



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Comprehensive Urban Transportation Planning

課題別研修「総合都市交通計画」

JFY 2015

NO. J1504245 / ID. 1584777

From September 2015 to March 2016

Core Phases in Japan: From October 12 to December 12, 2015

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

'JICA Knowledge Co-Creation (KCC) Program' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept

Background

Urbanization in Japan, as represented by the increase in the urban population and the expansion of urban areas, made rapid development starting in the 1950s along with economic growth and changes in industrial structures. Progression of earnings of people enabled ownership of new automobiles, and growth in automobile usages far exceeding the building pace of roads caused adverse effects on roads in cities including increases in traffic jams, air pollution and traffic accidents.

Such urbanization accompanying external diseconomy is seen in many countries. However, the speed of urbanization in Japan is much faster than Europe and the United States, and in countries where urbanization is currently in progress, much faster and furious increase in urban population and growth in automobile usages are noted.

As stated above, the history of building transportation infrastructure which was introduced to deal with rapid urbanization that Japan experienced includes hints and examples of succeeding and failure cases which are useful for resolving urban transportation issues in many countries in which economy is at present in growth process.

For what?

This program aims to formulate feasible plans to improve the systems/methods of urban transport planning against issues/problems currently tackling in their respective organizations.

For whom?

This program is offered to **local government officials in cities with a population of 500,000 or more and central government officials of its countries**, who responsible for the formulation of urban transport policies or the implementation of urban transport programs/projects.

How?

This "Comprehensive Urban Transportation Planning" program addresses institutional capacity strengthening for participating organizations to develop the appropriate methods and systems of urban transportation through three phases; 1) preliminary phase in home country, 2) core phase in Japan and 3) finalization phase in home country. All activities are expected to take place in close consultation and discussions between the participants and their governments.

Especially in the core phase, this program will provide an overview of urban transport policies and practices, urban transport planning and projects in Japan. Besides, the participants have opportunities to do exercise of traffic assignment, as well as to discuss and make their respective proposals through exchange of views and experiences with Japanese experts. The program combines thematic lectures, site visits, practice and discussions with report writing.

II. Description

1. Title (J-No.): Comprehensive Urban Transportation Planning (J1504245)

2. Period of program

Duration of whole program: September 2015 to March 2016

Preliminary Phase: September 2015 to October 2016

(in a participant's home country)

Core Phase in Japan: October 12 to December 12, 2015

Finalization Phase: December 2015 to March 2016

(in a participant's home country)

3. Target Countries:

Brazil, China, Côte d'Ivoire, Indonesia, Laos, Myanmar, Nepal, Nigeria, Peru, Rwanda, Sri Lanka, Tajikistan, Tanzania, Thailand, Uganda, Zambia

4. Eligible / Target Organization:

This program designed for local government officials in cities with a population of 500,000 or more and central government officials of its countries, who responsible for the formulation of urban transport policies or the implementation of urban transport programs/projects.

5. Course Capacity (Upper limit of Participants):

20

6. Language to be used in this program:

English

7. Overall Goal

Based on the improvement plan of participating organization, project/operation is implemented in pilot area.

8. Program Objective:

A feasible improvement plans are formulated by each participant against issues/problems regarding systems/methods of urban transport planning they are currently tackling in their respective organizations.

9. Expected Output:

To achieve the above Program Objective, expected outputs are as follows:

Preliminary Phase

- 1) To clarify urban transport issues/problems currently occurring in respective organizations' work, preliminarily,

Core Phase in Japan

- 2) To be able to explain the outline of urban transport planning and its system, and role of related organizations in Japan,
- 3) To be able to forecast/analyze basic traffic demand by using JICA STRADA (Traffic Demand Forecasting/Analysis Program),
- 4) To identify main issues regarding urban transport planning under the current regulations/systems, and make proposals of improved urban transport approaches/methods in their respective organizations,

Finalization Phase

- 5) To examine and review the proposals in their respective organizations and discuss towards the realization and implementation.

10. Contents

This program consists of the following components. Especially, selected participants are required to formulate individual reports* in three different phases.

* For more details, please see section V.

Details on each component are given below:

Preliminary Phase in participant's home country September 2015 to October 2015 <i>Selected participants make required preparation for the Program in the respective countries.</i>	
Modules	Activities
Self-learning	Study pre-training materials which will be sent in advance
Inception Report	Formulation of Inception Report

Core Phase in Japan October 12 to December 12, 2015 <i>Participants dispatched by the organizations attend the Program implemented in Japan</i>	
Modules	Subject
(1) Inception Report Presentation	- Share and discuss urban transport issues
(2) Overview of city planning system	- City planning law and land use planning - Outline of urban development - Environment - Urban renewal/renaissance - Present situation and issues of road traffic

(3) Introduction of urban transport planning in Japan	<ul style="list-style-type: none"> - Development of cities and transportation in Japan - Administrative/financial systems in Japan - Concept of urban transport planning - Overview of survey and analysis of urban transport planning
(4) Conception of urban transport planning	<ul style="list-style-type: none"> - Comprehensive urban transport planning in large cities - Developments of traffic demand management (TDM) measures - Urban monorail, new transit system, LRT (Light Rail Transit) - Urban expressway planning - Mobility management - Examples of project finance
(5) Exercise of JICA System for Traffic Demand Analysis (JICA STRADA)	<ul style="list-style-type: none"> - Model building and OD table processing - Network distribution - Future road network planning - Presentation of analysis result
(6) Case Study (Site Observation)	<ul style="list-style-type: none"> - Comprehension of urban transport planning and their characteristics in several cities - Study tour discussion
(7) ODA/ Finance	<ul style="list-style-type: none"> - Japanese ODA (Official Development Assistance) - Project Finance
(8) Interim Report Preparation and Presentation	<ul style="list-style-type: none"> - Propose an Improvement Plan of urban transport by respective participants - Share and discuss urban transport issues

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

Finalization Phase in participant's home country December 2015 to March 2016 <i>Participants make a presentation of their Interim Reports to their organizations. Each participating organization assesses or reviews the proposal made in the Interim Report and considers its viability. This phase marks the end of the Program.</i>	
Modules	Activities
Final Report	Formulation and submission of Final Report

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use this 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 participating 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 ensure enough time for the participants to carry out the activities of the Preliminary Phase described in section II-10.
- (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-10.

2. Nominee Qualifications

Applying Organizations are expected to adequately select nominees who meet the following qualifications. Nominees must:

- (1) have university degree or equivalent, with more than **three (3) years of professional experiences** in urban transport planning and management in principle,
- (2) be **central/local government officials in a city with a population of 500,000 or more**, responsible for the formulation/implementation of urban transport planning or urban transport facilities planning,
- (3) be in principle **forty (40) years of age** or under,
- (4) have a high level of English language ability in speaking and writing,
(Note: If you provide evidence of language ability as tested by a registered body, your application would be prioritized against others.),
- (5) be both physically and mentally fit for the training, and
- (6) not be serving in the military.

3. Required Documents for Application

(1) Application Form

The Application Form is available at the JICA office (or the Embassy of Japan, depend on arrangement in each country).

***Pregnancy**

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

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

Please ask JICA Staff for the details.

(2) Questionnaire (Annex 1)

Each nominee is required to prepare a Questionnaire in accordance with the format indicated in the Annex 1. The Questionnaire, which will be used for screening the nominees, should be submitted with the Application Form.

(3) Nominee's English Score Sheet

If nominees have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the Application Form.

- (4) Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

4. Procedures for Application and Selection

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan, depend on arrangement in each country).**

(After receiving applications, the JICA office (or the Embassy of Japan, depend on arrangement in each country) will send them to the JICA Center in JAPAN by **August 12, 2015.**)

(2) Selection:

After receiving the documents through proper channels from your governments, the JICA office (or the embassy of Japan, depend on arrangement in each country) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Tokyo International Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.*

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan, depend on arrangement in each country) by **not later than September 11, 2015.**

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

Inception Report – to be submitted by October 9, 2015:

Before coming to Japan, **only accepted candidates** are required to prepare an Inception Report (detailed information is provided in the Annex 2 "Inception Report".) The Inception Report should be sent to JICA by October 9, 2015, preferably by e-mail to **ticttee@jica.go.jp**

*For more details, please see section V.

6. Conditions for Attendance:

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

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tokyo International Center (JICA TOKYO)

(2) **Contact:** KURISAKI Keiko (Ms.) (Kurisaki.Keiko@jica.go.jp)

2. Implementing Partner:

(1) **Name:** City Bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

(2) **URL:** <http://www.mlit.go.jp/en/index.html>

3. Travel to Japan

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

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan

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

JICA Tokyo International Center (JICA TOKYO)

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

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

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

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL: <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

5. Expenses

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

(1) Allowances for accommodation, meals, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets).

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation

A pre-departure orientation will be held at the respective countries' JICA offices (or Embassies of Japan, depend on arrangement in each country), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Formulation of the Reports

Participants are required to formulate specific proposals in order to solve issues/problems regarding urban transport planning tackled by participants or their organizations. For that purpose, participants are required to formulate reports by three different steps.

(1) The first step: Inception Report (Annex 2)

Inception Reports should state overview of urban transportation and the current issues/problems which participants and their organizations are now facing in their countries.

Contents of Inception Report are as follows:

- a. About your organization, responsibilities
- b. Overview of urban transportation and its system/method including statistical data of urban area and existing transport (master) plan maps/drawings
- c. Problem/Issues to be addressed

At the beginning of this program in Japan, participants should present their Inception Reports within about 20 minutes. Participants are requested to prepare visual material such as MS Power Point for the presentation and bring it to Japan.

(2) The second step: Interim Report

Interim Report should be formulated at the end of Core Phase in Japan and participants should give presentation within about 20 minutes as they presented Inception Report.

Interim Report includes specific and feasible proposals to solve the urban transport planning issues/problems.

The Report is prepared through the training programs and reflects the knowledge and experiences obtained in the core phase in Japan. Several kinds of specific topic/theme are given and each participant selects the one topic/theme. Presentations are made on individual basis. Some consultation for drafting the report will be offered by Japanese advisors in Japan. Details are given to you in Japan.

(3) The third step: Final Report

After returning to home countries, participants are requested to present their proposals shown in the Interim Reports to your colleagues as well as the senior

management officers and to the relevant organizations and to get their assessment/review of the proposals.

The Final Report is made by adding the supplemental information on viability of proposal, reflecting the result of this assessment/review by the organization, into the original proposal mentioned in the Interim Report.

The supplemental information is as follows:

- a. The result of assessment/review of participant's proposal by his/her organization
 - The way of participant's presentation (to whom, how and when)
 - Persons who assess or review the proposal
 - Opinions/comments
- b. The next step to realize the proposal in line with the organization's opinions

The participants' organizations are requested to submit the Final Report by February 29, 2016.

2. Distribution of Material for Preliminary Phase

The material for preliminary study will be sent after the issuance of acceptance notice to those who are selected as participants of the program.

[Material]

- Technical Cooperation Contents for Urban Transportation Programs

3. Country Data/Information, Map and Personal Computer

Since the participants will be required to make individual reports and presentations during the program in Tokyo, it is requested that participants bring the following items from home countries.

- Statistical data concerned
- Existing urban transport (master) plan, with "City Planning Map", "City Map" and/or photos, if any

Please note that personal computers are available for the use of participants at JICA Tokyo, but the number is limited. It is advised that participants bring own computers from home countries.

VI. Annexes

1. Questionnaire
2. Inception Report

Questionnaire

Purpose of application of the applying organization and expectation on this program of the nominee will be written in "Application Form for the JICA Training and Dialogue Program".

In addition to this information, each nominee is requested to attach completed questionnaire as a preparatory report on the following information to the Application Form.

The completed Questionnaire will be used for screening the nominees.

(Note)

- ✓ The answer should be typewritten in English on A4 size paper (21 cm by 30 cm). The maximum length is 4 pages (35 lines per page in 12-point font with margins of at least 2.5 cm on all sides).

Contents

1. Current situation

- (1) What are the urban transport issues/problems in your country?
- (2) What are the improvement needs of the current system/method regarding urban transportation?
- (3) How are you and your organization addressing the issues mentioned above?

(Note)

- ✓ The answer of section 1 "Current situation" needs to be discussed from the viewpoint of nominee's and applying organization's responsibilities. Please be specific as much as possible.

2. Professional Carrier

How long have you engaged in the work of following fields?

Field	Years
A. City planning	()
B. Transport planning	()
C. Transport services	
a. Road	()
b. Railway	()
c. Bus	()
d. Traffic control	()
D. Urban transport Infrastructure	

a. Project implementation	()
b. Operation, management or maintenance	()

3. Computer Experience

(1) What kind of computer system have you used?

Operation System (OS)	Years
Windows	()
Unix	()
Linux	()
Macintosh	()
Others () *Please specify name	()

(2) What kind of software have you used?

Software	Years
Word	()
Excel	()
Power Point	()
Others () *Please specify name	()

Inception Report

This program has three phases; 1) preliminary phase in home country, 2) core phase in Japan and 3) finalization phase in home country. Through these three phases, the participants make their respective proposals on the application of Japanese systems/methods to their countries' urban transport planning and implementation.

All participants are required to prepare the Inception Report providing the information on subjects mentioned below. The purpose of the Inception Report is as follows:

- 1) To define the issues of urban transportation that participants are facing in their respective works in charge of. This will be participants' objectives for participating in this program and should be lead to the Interim Report which proposes the solution of the issues.
- 2) All participants can share those issues and backgrounds through the presentation.

All participants are also requested to make a **20-minute presentation with visual material (e.g. MS Power Point) in the beginning of the Program.**

The Inception Report should be sent to JICA Tokyo International Center by October 9, 2015, preferably by e-mail to tictree@jica.go.jp.

Contents

1. Country, Name, Roles and Responsibilities of Organization

2. Organizational Chart

Note: please attach a chart of your organization, and circle the division to which you belong to.

3. Overview of Country and Urban Transportation

- (1) Population of the country
- (2) Population of the biggest urban region and city of the country
- (3) Number of privately owned automobiles
- (4) Estimated number of the daily passengers in a city by Bus, Taxi, Railway, Subway and Tram (streetcar)
- (5) Basic Fares (Minimum Fares) of Each Public Transportation Mode in U.S. Dollars
 - Bus, Taxi, Railway, Subway and Tram (Streetcar)

- (6) Tax rate per one (1) liter of gasoline in U.S. Dollars, in case the tax is imposed in your country
- (7) Existing urban transportation plan/master plan with "City Planning Map", "City Map" of the major city in your country or the city you are working
 - e.g. forecast of future traffic volume, road networks, public transportation plans, terminals, and so

4. Problems/Issues (to be addressed)

- (1) Urban transportation issues/problems in major cities (general aspect)
- (2) Problems/issues with regard to:
 - 1) Urban transportation policies for sustainable urban development
 - 2) Urban transportation measures to ensure smooth transportation
 - 3) Urban traffic survey and demand forecasting practiced in the cities
 - 4) Development of public transportation system and increasing use of public transportation in the cities
- (3) Implemented interventions/project against respective issues/problems mentioned above 4-(2), internally/internationally
- (4) Specific issues and problems you would like to study through this program in Japan.

Format

- (1) The Report

The report should be typewritten in English on A4 size paper (21 cm by 30 cm), formatted in digital data, within 15 pages.
- (2) MS Power Point presentation

The presentation should focus on "Section 4. Problem/Issues to be addressed".
Participants need to avoid the presentation on just the mere introduction of their home countries.

(Note)

- It is advisable that the report and the presentation be made with lots of charts and pictures.

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 course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

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

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



CORRESPONDENCE

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

**JICA Tokyo International Center
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