

<Structure of the program> Plans at this time

1. Core Phase (activities in Japan):

Topic outline (subject to minor changes)

1st week General Orientation

- (1) Politics and Administration, Economy, Society, History and Culture of Japan
- (2) Visit to Disaster Reduction Museum

2nd week

- (1) Japanese disaster management system
- (2) Lectures and visits regarding outline of the Great Hanshin-Awaji Earthquake and emergency response to it (Module 1)

3rd week

- (1) Study tour to other disaster damage cases (The Chuetsu Earthquake /The Great East Japan Earthquake)
- (2) Workshop for Module 1

※(1/27) Event for Disaster Management Education : Participants may assist the event.

4th week

- (1) Lectures and visits regarding PDCA (Plan, Do, Check, and Act for improvement) Cycle in efforts for recovery (Module 2)
- (2) Workshop for Module 2

5th week

- (1) Lectures and visits regarding importance of the concept of "Social Capital" (Module 3)
- (2) Workshop for Module 3

6th week

- (1) Lectures and visits regarding new viewpoints to develop safer towns (Module 4)
- (2) Workshop for Module 4

7th week

- (1) Session to exchange views between the Kobe City officials and the participants

8th week

- (1) Lectures and formulation and presentation of action plan
- (2) Workshop for Module 5

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 operation. Participating organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make the participants submit their Presentation on the Job Report, which is described in section III-5 (P14).
- (4) Participating organizations are also expected to make the best use of the results achieved in this training course by their participants.

2. Nominee Qualifications:

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

(1) Essential Qualifications:

- 1) Current duties: be or will be officials who are highly motivated and in a position that enables them to become involved in the formulation of recovery plans from disasters (e.g. urban planning, housing reconstruction, economic vitalization, life recovery) and to promote them in their countries, (both local and central government officials are eligible).
- 2) Experience in the relevant field: have work experience of more than 3 years in the field mentioned above.
- 3) Educational background: university graduate or equivalent.
- 4) Language: **have a competent command of spoken and written English.** Especially this program includes more opportunities of workshop and discussion in English. (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) Person who will continue to become involved in the formulation of recovery plans from disasters and its promotion in their countries after the completion of

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this training program.

2) Computer skill: have a basic knowledge of operating computers and typing skill to complete action plans.

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.

*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, and
- ③ doctor's letter with agreement of her training participation.

Please ask National Staffs in JICA office for the details.

(2) **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), please attach it (or a copy) to the Application Form.

(3) **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.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **Oct 29, 2012**

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 Embassy of Japan) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this program. Selection shall be made by the JICA Center, according to qualifications in consultation with the organizations concerned in Japan, based on submitted documents. *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 **not later than Dec. 5, 2012.**

5. Document(s) to be prepared by accepted participants before coming to Japan:

(1) Presentation on the Job Report:

Date of the presentation: 21st January, 2013

Style of the presentation: PPT

*Details will be announced with acceptance notice.

6. Conditions for Attendance:

- (1) to follow 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 refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) 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,
- (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 the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving the notice of acceptance for their nominees, are expected to carry out the actions in the Sections II-9 and III-5 in this General Information.

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IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Kansai

(2) **Contact:** Mr. Shingo TOMITA

(Tomita.Shingo@jica.go.jp and jicaksic-unit@jica.go.jp)

2. Implementing Partner:

- Kobe International Center for Cooperation and Communication (KIC)

(English) <http://www.kicc.jp/e/index.html>

3. Course Leader:

(1) **Name:** Mr. Yuichi Honjo, Director & Research Director of

Kobe Institute of Urban Research.

(Japanese Only) <http://www.kiur.or.jp/index.htm>

(2) **Remark:** Mr. Honjo played a main role for formulating and implementing the recovery plan of Kobe City (10-year plan), after the event of the Great Hanshin Awaji Earthquake. He also travels around the world to share Kobe's lessons and his knowhow which he wishes to serve as a reference for recovery from natural disaster in each country with people concerned. After the event of the Great East Japan Earthquake, he took part in the formulation of Sendai City's recovery plan as an adviser.

4. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

5. Accommodation in Japan:

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

JICA Kansai International Center (JICA Kansai)

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

TEL: 81-78-261-0383 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/contact/domestic/index.html>.

6. 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 preexisting illness, pregnancy, or dental treatment are not included), and
 - (4) Expenses for program implementation, including materials.
- For more details, please see p. 8-16 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.

7. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country's JICA office (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 Plans, etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where sixteen desk-top computers have the internet access.
4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account 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 spend necessary money for the first 2 to 5 days after your arrival.
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 no facility or time during the training program.

- Kobe City

<http://www.city.kobe.lg.jp/foreign/english/index.html>

- Disaster of KOBE City

http://www.city.kobe.lg.jp/foreign/english/disaster/index_e.html

- Earthquake Restoration Review and Examination

<http://www.city.kobe.lg.jp/safety/hanshinawaji/revival/inspection/01-e.html>

- The Great Hanshin-Awaji Earthquake Statistics and Restoration Progress (2010)

<http://www.city.kobe.lg.jp/safety/hanshinawaji/revival/promote/img/january.2010.pdf>

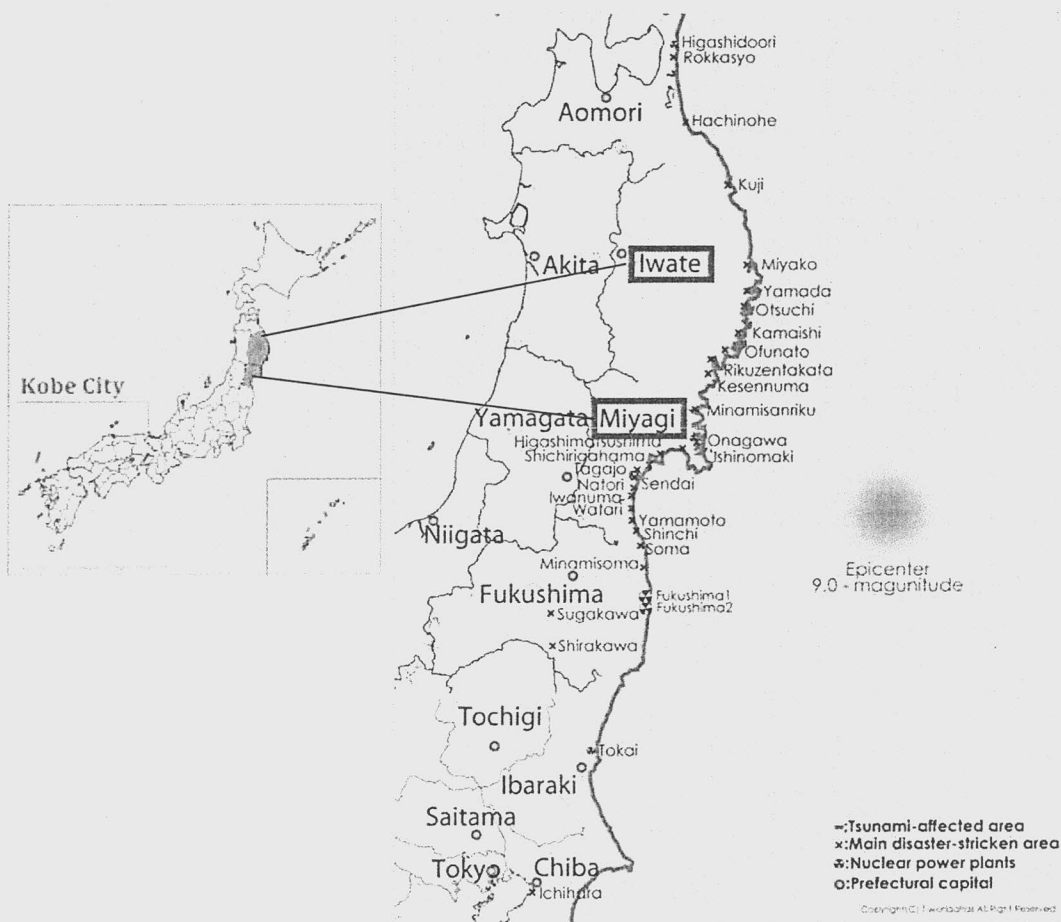
- Comprehensive Strategy for Recovery from the Great-Hanshin-Awaji Earthquake

<http://www.city.kobe.lg.jp/safety/hanshinawaji/revival/promote/img/English.pdf>

* The book will be distributed before the training course and will be used as main text book during the course.

6. Information about "The Great East Japan Earthquake"
Overview of "The Great East Japan Earthquake"

A catastrophic earthquake, named "The 2011 off the Pacific coast of Tohoku Earthquake", with a magnitude of 9.0, occurred Friday, March 11, off the coast of Tohoku (the northeastern part of the Japan), and the tsunami generated by the earthquake caused devastating damage to parts of the Kanto and Tohoku regions, especially in the prefectures along the Pacific coast. The earthquake which has the largest magnitude ever recorded in Japan and 4th largest in the world, recorded a maximum seismic intensity 7 (JMA Seismic Intensity) at Kurihara City, Miyagi Prefecture.



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(For information)

	The Great East Japan Earthquake	The Great Hanshin-Awaji Earthquake
Date and time	March 11, 2011, around 14:46	January 17, 1995, 5:46
Hypocenter / depth	Offshore the Sanriku Coast, app. -24 km	Awaji Island, app. -16 km
Scale	Magnitude 9.0 (1,000 times more energy than Hanshin-Awaji)	Magnitude 7.3
Intensity by area (Japanese scale)	7: Northern Miyagi 6+: Central and Southern Miyagi, Fukushima Naka-dori & Hama-dori, Northern and Southern Ibaraki, Northern and Southern Tochigi 6-: Southern coast, northern and southern upcountry in Iwate, Aizu in Fukushima, Southern Gunma, Southern Saitama, Northwestern Chiba	7: Kobe, Ashiya, some parts of Nishinomiya 6: Sumoto
Source region	500 km in length, 200 km in width	40-50 km in length
Tsunami	Warning (on great tsunami) issued at 14:49 on March 11. Measurements at tide stations • Erimo-cho, Shoya max. 3.5 m • Miyako max. 8.5 m or higher • Oofunato max. 8.0 m or higher • Kamaishi max. 420 cm or higher • Ishinomaki, Ayukawa max. 8.6 m or higher • Soma max. 9.3 m or higher • Ooarai max. 4.0 m	None
Other	Radiation leakage from NPP	

Kobe city's support for the affected area

After the earthquake, Kobe city dispatched officials to the affected areas for emergency response immediately. Currently, city officials who experienced the Great Hanshin-Awaji earthquake cooperate to create the recovery planning in Sendai city and Natori city, in Miyagi prefecture.

Especially, Kobe city is supporting Sendai-city by the agreement concluded within government-decreed cities in Japan. Furthermore, Kobe city is supporting other areas (Fukushima prefecture, Iwate prefecture, Rikuzentakata-city, Ishinomaki-city, Iwanuma-city, Otsuchi-town, Watari-city in Miyagi prefecture and so on) by the requirement of nationwide organization.

Some lecturers of this training course are involved in creating the recovery planning of these affected areas.

VI. Annex

ANNEX-1 FORMAT OF JOB REPORT

**Pre-Recovery Planning From Natural Disasters
(JFY 2012)
JOB REPORT**

Please fill in English and submit with Application Form.

1 Basic Information

1	Name of participant	
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	The functions and authorities which your organization/department has, regarding Recovery Planning.	
6	Please attach Organization Chart which you belong to, if you have in English. (example attached: Reference 1-6)	

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2 General Information of the Country

Describe Your Governance Structure.

We would like to know the structure of and relationship among government organizations in your country. In order for us to figure out the hierarchical structure and duties in your country in the event of the disaster, please tell us about the responsibilities and financial resources for recovery from the actual disaster which happened in your country. Please fill in the columns below.

<p>1 Name <u>the actual disaster</u> which you are going to describe in this column.</p>	<p>Name: Date:</p> <p>* When you pick a disaster, pick the recent one which severely damaged your country (region).</p>
<p>2.a <u>Which government was responsible for the formulation</u> of recovery basic plan from the disaster? Circle the right number(s).</p>	<p>1. National Gov. 2. Sub-National Gov.* *e.g. Prefectural Gov., Provincial Gov., States Gov., etc. 3. Municipal Gov. 4. Recovery Foundation 5. Organization other than above (Write it down in the space below.)</p>
<p>2.b Are there are any <u>laws and ordinances</u> which allow the organizations to formulate the plan? Circle yes/no If you answer yes, write them down in the space below.</p>	<p>Yes / No</p>
<p>3 <u>Which government organization was responsible</u> for each field of the recovery basic plan?</p>	<p>1. Infrastructure Reconstruction Project [] 2. Housing Reconstruction Project []</p>

<p>Please write the organization(s) in charge in the brackets ([]) as far as you know. (The fields below are picked up from Kobe City's recovery basic plan. If it's not the case in your country, please circle no. 6 and go on to write them down in the space below.)</p>	<p>3. Urban Planning (post-disaster land readjustment project) []</p> <p>4. Promotion of Local Economy []</p> <p>5. Life Recovery Project** []</p> <p>**Life Recovery Project: education, medical services, building & maintaining community, and so on.</p> <p>6. Other fields (write them down in the space below.)</p>
<p>4 <u>Who financed each field?</u> Write down in the brackets. Make sure you include all the organizations involved (not only government organizations within your country, but also foreign investments or international organizations such as World Bank and so on if any.) (If the case of several sources of finance, please give details on the ratio of each source in the bracket, if possible. Or, you can write down the actual amount which had spent for each project to show us the</p>	<p>Recovery Plan (total amount) (each project ↓)</p> <p>▸ Infrastructure Reconstruction Project []</p> <p>▸ Housing Reconstruction Project []</p> <p>▸ Urban Planning (post-disaster land readjustments project) []</p> <p>▸ Promotion of Local Economy []</p> <p>▸ Life Recovery Project []</p>



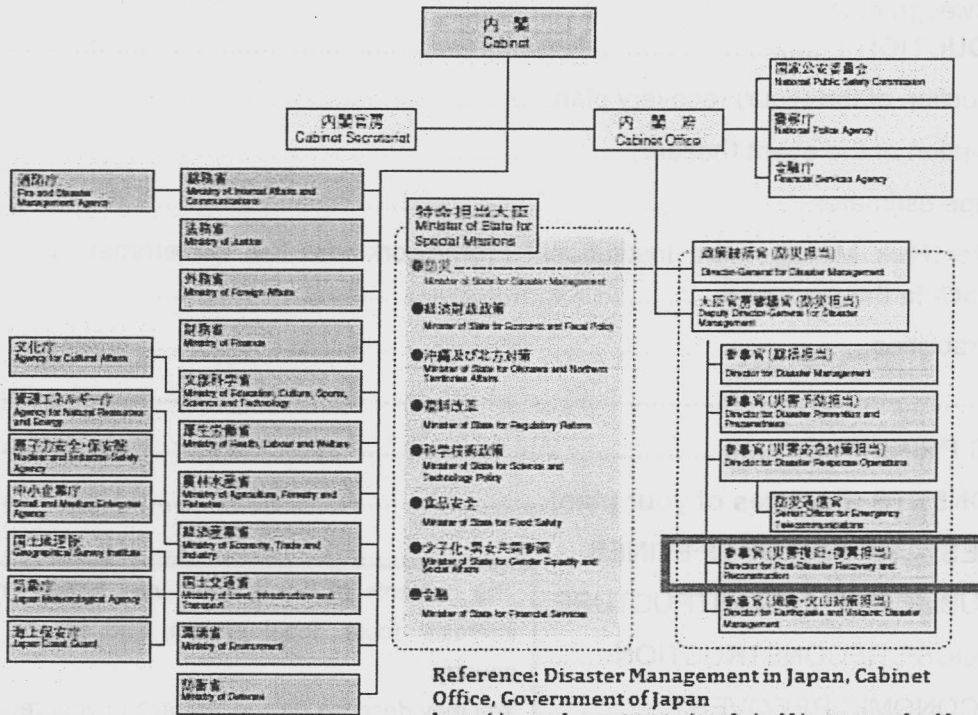
<p>whole picture; e.g. national Gov. \$600,000, municipal Gov. \$50,000, Adaptation Fund \$80,000.)</p>	<p>▸ Other fields (write them down in the next column.)</p>
3. Legal Structure	
<p>1 Respective roles of the central and local government at the time of disaster</p>	<p>e.g. 1) Cabinet Office, Central government; Disaster Information collection. 2) Local government; set up a disaster management headquarters.</p>
<p>2 Disaster management related laws and systems. (Basic laws, laws related to disaster emergency measures, fiscal and monetary measures for recovery and reconstruction from disasters, and others.)</p>	<p>e.g. In Japan, Disaster Countermeasures Basic Act was established in 1961 after Isewan Typhoon.</p>
<p>3 How to choose the top of local authority? (With official selection or Governor from the central?)</p>	

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Reference 1-6

NOTE: The chart below is an example of a person working at Cabinet Office, National Government of Japan. Create your own organization chart, and show us where your organization is.

中央省庁及び内閣府（防災）組織図
Organization of National Government and Cabinet Office (Disaster Management)



Reference: Disaster Management in Japan, Cabinet Office, Government of Japan
<http://www.bousai.go.jp/1info/pdf/saigaipanf.pdf>

ANNEX-2 Example of Table of Contents for Action Plan

NOTE: Below is an example of table of contents for action plan.
At the end of this training course, you will create your own and describe your pre-disaster recovery plan in details according to the each item.

Table of Contents	
Acknowledgments	
INTRODUCTION	
Introduction of the (your) recovery plan.....	
Description of the event (hazard)	
Damage estimates	
Disaster Risk Management Institutional Framework and the Government's approach to the response	
Vulnerabilities.....	
AIMS	
ACTING PRINCIPLES	
COMPONENTS (Features of your plan)	
1.1. RESTORATION OF LIFELINES.....	
1.2. PUBLIC USE INFRASTRUCTURE	The contents of this chapter vary based on the interests, focus, legal system, and etc. of each country. You may describe unique features of your recovery plan, and structure of it here.
1.3. HOUSE RECONSTRUCTION	
1.4. ECONOMIC RECOVERY.....	
1.5. PEOPLE'S WELL BEING.....	
1.6. DISASTER RISK MANAGEMENT.....	
IMPLEMENTATION GUIDELINES	
1.7. SOCIAL CAPITAL ENHANCEMENT.....	
1.8. PDCA CYCLE.....	
1.8.1. Mechanisms for monitoring and evaluation.....	
CONCLUSION	

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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 Embassy of Japan.

Further, address correspondence to:

JICA Kansai International Center (JICA Kansai)

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

TEL: +81-78-261-0383 FAX: +81-78-261-0465