech Inc was established in 1995, with its specialty of consultancy in innovation development process, focusing on technology and social context The core of its services consists of wider perspectives and "Thinking together!" approach.

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 (Subject to change without notice):

JICA will arrange the following accommodations for the participants in Japan:

Hotel Associa Toyohashi
Address: Nishijuku, Hanada-cho, Toyohashi-shi, Aichi 440-0075, Japan
TEL: +81-532-57-1010 FAX: +81-532-57-1033
(where “81” is the country code for Japan, and “532” is the local area code)

If there is no vacancy at Hotel Associa Toyohashi, JICA will arrange alternative accommodations for participants. Please refer to facility guide of Hotel Associa at its [URL:http://www.associa.com/english/tyh/](http://www.associa.com/english/tyh/).

5. Expenses:

The following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets.)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

6. Pre-departure Orientation:

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

VI. ANNEX 1: Inception Report

*Please submit **your inception report** together with the Application Form, and it must be typed and maximum 6 pages.

*Accepted applicants need to prepare for 15-20mins presentation in Microsoft power point, based on this report, and the data to be submitted by 25th September 2014, Thursday to g-training@icceed.ac.jp.

First page should include,

➤ **Name, Country, Job Affiliation, and Division/Your position.**

1. 【Brief】 Macro Analysis of your country and your clustering region

2. Job description of your position in general,

* Please describe your duties, activities and role of your position.

* The Organization Structure Chart to be attached if possible

3. Please describe the activities and/or program/project summary of regional industrial cluster development.

The suggested topics are,

- Its background, industrial structure , national/local industrial policy, etc.
- current situation, characteristics, the clusters' strength and weakness
- initiatives and stakeholders involved
- the role/function of your organization as well as yourself
- Current outcome/output (if any), and future prospects,
- Other relevant important information, etc.

4. 【Important!】 Your Intention of participating in and expectation from the training

(Intention)

(Expectation)

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

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

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

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

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

JICA Chubu International Center (JICA Chubu)

Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan

TEL: +81-52-533-0220 FAX: +81-52-564-3751