

No.12040/34/2013-FTC (Trg.)
Government of India
Ministry of Personnel, Personnel Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated 19th June, 2013

TRAINING CIRCULAR

Subject: Group Training Course in Environmentally Sustainable Urban Transport Planning to be held in Japan 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 November 06, 2013 to December 12, 2013 under the Technical Cooperation programme of the Government of Japan.

2. The programme aims to raise the awareness of Environment-friendly transportation system and to call for action to promote environmentally sustainable urban transportation system and city planning based on the concept of 'green economy' with the initiatives of the central/local governmental organizations related to urban transport, environment and city planning in the participating countries.

3. The program is offered to mid-level administrative officials who belong to one of the following organization; the Department of Public Transportation, the Department of Environment, and the Department of City Planning or other related agencies with having more than three (3) years of experience in the administration of Urban Transport, Environment or City Planning. The nominee should be a graduate; be fluent in spoken and written English; be between ages of thirty (30) and forty five (45), be in good health (both physically and mentally), not be a part of military service; not be joined in this training before.

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 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 **August 13, 2013**. 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
Tele.No.011-26165682

Copy to:

- a) The Secretary, M/o Environment & Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi,
- b) The Secretary, M/o Urban Development, Nirman Bhavan, C-Wing, Dr. Maulana Azad Road, New Delhi
- c) The Secretary, M/o Road Transport & Highways, Transport Bhawan, Sansad Marg, New Delhi,
- d) All State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
- e) NIC with request to post the circular along with the JICA's circular on this Department's website.

o/c


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ISSUED



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

ENVIRONMENTALLY SUSTAINABLE
URBAN TRANSPORT PLANNING

集團研修「環境的に持続可能な都市交通計画」

JFY 2013

<Type: Solution Creation / 類型: 課題解決促進型>

NO. J13-00678 / ID. 1380844

From October 2013 to March 2014

Phases in Japan: From November 6, 2013 to December 21, 2013

This information pertains to one of the Training and Dialogue Programs 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

In many cities in the world, we have seen drastic population growth and economic expansion induced by industrialization and urbanization for the past several decades. The rapid growth has also brought about an expansion of demands in the transport sector, but many of the cities have been developed without well-designed appropriate plans, resulting in serious delays in the development of the required infrastructure and the provision of public services. As a result, many cities have been seriously affected by various socio-economic and environmental problems relating to transport. These range from air pollution, public health, noise pollution and traffic congestion caused by automobiles to the subsequent economic losses such as inefficient use of energy and loss of potential natural habitats and land resources.

While transport development is essential to socio-economic needs, balancing these needs with the need to protect the environment for future generations should be at the heart of the overall transport policy, planning and development. In this context, the Ministry of Environment of the Government of Japan and the United Nations Centre for Regional Development (UNCRD) jointly initiated the Asian Environmentally Sustainable Transport (hereafter as “EST”) Initiative since 2004 in order to create a new paradigm in the transport sector.

Under the initiative, the Regional EST Forum in Asia has been organized as an important strategic and knowledge platform in the region, participated by twenty-two Asian countries, various international organizations and experts. The First Forum, held in Japan, agreed with the Aichi Statement (2005), calling for the formulation of an integrated EST approach at local, national and regional levels in twelve thematic areas to deal with the multisectoral and crosscutting nature of EST.

Follow-up discussions on the implementation of the Aichi Statement were happened during the Second and Third Forum where the discussions focused on the different co-benefits of EST. At the Fourth Forum in Korea, the Seoul Statement (2009) was adopted towards the promotion of EST for a Low Carbon Society and Green Growth in Asia. The latest Fifth Forum in Thailand resulted in the Bangkok 2020 Declaration (2010). With the 20 EST Goals, it is expected to influence the decisions of governments and various transport stakeholders over the next decade.

The importance of EST has been acknowledged at the East Asian Summit (EAS-2007), G8 + Asia Transport Ministers' Declaration (MEET-2009), and most recently, in the UN Secretary-General's report on transport in which the Bangkok 2020 Declaration is recognized as an important regional consensus. Lastly, learning from Asia, Inter-American Development Bank (IDB) together with other international organizations is planning to organize the inaugural Regional EST Forum in Latin America in Bogotá, Columbia in June 2011.

Not only at regional level, but also at national level, various EST activities have been organized by countries, including the national EST Training Workshops and the formulation of National EST Strategies. Also, forty-four Asian Mayors from sixteen countries have signed the Kyoto Declaration adopted at the Asian Mayor's Policy Dialogue in 2007 for the Promotion of EST in Cities.

With these backgrounds, JICA has implemented the training program on the theme of urban environment and transport to build the capacity of officials in the field of urban environment and transportation since 2004 with the aim of increasing awareness and encouraging action to facilitate changeover to environment-friendly means of transport. In particular, the new program started in 2009 also aimed to provide the participants with a better understanding of the concept of EST and a venue for sharing their ideas and experiences to incorporate the concept. The program also offers the participants an opportunity not only to learn from Japanese experiences but to exchange ideas, experiences, and technical expertise among the participants.

From fiscal year 2012, JICA Chubu International Center, one of the JICA regional centers located in Nagoya city, and United Nations Centre for Regional Development (UNCRD) offer new concept of "green economy (reducing carbon emissions and pollution, and growing income and employment in local community driven by public and private investments)". Now this program is designed for central and local government officers to bring awareness and encourage introducing environmentally sustainable not just "Urban Transportation System" but also "City Planning" based on the idea of "greening the urban economy".

For what?

Environment-friendly transportation system and city planning are becoming increasingly important and considered as the future system in many countries. The program aims to raise awareness for its importance and to call for action to promote environmentally sustainable urban transportation system and city planning based on the concept of "green economy" with the initiatives of the central/local governmental organizations related to urban transport, environment and city planning in the participating countries.

For whom?

This program is offered to mid-level administrative officials who belong to one of the following organizations; the Department of Public Transportation, the Department of Environment, and the Department of City Planning or other related agencies.

How?

Participants will have opportunities to learn about various approaches and strategies to implement EST promotion in Japan. The participants will formulate an Action Plan describing what the participants will be doing after they return to home country.

II. Description

1. **Title (J-No.):** Environmentally Sustainable Urban Transport Planning (J13-00678)
2. **Period of program:**

Duration of whole program:	October 2013 to March 2014
Preliminary Phase: (in a participant's home country)	October 6 to November 5, 2013
Core Phase in Japan:	November 6 to December 21, 2013
Finalization Phase: (in a participant's home country)	December 2013 to March 2014
3. **Target Regions or Countries:**
Indonesia, Cambodia, Timor-Leste, Pakistan, Sri Lanka, Peru, Egypt, Ethiopia, Kosovo, Brazil, India, Mozambique, Saudi Arabia
4. **Eligible / Target Organization**
This program is designed for central and local government officers to bring awareness and encourage introducing environmentally sustainable urban transportation system and city planning based on the concept of "green economy (reducing carbon emissions and pollution, and growing income and employment in local community driven by public and private investments)".
5. **Total Number of Participants:**
15 participants
6. **Language to be used in this program:**
English
7. **Program Objective:**
Policies formulated for solution development to promote environmentally sustainable urban transportation system and city planning shall be approved at the respective participating organizations, and the policies shall be proposed to the Ministry of Transport, the Ministry of Environment or the relevant organizations and authorities in their own countries.
8. **Overall Goal:**
The policies, programs and projects to be formulated shall be implemented to develop environmentally sustainable urban transportation system and city planning effectively, leading to the capacity building and performance upgrading of those officials engaged in administration of transport system management and urban environment management.

9. Expected Module Output and Contents :

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

Preliminary Phase in a participant's home country (Before November 6, 2013) <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Expected Module Output	Activities	
【Module1】 Review and analysis of the current situation and issues of environmentally sustainable urban transportation system and city planning	<ul style="list-style-type: none"> • Preparing the Job/Inception Report, summarizing the review and analysis of the current situation and problems related to urban transport and environment • Presentation of the Job/Inception Report • Identifying the issues of their own countries through discussions 	
Core Phase in Japan (November 6 to December 21, 2013) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
【Module2】 Identifying the direction and extension methods of policies, programs and projects for environmentally sustainable urban transportation system and city planning promotion, referring to Japan's Cases	<ul style="list-style-type: none"> • Administration in Japan • Urban environment and transport, and introduction of EST concept • International Initiatives and programs • Urban planning, Land use and Transport planning • TDM, NMT, LRT • Green Technology contributing to "Green Economy" • Sustainable Urban Development • Intelligent Transport System (ITS) • Urban environment and transport policies in Japan • Clean fuels suitable to automobiles • Financial measures to promote EST • Environment assessment 	Lecture Field visit Discussion
【Module3】 Considering and analyzing of the issues of the current Action Plan	Identifying the issues and key points for EST promotion and considering and analyzing of the issues of the current Action Plan through exercises and discussions	Exercise Discussion
【Module4】 Drafting of a principal Action Plan	Drafting a principal Action Plan on the priority issues through exercises and discussions	Exercise Discussion

Finalization Phase in a participant's home country
Participating organizations produce final outputs by making use of results brought back by participants.

Expected Module Output	Activities
<p>【Module5】 Formulating of the Action Plan at participants' offices, involving relevant organizations</p>	<p>Review and formulating the principal Action Plan (an Interim Report) at participants' offices, involving relevant organizations in the participant's country by March, 2014.</p> <p>Submission of the Completion Report (sample at the Annex 2 on page 19) together with your reviewed principal Action Plan to the respective country's JICA office in your country.</p>

Structure of Modules

MODULE 1 OUTPUT: Review and analysis of the current situation and issues of environmentally sustainable urban transportation system and city planning (Formulation and presentation of the Job/Inception Report)

MODULE 2 OUTPUT: Identifying the direction and extension methods of policies, programs and projects for environmentally sustainable urban transportation system and city planning promotion, referring to Japan’s cases

- LECTURES**
- Urban environment and transport, and introduction of EST concept
 - International Initiatives and programs
 - Urban planning, Land use and Transport planning
 - Building resilient Community through EST measures
 - Railway Development
 - TDM, NMT,LRT
 - Green Technology contributing to “Green Economy”
 - Sustainable Urban Development
 - Intelligent Transport System (ITS)
 - Urban environment and transport policies in Japan
 - Multi-Modal Integration in Japan
 - Clean fuels suitable to automobiles
 - Financial measures to promote EST
 - Environment assessment
 - Environmental measures for expressways
 - Road maintenance and Safety

- FIELD VISITS**
- Transit Oriented Development and Land Use
 - Fuel conversion from waste edible oil
 - Intelligent Transport System (ITS)
 - Air quality monitoring system
 - Traffic monitoring system in Aichi
 - Vehicle Emission Standards
 - Road Traffic Safety Measures
 - Environmental measures for express ways
 - Nagoya Municipal Transport (City bus and Subway)
 - Guide-way Bus System
 - Toyama Compact City with LRT, and Share Bike

MODULE 3 OUTPUT:
Considering and analyzing of the issues of the current Action Plan

MODULE 4 OUTPUT:
Drafting of a principal Action Plan (Formulation of strategy for implementation policy)

MODULE 5 OUTPUT:
Proposing the plan for EST introduction to higher or relevant authorities and organizations

REFERENCE: TENTATIVE PROGRAM SCHEDULE FOR 2013

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				6-Nov	7	8	9
AM						Overview of EST/EST Initiative	Holiday
PM				Arrival in Japan	JICA Orientation	(Field Visit & Lecture) Nagoya Urban Institute	
	10	11	12	13	14	15	16
AM		Inception Report Presentation 1	Inception Report Presentation 3		Urban Planning, Land Use/ Prof. Hayashi/Nagoya Univ.	ITS/Prof. Ito	Holiday
PM	Holiday	Inception Report Presentation 2	Inception Report Presentation 4	Traffic Demand Management, Non Motorized Transport, and Co-benefit/ Prof. Ohta	(Field Visit) TOD, Land Use in Nagoya Station & Kachigawa Station	Group Discussion & Presentation	
	17	18	19	20	21	22	23
AM		EST & Finance/ Acharya/ITPS	Nagoya Public Transportation (Subway & Bus)	Nagoya BRT	Environmental Measures of Expressway	Group Discussion	Holiday
PM	Holiday	ITPS-UNCRD Seminar	Community Road	Railway Development (JR)	(Field Visit) Expressway	Group Presentation	
	24	25 YOKOHAMA	26 YOKOHAMA	27 TOKYO	28 TOKYO	29 TOKYO	30
AM		(Bus) Nagoya --- Yokohama	Sustainable Urban Development/UNU-IAS	Japanese Policy on Urban Environment & Transport/MOE	Road Maintenance & Safety	Cleaner Fuel	Holiday
PM	Holiday	(Field Visit) Yokohama	(Train) Yokohama --- Tokyo	Japanese Transport Policy, Multi-Modal Integration Development/MLIT	(Field Visit) Land Use Shibuya-Odaiba	(Shinkansen) Tokyo --- Nagoya	
	1-Dec	2	3	4 TOYAMA	5 TOYAMA	6	7
AM		Group Discussion	Traffic Control System & ITS/Aichi Pref. Police	(Bus) Nagoya --- Toyama	Compact City & LRT/Toyama City	Group Discussion	Holiday
PM	Holiday	Group Presentation	Toyota City/Smart City	(Field Visit & Experience) Share Bike/Toyama City	(Bus) Toyama --- Nagoya	Group Presentation	
	8	9	10	11 KYOTO	12 KYOTO	13	14
AM		Environmental Impact Assessment/Aichi Pref. Gov.	Air Quality Monitoring/Aichi Pref. Gov.	(Bus/Train) Nagoya --- Kyoto	Kyoto City - TDM & Tourism	Group Discussion	Holiday
PM	Holiday	Statutory Vehicle Inspection and Maintenance (I/M)	Green Economy/Toyota Motor Co.	(Field Visit) Kyoto	Bio Fuel (Bus/Train) Kyoto --- Nagoya	Group Presentation	
	15	16	17	18	19	20	21
AM		Action Plan Preparation	Action Plan Preparation	Action Plan Presentation 1	Action Plan Presentation 3		Departure
PM	Holiday	Action Plan Preparation	Action Plan Preparation	Action Plan Presentation 2	Action Plan Presentation 4 Conclusion	Evaluation Closing Ceremony	

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 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.
- (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) Qualifications

- 1) Current Duties: be a mid-level central/local government officer who belongs either to the Department of Public Transportation, Department of Environment, and Department of City Planning or other related agencies.
- 2) Experience in the relevant field: have more than 3 years working experience in the administration of urban transport, environment, or city planning.
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of spoken and written English to undertake active participation in discussions and Action Plan (Interim Report) development. English ability equivalent to TOEFL CBT 250 or higher is recommended. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible.
- 5) Age: be between the ages of thirty (30) and forty-five (45) years
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in 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 agreement of her training participation.

Please ask National Staffs in JICA office for the details.

7) Must not be serving any form of military service.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.
- (2) **Inception Report:** to be used for screening applicants; application without it will not be accepted.
- (3) **English Score Sheet:** to be submitted with the Application Form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the Application Form.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents and Inception Report:

Closing date for application to the JICA Chubu Center in JAPAN: **September 13, 2013**

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 document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. The organization with intention to utilize the opportunity of this program will be highly valued in the selection.

(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 **October 4, 2012**.

5. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) 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,

- (6) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) to participate in the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-4.

IV. Administrative Arrangements

1. Organizer:

- (1) Name: JICA Chubu
- (2) Contact: Ms. SAITO Mihoko [Saito.Mihoko@jica.go.jp]

2. Implementing Partner:

- (1) Name: United Nations Centre for Regional Development (UNCRD)
- (2) Contact: Mr. TAKAI Katsuaki
- (3) URL: <http://www.uncrd.or.jp>
- (4) Remark: UNCRD was established in Nagoya in 1971 to support capacity building for regional development planning and implementation in developing countries.

3. Travel to Japan:

- (1) Air Ticket: The cost of a round-trip ticket between an international airport in your country 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 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
(where “81” is the country code for Japan, and “52” is the local area code)

If there is no vacancy at JICA Chubu, JICA will arrange alternative accommodations for the participants.

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 p. 9-16 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 Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

Development Education and Exchange with Local Communities:

For the promotion of mutual friendship, JICA Chubu encourages international exchange between the JICA participants and local communities including students as a part of development education program. You are expected to contribute by attending such activities and will possibly be asked to introduce the society, economy and culture of your home country. The participant's ethnic costume on such exchange programs will be highly welcomed by school children as well as local residents.

GUIDELINES FOR INCEPTION REPORT

All participants are requested to prepare Inception Report, which explains specific urban environment problems caused by transportation, their countermeasures, and constraints dealt by your organization. The Inception Report should be typewritten in Times New Roman font (12 point font) and single-spaced lines and submitted together with the Nomination Form (Form A2A3). The Inception Report is used for screening applicants; therefore, the applications without it will not be accepted.

Please indicate the following on the cover page.

- Name of country
- Name of participant
- Name of organization

Contents to be reported as follows:

Description of the environmental problem specially caused by traffic pollution in your country.

1. Describe the following with available documents or statistical data.
 - (1) Environmental trends and conditions associated with transport sector (since last 10 years)
 - (2) Driving forces/causes of such environmental problems in the transport sector
 - (3) Existing policy initiatives/measures at different level (Govt., NGOs, and others)
 - (4) Policy/knowledge/information gap in relation to environment and the transport sector
2. Description of the present situation of transport infrastructure in your country
 - (1) Present situation of traffic action
 - (2) Difficulties/challenges in promoting environmental-friendly transportation/infrastructures
3. Long/Short-term Strategy of your organization on urban environment and transportation
 - (1) Overall strategy of your country
 - (2) How your organization is contributing towards achieving/meeting the overall national strategy
4. Achievement goals in connection with your role while you are in Japan
Describe specific goals you would like to achieve while you are in Japan. The goals are to be connected with your role/duties.

5. Expectations to the applicant from the applicant's director or head of department (This is a section that the applicant's director or head of department fills in. Please include the director's name and position.)

Note:

The participant, who has had the training in Japan, should report on the training program to organization, which the participant belongs to. The information and his / her Action Plan (Interim Report) reported by the participant shall be shared among the organization and the line to introduce EST in your country should be examined. The participant is obliged to make and submit a Final Report, which describes the progress in realizing the Action Plan (Interim Report) and a draft of policies / programs / projects to introduce EST to your country with the commitment of your organization, to JICA Chubu three (3) months after the participant returned to home. (See Finalization Phase on page 6) Please write your expectations to the applicant taking the obligation into consideration.

Sample
-Completion Report-

April 1, 2010

To Resident Representative of JICA Bangladesh

Completion Report of Group Training Program “School Health” in JFY2009

On behalf of the Health Office of Padma District, I, the undersigned, hereby report that we have completed Group Training Program “School Health” which was implemented from June to August 2009. Please kindly find the followings for what we have achieved in the program.

1. Achievement of the program objective

(sample) : We have achieved the program objective. The plan of the pilot project on prevention of youth’s smoking has been authorized by our director general as attached.

2. Description of finalization phase

(sample) : With the officials concerned and the principals of 10 primary schools in our district, we had series of meetings to elaborate the draft plan of the pilot project. Then its draft final was submitted to our director general for her authorization.

3. Future actions

(sample) : The project is supposed to start in the next two months with two of the target schools and complete by December 2009.

4. Comments on this program, if any

Best regards,

Signature:

Name: Ms. XXXX. XXXX

Title and Organization Managing Director, School Health Promotion Wing, Health Office of Padma District

GUIDE FOR FORMULATING A COMPLETION REPORT

As post-training actions to be taken, participants will disseminate what was learned from this EST Training Course to their own organization (supervisors, colleagues and subordinates) and related organization(s). Each participant is requested to make and submit a Completion Report on these activities to the respective country's JICA office. The Completion Report should cover the following items:

PART 1: Dissemination of what you had learned from this EST Training Course.

Please cover all of the following items in your Completion Report.

1. Report to your supervisor, colleagues, and subordinates

Please specify the following information:

- Date
- Name and position of your supervisor
- Comments from your supervisor, colleagues, and subordinates

*If could not, please specify the reason why.

2. Report to other relevant department(s)/organization(s)

Please specify the following information.

- Date
- Name of department(s)
- Comments from them

*If could not, please specify the reason why.

3. Informal discussion with colleagues and subordinates

Please specify the following information.

- Date
- Names and positions of your colleagues and subordinates
- Comments from them

*If could not, please specify the reason why.

4. Organization of a seminar/workshop in your organization with/without inviting other relevant department(s)/organization(s) and/or local community/residents

Please specify the following information.

- Date
- Venue
- List of audience
- Contents of your presentation
- Questions & answers
- Comments from your organization, other relevant

department(s)/organization(s) and/or local community/residents

- Materials that are subscribed to the audience (If any)

*If could not, please specify the reason why.

5. Dissemination of EST Training Course materials

Please specify the following information.

- Comments on EST Training Course materials from your office

*If could not, please specify the reason why.

PART 2: Action Plan

Please cover all of the following items in your Completion Report.

1. Submission of your action plan to your supervisor

Please specify the following information.

- Date
- Name and position of your supervisor
- Questions & answers
- Comments from your supervisor

2. Making presentation on your action plan in your department

Please specify the following information.

- Date
- Names and positions of your colleagues and subordinates in your department
- Questions & answers
- Comments from them

3. Discussion with your supervisor and colleagues about your action plan

Please specify the following information.

- Date
- Names and positions of your supervisor and colleagues in your department
- Questions and answers
- Comments from them

4. Are you planning to take any action to put your action plan into practice?

() Yes () No

If **No**, please specify the reason why.

If **Yes**, please assess the feasibility of your action plan.

- () Feasible
- () Partly feasible
- () Not feasible

If you find your action plan not feasible or only partly feasible, what factors prevented you from successfully implementing it? Please check all applicable items.

- Lack of cooperation among staff members in my department
- Lack of understanding and support from my supervisors
- Lack of institutional support for my action plan
- Lack of know-how and expertise
- Lack of technical personnel
- Lack of financial resources
- Lack of data base
- Transferred to a different position not related to regional development
- Not required by the present job
- Others (Please specify.)

5. Do you/Does your organization need support from JICA/UNCRD?

- Yes No

If **Yes**, please specify what support.

PART 3: Others

Please specify any other comments.

** Please submit your Completion Report to respective country's JICA office by **20 March, 2014.**

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 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 program, 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