

No.12040/08/2023-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-110067  
Dated: 23.05.2023

### **TRAINING CIRCULAR**

**Subject: Knowledge Co-Creation Program on "Comprehensive City Planning" to be held in Japan from 24<sup>th</sup> September to 28<sup>th</sup> October 2023 under the Technical Cooperation Program 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 Program on "Comprehensive City Planning" to be held in Japan from 24<sup>th</sup> September to 28<sup>th</sup> October 2023 under the Technical Cooperation Program of the Government of Japan.

2. This program is designed for officials from central/local governments who are responsible for formulation of city planning or implementation of urban development.

3. The applying organizations are expected to nominate officers who are administrative officers in the central/local government, responsible for the formulation of urban development policies/regulations or implementation of urban development programs/projects for more than 5 years. The officer has competent command over spoken and written English; be in good health (both physically and mentally) and Age: upto forty-five (45) years. More details of the program 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 round-trip air tickets between the international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan

to departure from Japan; allowances for (accommodation, meals, living expenses, outfit and shipping and stopover); expenses for JICA study tours and Medical care for participants who become ill after arriving in Japan (the costs related to preexisting 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)** to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department/State Governments/UTs in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **28.06.2023**. Nominations received after the prescribed date may not be considered. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.

  
23.05.2023  
(Deshrāj Yadav)

Under Secretary to the Govt. of India  
Tele no: 26194167

Copy to: (through DoPT's website)

- a. Secretary, Ministry of Urban Affairs, Nirman Bhavan, New Delhi.
- b. Secretary, Department of Drinking Water and Sanitation, Pandit Deen Dayal Antyodhay Bhavan, New Delhi.
- c. Secretary, Ministry of Road & Transport Highways, Shram Shakti Bhavan, New Delhi.
- d. Chief Secretaries to State Governments/Union Territories with request to circulate the same amongst related Departments/Organizations under them.
- e. Senior Representative, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001.
- f. NIC with request to post the circular along with the JICA's brochure and application format on this Department's website.



Knowledge Co-Creation Program (Group and Region Focus)

# Comprehensive City Planning



Course Number: 202208368J001

Course Period: September 24 - October 28, 2023

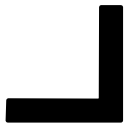


NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.  
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.  
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.



# How do we design future city?

Gain insight to the essence of  
sustainable city planning,  
more efficient, more comprehensive,  
more inspirational  
from the experiences of Japan.





# Outline

This program mainly focuses on sharing relevant knowledge as well as perspectives between the participants and the Japanese professionals to find practical solutions to issues/challenges related to city planning in the respective countries.

The sessions will be held face-to-face in Japan.

All sessions are carried out in English.

The period of the program in Japan is from September 24 to October 28, 2023.

Course Capacity: 15 participants



## **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in February 2015, stated 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 foundation of mutual learning process.

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# For What?

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## Background

Rapid urbanization is occurring in many developing countries, and it is projected that in 2050, more than 80% of the urban population are in the developing countries. Although, urban cities play an important role as an engine of growth, rapid urbanization is causing various problems such as lack of infrastructure, heavy traffic, and pollution. To solve this, comprehensive measures and efficient city planning need to be considered.

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## Course Objectives

Main Goal: To enhance knowledge and practices to the effective and efficient ways of improvement of policies and plans regarding city planning and urban development through those experiences of Japan.

Objective 1: To understand the overview of city planning and urban development in Japan.

Objective 2: To understand the framework of city planning in Japan.

Objective 3: To understand the methods of city planning in Japan.

Objective 4: To understand specific city planning and urban development methods through case studies.

Objective 5: To identify urban planning issues in the participant's home country and make a proposal to improve the situation.

# To Whom?

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## Job Areas and Organizations

This program is designed for officials from central/local governments who are responsible for formulation of city planning or implementation of urban development.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

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## Targeted Countries

Bangladesh, Bhutan, Egypt, India, Jordan, Kenya, Laos, Nepal, Nigeria, Sri Lanka, Thailand, Uganda, Uzbekistan, Vietnam, and Zambia

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



# When?

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## Program Period in Japan



From September 24, 2023  
to October 28, 2023 (no program on  
Saturdays, Sundays and October  
9<sup>th</sup>)

Please note that the program is subject to  
change depending on the situation of  
COVID-19.

# Where?

This course is organized by JICA Tokyo  
Center, and the course program is  
primarily conducted in the Tokyo  
metropolitan area.



# How?

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## How to Learn

- Lectures
- Field Visits
- Discussions
- Presentations



Watch



Listen



Experience



Study



Chat



Discuss



Present

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## Language

English

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## Commitment to the SDGs



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## Program Structure

This program consists of the following 3 phases.

### Preliminary Phase in Participant's Home Country: August 2023 to September 2023

Modules	Activities
Self-learning	-Pre-program reading materials will be provided
Country Report	-Preparation of Country Report (for details please see Annex 2)

## Core Phase in Japan: September 24 to October 28, 2023

Modules	Contents
I. City Planning System	<ul style="list-style-type: none"> <li>- Essential Information to Understand City Planning and Development in Japan</li> <li>- Framework of City Planning System</li> <li>- Comparison of City Planning System of Each Country</li> <li>- Administrative and Financial Systems for City Planning</li> <li>- City Planning, Master Plan and its Issues</li> <li>- Formulation of Master Plan</li> <li>- Comprehensive Development Planning in Developing Countries</li> </ul>
II. Land Use and Control	<ul style="list-style-type: none"> <li>- Land Use Control System</li> <li>- District Plan</li> <li>- Development Permission</li> </ul>
III. Urban Development	<ul style="list-style-type: none"> <li>- Land Readjustment and Urban Redevelopment Project</li> <li>- New Town Development</li> </ul>
IV. Urban Transportation	<ul style="list-style-type: none"> <li>- Transportation Strategies and Public Transportation for Sustainable Urban Development</li> <li>- Transit Oriented Development (TOD) and Utilization of Bus and Paratransit</li> </ul>
V. Other Important Topics	<ul style="list-style-type: none"> <li>- Urban Disaster Prevention and Reconstruction</li> <li>- Environmental and Social Considerations in City Planning</li> <li>- Town Management</li> </ul>
VI. Others (Preparation and Presentation)	<ul style="list-style-type: none"> <li>- Presentation of Country Report (share and discuss urban planning/development issues)</li> <li>- Preparation and presentation of Action Plan</li> </ul>

Note: The above contents are subject to minor changes, if necessary.

## Final Phase in Participant's Home Country: November 2023 to January 2024

Modules	Activities
Back-to-the-office Reporting	-Share and discuss what you learned in Japan with your superior(s) as well as your colleagues, including a presentation of the Action Plan

## Course Organizers

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### Course Leader

#### Mr. GOTO Tetsuji

Senior Advisor for urban and regional development  
Japan International Cooperation Agency (JICA)

Message: City planning plays an important role for sustainable city. What kind of knowledge and skills are needed to plan it? Let's learn together necessary knowledge and technics through Japanese and international experience in this course.



### Implementing Partner

#### Ms. KANEKO Motoko

Executive Officer, Comprehensive Planning Division R&D Center  
ALMEC Corporation

Message: Each city has its uniqueness in terms of socio-economic activities, urban structure, people's mobility, etc. Urban planning system should be different to fit with each city. As an implementing partner, I'm willing to support all of you to find out lessons useful for your city from Japan.



### Program Officer

#### Ms. SAKAI Tomoyo

Officer, Infrastructure Management Department  
Japan International Cooperation Agency (JICA)

Message: How does your desirable city look like? Even if everyone has a different vision, this program offers you to learn efficient tools and effective policies that worked in Japan to build livable cities. I want to welcome everyone who has a passion to improve urban planning system in your home country.



### Program Officer

#### Ms. KAMIYA Machiko

Senior Assistant Director, Tokyo Center  
Japan International Cooperation Agency (JICA)

Message: Welcome to JICA Knowledge Co-creation Program (KCCP)! We welcome participants who can share their experience, who can actively participate in discussions, and who are willing to learn from each other. We look forward to meeting you in September!





# Eligibility and Procedures

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## 1. Expectations to the Applying Organizations<sup>1</sup>

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use 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 “2 Nominee Qualifications” below.
  - (3) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
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## 2. Nominee Qualifications

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

### (1) Essential Qualifications

- 1) Current Duties: be administrative officers in the central/local government, responsible for the formulation of urban development policies/regulations or implementation of urban development programs/projects.
  - 2) Educational Background: be university graduate or equivalent
  - 3) Age: forty-five (45) years old or under
  - 4) Language Proficiency: have a competent command of English proficiency (This course includes active participation in discussions, which requires high
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competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if available.)

5) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

## (2) Recommended Qualifications

1) City population: be administrative officers in the central/local government with a city population of 500,000 or more.

2) Experience in the Relevant Field: have at least 5 years of professional experience in city planning and/or urban development.

3) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

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## 3. Required Documents for Application

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

\* If you have any physical difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the Application Form. Information will be reviewed and used for reasonable accommodation.

(2) **Photocopy of Passport:** You should submit it 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.

\*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

(3) **Supplement Report:** Each nominee is required to prepare a Supplement Report

and submit together with the Application Form. The Supplement Report will be used for screening the nominees. For details, please refer to Annex 1.

- (4) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)
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## 4. Procedures for Application and Selection

### (1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at JICA Center in Japan by **July 14, 2023**)

### (2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan. (Please fill out “【Questionnaire on Relationship with the Military】” under “Form 3 INDIVIDUAL APPLICATION FORM” of the Application Form

### (3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than August 10, 2023.**

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## 5. Additional Document to Be Submitted by Accepted Candidates



## 6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed,
- (4) not to bring or invite any family members,
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "3. Expenses", "Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) Center: JICA Tokyo Center (JICA TOKYO)
  - (2) Program Officer: Ms. KAMIYA Machiko ([jicatee@jica.go.jp](mailto:jicatee@jica.go.jp))
- 

## 2. Implementing Partner

- (1) Name: ALMEC Corporation
  - (2) URL: [ALMEC Corporation/Message](#)
- 

## 3. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment **are not included**).
- (4) Expenses for program implementation, including materials.
- (5) 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.

\*Link to JICA HP (English/French/Spanish/Russian):

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/accept](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept)

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## 4. Pre-departure Orientation

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



<b>Part I: Knowledge Co-Creation Program and Life in Japan</b>	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
<b>Part II: Introduction of JICA Centers in Japan</b>	
JICA Tokyo	<a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>

If the link of these youtube URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAChannel02>

## 5. Reference

### PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/c8h0vm000011i07-att/guide\\_en.pdf](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm000011i07-att/guide_en.pdf)

### Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>

### Website: JICA

English

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

# Annex 1 (for all nominees)

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## Supplement Report

Each nominee is requested to prepare a Supplement Report on the following contents and attach the report to the Application Form. **This report will be used for screening the nominees. Therefore, any application without the submission of this Supplement Report will automatically be rejected from this course.**

### Contents of the Supplement Report:

1. Overall urban issues to be solved in your country/city.
2. Improvement needs of the current city planning system.
3. How you and your organization are addressing the issues mentioned above.

### Format of the Supplement Report

1. Report (Microsoft Word)  
Should be typewritten in English on A4 size paper (21 cm by 30 cm), within 4 pages. (35 lines per page in 12-point font with margins of at least 2.5cm on all sides.)

(Note)

The above subjects need to be discussed beforehand from the viewpoint of nominee's and applying organization's responsibilities. Please be specific as much as possible.

# Annex 2 (for accepted candidates)

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## Country Report

**Deadline:** September 15, 2023

**How:** uploading to designated Website (details will be informed after the Acceptance Notice)

Accepted candidates are required to prepare and submit a Country Report before arriving to Japan. All the participants are requested to present the Country Report at the beginning of the program in Japan.

### Purpose of the Country Report:

1. To define the issues of city planning and urban development that you face in the work. This will be your objectives of the participation in this program and should be led to the Action Plan which proposes the solution of the issues.
2. To share your issues and backgrounds with other participants.

### Format of the Country Report

1. Report (Microsoft Word)  
Should be typewritten in English on A4 size paper (21 cm by 30 cm), within 10 pages. (35 lines per page in 12-point font with margins of at least 2.5cm on all sides.)
2. Presentation (Microsoft Power Point)  
The presentation time will be approximately 15 minutes with 5 minutes of Q&A

### Contents of the Country Report:

1. Your Name / Organization / Country
2. About your organization
  - (1) Roles and responsibilities of the organization
  - (2) Organization chart
  - (3) Your responsibilities
    - a) Your post/job title

- b) Outline of the job you are in charge of
3. Overview of city planning and urban development system/method
- (1) Introduction of characteristics of your country and city including statistical data of urban area
  - (2) The outline of existing city planning laws and regulations, and master/structure plan (with “City Planning Map” and/or “City Map”) in your country
  - (3) Summary of the land use planning, city planning, and urban development method/approach practiced in your country
4. Problem/Issues to be addressed
- (1) The issues and problems regarding city planning including issues you are currently tackling
  - (2) The causes and backgrounds of the issues and problems
  - (3) Your idea to address the above-mentioned issues and problems
  - (4) Specific issues and problems you would like to study through this program.

(Note)

- It is advisable that the report and the presentation be made with charts and pictures.
- The presentation should focus on “Section 4. Problem/ Issues to be addressed.” Please do not prepare a presentation on just the mere introduction of your country.
- Please share the existing city planning laws and regulations, and master/structure plan, or any planning standards / guidelines in your country in English by electric data, if possible

# For Your Reference

## JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade, and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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 a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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.



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

Cover page (p1) and Outline page(p3) Pictures

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No. 7: ©JICA/Koji Sato

No. 9 and 10: ©JICA



## **Correspondence**

For enquiries and further information, please contact the JICA office or Embassy of Japan.

Further, address correspondence to:

### **JICA Tokyo Center (JICA TOKYO)**

Address: 2-49-5, Nishihara, Shibuya-ku, Tokyo, 151-0066 JAPAN

TEL: +81-3-3485-7051 (main phone number) FAX: +81-3-3485-9655 (main fax number)

("81" is the country code for Japan, and "3" is the local area code)