Knowledge Co-Creation Program
(Group & Region Focus)

General Information on

Museums and Community Development
課題別研修 「博物館とコミュニティ開発」

JFY 2016
NO. J16-04292　/ID.1684770
Course Period in Japan: From September 26, 2016 to December 17, 2016

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 in 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

Development and economic growth are high-priority issues for many developing countries, however at the same time, we see many countries losing their cultural and natural heritage without adequate protection on them. The protection, transmission, and utilization of cultural and natural heritage become considerably important than ever before.

Museums serve to collect, conserve, and display tangible and intangible cultural and natural heritage, to play vital roles not only in establishing national or ethnic identity, but also in disseminating regional cultures to the world. Museums often promote tourism industries that support regional economies, thus attracting wider attention in socioeconomic development. Recently, museums are also recognized as important educational institutions that can support growth in the education sectors of developing countries.

Based on this background, since 1994, JICA has been implementing a course program to museum specialists, in cooperation with museums and relevant organizations in Kansai area, especially with the National Museum of Ethnology and the Lake Biwa Museum. The course provides participants comprehensive museum management skills from collection management techniques (collection, conservation, exhibition, etc.) to museum administration (public relation, education, risk management, etc.), which are all necessary knowledge and techniques for better museum management. During the decades of experiences, we kept on reviewing and evaluating the program for continuous improvement, to reflect the current situation of museums in the developing countries, aiming at sharing knowledge and techniques with participants in most practical and effective ways.

In 2015, the program title was changed to “Museums and Community Development”, revising the curriculum to enhance the role of museums in communities. Since museum plays a role of a hub for compiling and disseminating a community's cultural and natural heritage and knowledge, by involving community members, museum activities could give an opportunity for them to deepen their understandings on their home region, which could even be a source for regional vitalization.

The program provides practical skills and knowledge in a comprehensive manner which is indispensable for community-based museum activities, thereby fostering human resources who can contribute to the economic and cultural development of local communities in their respective countries.

For what?

Through this program, practical skills and know-how necessary for the comprehensive and effective museum operation in collaboration with local communities will be shared with participants. The result of program is expected to be shared among relevant staff at participants’ home museums through “dissemination plan”.

For whom?

This program is designed for museum specialists who have more than 3 years of practical experience in at least one of the following fields: materials acquisition, documentation, conservation, exhibition planning, museum education, community relations and other closely related fields.

How?

The course consists of two programs, a General Program lasting about seven weeks, and a Specialized Program lasting about three weeks. The General Program is intended to help the participants deepen their understanding of overall museum activities. The Specialized Program is designed to train grouped participants according to their specialties. Participants will select their preferred themes for each week of the Specialized Program.

In order to support each participant to prepare feasible “dissemination plan”, which could be implemented after returning to his/her home country, substantive and concrete case studies and discussions on museum operations will be also conducted in the program,.

II. Description

1. **Title (J-No.): Museums and Community Development (J16-04292)**

2. **Course Period in JAPAN**
   September 26 to December 17, 2016

3. **Target Regions or Countries**
   Armenia, Egypt, Iran, Laos, Mexico, Peru, Samoa, Uzbekistan

4. **Eligible / Target Organization**
   This program is designed for museums and national institutions for the conservation of heritage. The candidates should be museum specialists who are engaged in one of the following fields: materials acquisition, documentation, conservation, exhibition planning, museum education, community relations, and other relevant fields. Please see III-2 for more details of the requirements.

5. **Course Capacity (Upper limit of Participants)**
   12 participants

6. **Language to be used in this program**: English (or English translated from Japanese)

7. **Course Objective:**
   The participants will master practical skills and know-how necessary for the effective operation of museums, which can then be shared among museum specialists by carrying out autonomous dissemination plan prepared through the program. The participants will also be able to develop their expertise in a sustainable manner via an international network established through the program.

8. **Overall Goal**
   Leading specialists to contribute to the development of museums worldwide are fostered.

9. Expected Module Output and Contents:

The program consists of the following components.

(1) Preliminary Phase in each participant's home country
(August 2016 to September 2016)
Participating organizations carry out the required preparation for the Program in their respective countries.

Expected Module Output	Activities
1) Be able to explain outline of the museum activities in their country and their own professions, and also to highlight relevant agendas	➢ **For ALL the candidates**: Formulation and submission of a Museum Report. All candidates are requested to submit the Museum Report together with the Application Form. Please see **VI. Annex** (Pg. 14) for more details. ➢ **ONLY for the selected participants**: Formulation, submission and presentation of a Museum Report Presentation. Participants are requested to submit the Museum Report presentation data (electronic file) at the beginning of the program in Japan. Please see **VI. Annex** (Pg. 15) for more details.

(2) **Core Phase in Japan**
(September 26 to December 17, 2016)
Participants dispatched by the organizations attend the Program implemented by:
National Museum of Ethnology (MINPAKU)
Senri Expo Park, Suita, Osaka 565-8511, JAPAN
Lake Biwa Museum
1091 Oroshimo, Kusatsu, Shiga 525-0001, JAPAN

Expected Module Output	Subjects/Agendas	Methodology
2) General theory	Museum systems in Japan	Lectures, observation, and exercises
	Museums in Japan	
	Intellectual property rights	
	Museum buildings	
	Individual visits to museums in the vicinity	
3) Museum Management and Community	Community-based management of museums	Lectures, observation, and exercises
	Museums and tourism development	
	Museum marketing	
	Museum shop management	
4) Collection Management	Use and management of collections	Lectures, observation, and exercises
	Conservation and restoration of cultural properties	
	Packing and transportation	
	Risk management and disaster management for collections	
5) Exhibition and Community	Representing culture in museums	Lectures, observation, and exercises
	Permanent exhibition (design and installation)	
	Temporary exhibition (design and installation)	
	Evaluation (visitor studies)	
6) Education/	Museum education services	Lectures,

Public Relations for Community	Public relations	observation, and exercises
	Universal design	
	Peace education	
7) Museums and Local Community	Museum for community development	Lectures, observation, and exercises
	Collaboration with local communities	
	Representing local communities' history	
	Public participation in museum activities	
8) Specialized program	Please see **APPENDIX II** (Pg. 18) for more details.	Lectures, observation, and exercises
9) Draft a dissemination plan based on the acquired knowledge and skills.	Case studies on museum operations in Japan. Advice and exchange of views for planning of a feasible dissemination plan according to operational conditions of each participant's home museum/ institution. Discussion on feasibility of the plan.	Lectures, observation, exercises, and presentation
Observation trips	Tokyo(Tokyo National Museum, National Museum of Nature and Science), Niigata(Museums related to the The Mid-Niigata Prefecture Earthquake), Hiroshima (Hiroshima Peace Memorial Museum), Kagawa (Naoshima Island), Osaka (Osaka Human Rights Museum, Osaka Museum of History), etc.	

(3) Finalization Phase in each participant's home country
(January 2017 to June 2017)
Participating organizations finalize and carry out the dissemination plans in the respective countries.

Expected Module Output	Activities
10) Be able to implement the drafted dissemination plan	➢ After returning to the home country: Presentation of the drafted dissemination plan at each participant's organization. Necessary discussions for its implementation will take place. ➢ After 6 months: Submission of a progress report.

Final Goal

Participants are required to prepare a "dissemination plan," and activate it on returning to their home museums/institutions. Thus, each participant needs to have a clear idea in advance on a theme for a dissemination plan, and also needs to have ability to activate it in the given environment and situation of his/her home museum/institution.

<Structure of the program>

Introduction
Logistical briefing, program orientation, then, introduction to Japanese language and society

(About one week in total)

+

General Program (Module Output 2,3,4,5,6,7,9)
Lectures, workshops, and study trips inside Japan (About seven weeks in total)

+

Specialized Program (Module Output 8)
Practical workshops on special themes (about three weeks in total)

+

Communication Requirements
Interview with course organizers, Museum Report, Public Forum, Specialty Report, discussions with lecturers and fellow participants, cultural exchange programs →**VI. Annex (Pg. 14-)**

+

Final Report
Planning and making a Final Report describing a feasible "dissemination plan" for each participant's home museum/institution, based on the General Program and the Specialized Program chosen by each participant→**VI. Annex (Pg. 16)**

⇩

Leading specialists to contribute to the development of museums worldwide are fostered.

10. Follow-up Cooperation by JICA:

In this program, JICA may extend follow-up support to participating organizations that demonstrate an intention to develop the results of the program further. Please note that such support shall be selective, based on the proposals from 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 select best nominees for this purpose.

(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 the applying organizations and effectively facilitate their efforts to find solutions for the issues and problems.

(3) As this program is designed to assist organizations to devise concrete solutions to their issues, participating organizations are expected to make due preparations 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) Essential Qualifications:

1) <Position> To be museum specialists with practical experience in at least one of the following fields: materials acquisition, documentation, conservation, exhibition planning, museum education, community relations, and other closely related fields.

2) <Practical experience> In principle, to have <u>at least three years of experience</u> in at least one of the above-mentioned fields.

3) Educational Background: To be a university graduate or equivalent.

4) Language: To have a competent command of spoken and written English which is equal to TOEFL iBT100 or more (This program includes active participation in discussions, Final Report development, etc, and thus requires high competence in English).

5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risks to the health and lives of the mother and fetus.

(2) Recommendable Qualifications:

1) In principle, 25 to 45 (inclusive) years of age.

3. Required Documents for Application:

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

(2) **Photocopy of passport**: to be submitted with the Application Form, if you already possess the 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 following:

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

(3) **Nominee's English Score Sheet:** to be submitted with the Application Form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach a photocopy to the Application Form.

(4) **Museum Report:** The Museum Report is to be submitted with the Application Form. For details, please refer to VI. Annex (Pg. 14). The report should be about four pages of double-spaced text, a small number of illustrations (if available), and should be in English.

(5) **Preferences for the Specialized Program:** The form indicating each applicant's preferences for the specialized program is to be submitted along with the Application Form. Please fill out Appendix I: Questionnaire in VI. Annex (Pg. 17) by referring to Appendix II: Syllabus (Pg. 18-22). Allocation of participants to each program will be discussed with the lecturers and organizations concerned in Japan based on the participants' professions and interests.

4. Procedures for Application and Selection：

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

（After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by <u>July 15, 2016</u>**）

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the Embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance:

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than August 26, 2016.**

5. Document(s) to be submitted by selected participants:

Museum Report presentation data:

Before coming to Japan, only selected participants are required to prepare their Museum Report presentation data (detailed information is provided in the VI. Annex "Museum Report Presentation" (Pg. 15)). We will ask you to submit the presentation data a few days after your arrival in Japan.

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 program expenditure depending on the severity of said violation, and

(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 Kansai

(2) Contact: Ms. GOTOUDA Fukiko (Gotouda.Fukiko.2@jica.go.jp) and jicaksic-unit@jica.go.jp

2. Implementing Partner:

This program will be jointly organized and implemented by the National Museum of Ethnology (MINPAKU) and the Lake Biwa Museum at their institutions. For program details, please refer to the URL below:
http://www.minpaku.ac.jp/english/research/sc/training/museology

(1) National Museum of Ethnology (Minpaku)

A national research institute and museum that provides graduate-level training in anthropology and ethnology.
English website: http://www.minpaku.ac.jp/english

(2) Lake Biwa Museum

A local museum that explores Lake Biwa's natural history, its cultural, social, and historical attributes, and the changing interactions between lakes and people.
English website: http://www.lbm.go.jp/english/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 Kansai Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan TEL: 81-78-261-0386 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/about/organization/domestic/index.html

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), and

(4) Expenses for program implementation, including materials.
For more details, please see “III. ALLOWANCES” in the brochure for participants titled “KENSHU-IN GUIDE BOOK,” which will be provided before departure for Japan.

6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country’s JICA office (or 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 its 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 their own convenience, if possible. During the program, participants are required to work on computers, including the preparation of Final Report, etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 14 desk-top computers are available with internet access.

4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account (opened by JICA) in Japan with 2 to 5 days after your arrival. It is highly advised to bring some cash / traveler's check in order to cover necessary expense for this period.

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 limited availability of facility or time during the program.

6. A course orientation will be held on the second day of the program to explain to the participants about the expectations of the course, the curriculum, the schedule, etc.

7. It would be convenient to bring a small bag for short trips of up to a few days away from JICA Kansai, which are planned in this program. During short trips, participants will mainly use the public transportation system for traveling, including subways, public buses, etc. It is recommended to bring comfortable walking/sport shoes for traveling.

8. It is highly recommended that members of ICOM (International Council of Museums) bring their membership cards with them. These cards might be useful when visiting museums in Japan, if these museums have a policy of free or discounted admission for ICOM members.

VI. ANNEX:

Museum Report / Public Forum / Specialty Report / Final Report
for
the Museums and Community Development Course

1. **Museum Report (For ALL the applicants, to be submitted together with the Application Form)**

Note: The report outlined here should have about four pages of double-spaced text, a small number of illustrations (if available), and should be in English.

(1) Name of applicant
(2) Nationality
(3) Present job title, and work history
(4) Name of the museum
(5) Organization chart of the museum (including the number of staff and scope of work)
(6) Building plan, zone plan of the museum
(7) Collection and exhibitions of the museum
(8) Education program
(9) Year's schedule of events
(10) Financial status of the museum (funding source, annual funding)
(11) Present conditions of the museum (physical facilities, staffing, collections, etc.; also specifying deficiencies, if any)
(12) The applicant's professional role in the museum, and any previous projects or work
(13) Additional considerations related to the museum (if any)
(14) Current issues concerning the applicant's duties/museum

The report should include two contents;

- A report on **activities in the applicant's museum**.
- A report on **the applicant's own activities related to museums or specialization** acquired during his/her professional career at a museum (e.g., exhibition planning, conservation, museum education).

Selected participants will have an opportunity to present these contents to other participants and the lecturers in order to further exchange ideas and experiences among them. (Details are explained in Pg.15)

2. Museum Report Presentation (ONLY for the selected participants)

After being informed of the acceptance to participate in this course by the JICA office (or Japanese Embassy) in the respective country, each selected participant is requested to prepare a presentation of his or her Museum Report before coming to Japan.

Style:

- ✓ Please modify the "Museum Report" that was made for the Application into a presentation file (Microsoft® PowerPoint, etc.).
- ✓ Slide volume: about 10 slides (Given presentation time will be 8 minutes)
- ✓ The presentation should not be merely an introduction to one's museum. It should report relevant technical information based on the topics specified on Pg. 15.
- ✓ The presentation should include two parts:
  1) Information on museum activities in the participant's country
  2) Information on the participant's own activities related to museums or specialization

Language: English

Submission: 27 September , 2016

Please bring the presentation data on a USB flash memory device to the Program Orientation, which will be conducted by GOTOUDA Fukiko (Ms.) at JICA Kansai on 27 September, 2016.

Alternatively, presentation data may be sent by email to the following address. However, please note that we cannot receive any data exceeding 5MB.

E-mail: Gotouda.Fukiko.2@jica.go.jp and jicaksic-unit@jica.go.jp

Presentation Date and Place: 30 September, 2016 at the Lake Biwa Museum in Shiga Prefecture.

Presentation time:

- ✓ Presentation: 15 minutes (Presenter:8 mins + Translator:7 mins)
- ✓ Q&A: 5 minutes
- ✓ Total: 20 minutes per person

Others:

- ✓ **Please bring the presentation data to Japan on a USB flash memory device**.
- ✓ Please bring museum-related documents (annual reports), reports, and pamphlets, as well as materials such as **photo data and DVDs,** in order to visually convey the situation at each museum.

3. Public Forum

Note: In order to introduce museums of the world to the general public, all the participants are requested to present museum activities in their own countries at a public forum. The current status, problems, etc. presented by each participant will be shared and discussed during the public forum.

4. Specialty Report

Note: The `Specialty Report` is a discussion opportunity provided during the course of the lecture program, depending on the specific interests of the participants.

Participants are requested to present their case in a 15-minute talk, highlighting their own museum activities, in particular those pertaining to their own professional interests.

Participants are expected to (but not limited to):

- Describe their day-to-day duties in their current position
- Select ONE museum activity (e.g., exhibition design, public relations, human resource development, public education, conservation, documentation, etc.) as the principal topic of the Report
- Describe the selected museum activity in detail (the current status, the challenges and issues to addressed, etc.)

This participatory program is designed to add more dynamism to the otherwise `sit tight and listen` lecture-based program through discussions with fellow participants and lecturers.

5. Final Report

Note: The knowledge, skills, and know-how acquired during the program are to be disseminated in each participant's home museum/institution upon returning home. Participants are required to prepare a dissemination plan and present it as a *Final Report* on the last day of the course. The dissemination plan must include:

(a) Specification of the intended recipients of the knowledge, skills or know-how that will be disseminated
(b) The theme the plan will focus on
(c) A summary of what was learned in Japan regarding that theme
(d) The kinds of program, seminar, on-the job training, organizing of interest groups, etc., that are intended under the plan, along with an evaluation of the possibility of organizational or financial support
(e) The goals to be achieved after dissemination
etc.

APPENDIX I

Questionnaire

Name: _____
Country: _____

Schedule for the Specialized Programs (three weeks)

Participants will select their preferred themes for each week during the Specialized Program. The themes available for each week are listed below. At the time of application, please indicate your preferred training themes and submit them together with the Application Form. Further details about each program are to be found in Appendix II.

1st week	**A** Preventive Conservation	**B** Exhibition Design	**C(max 3)** Photography
2nd week	**D (max 5)** Excavating and Controlling Archaeological Resources	**E** Management of a Local History Museum	**F** Documentation and Databases
3rd week	**G (max4)** Conservation and Restoration of Objects	**H (max 2)** Landscape Model-Making	**I** Filming

Please indicate the letter of your preferences.

For the 1st week, I prefer 1st choice :_____
2nd choice :_____

For the 2nd week, I prefer 1st choice :_____
2nd choice :_____

For the 3rd week, I prefer 1st choice :_____
2nd choice :_____

*These programs provide different practical skills and knowledge that are indispensable for community-based museum activities. (The program is subject to change.)

APPENDIX II

Syllabus for the Specialized Program

A. Preventive Conservation

In the specialized program on “Preventive Conservation,” the focus will be on approaches to a solution, such as how to think, study, and deal with problems that occur.

To improve the museum environment, we will deal with the following topics: implementation of Integrated Pest Management (IPM), monitoring and control of temperature and relative humidity, and control of the lighting environment. Participants will have an occasion to visit storage rooms and to create storage boxes, following an explanation on standards for selection of materials.

Participatns will also learn the importance of daily activities from the viewpoint of preventive conservation, such as the inspection of objects, cleaning of storage rooms, and patrol of exhibition halls. During the program, we will set up a Q & A and discussion time to exchange ideas.

B. Exhibition Design

The objective of the course is to identify concepts and methods for expressing the contents of and ideas about exhibits effectively and efficiently through various means. First, the participants will learn about summarizing the overall plan and flow of design work.

Each participant will choose a theme and plan an exhibition to be held in the seminar room, make a presentation on the concept, and then exchange ideas with the course participants.

Next, they will present a study model that can be created easily and at low cost as a means of thinking about exhibition design.

Based on the theme chosen, each participant will make a three-dimensional model of the design proposal and exhibition space.

Several refinements will be made to the model as problems and solutions emerge. Draft work on a material object (measuring, filming, scaled-down sketching, tracing, and coordinating a layout) will be demonstrated.

The participants will use a computer to draw a plan and lay out the graphic information that will be reflected in the model.

C. Photography

Participants will learn to make photographic records for various purposes by taking photographs of actual museum artifacts. To study photographic expression, we will take photographs of various 2D and 3D objects while practicing basic photographic skills such as the choice of lens, aperture, and shutter speed, the choice of background, and lighting methods.

D. Excavating and Controlling Archaeological Resources

This program looks at the use of archaeological resources in museum displays, the suitability of the presentation of archaeological and historical architectural sites as educational or exhibition facilities, and the process of archaeological resource management.

Participants will learn the systems and methods of archaeological investigation used by Japanese local governments and universities and by those responsible for the preservation and loan of, and third-person access to, excavated archaeological artifacts. Visits will be made to parks and museums associated with archaeological sites to learn methods of onsite conservation and public display at the sites, both of which vary considerably according to the period of construction and nature of the sites. An appropriate method for exhibiting archaeological data within the system of cultural properties preservation will be proposed.

E. Management of a Local History Museum

The Suita City Museum is a medium-sized local history museum (total floor area 3,297 m^2) that opened in 1992.

Participants in this specialized program will examine community and participatory activities offered by the Suita City Museum and other cultural facilities in Suita.

Looking at the regular programs planned by the museum and other cultural facilities, program participants will study cooperation between the museum and the surrounding community, such as the cooperative education programs that involve members of the community in volunteer activities and exhibition planning.

Participants will observe examples of maintenance and utilization of traditional houses that have been turned into cultural facilities, and community participation at these sites.

Participants will also study coordination activities between the museum or cultural facilities and the local region and related institutions by participating in workshops and discussions with local community members.

F. Documentation and Databases

In this course on documentation and databases for museum objects, participants will attend a lecture on the basic concepts of 1) information retrieval, 2) attributes of museum objects, 3) cataloguing based on these attributes, and 4) development of a database based on the catalogue.

The course will illustrate MINPAKU databases and their multiple uses in the museum's daily activities, such as research on objects, management of objects, exhibitions, and public relations. Then the concept of collaborative forum-type database management and its merits will be introduced.

After this general discussion, participants will practice designing and making an experimental database for imaginary museum objects. Through this practice, the participants will grasp the general concept of documentation in museum activities.

G. Conservation and Restoration of Objects

This program involves studying the methods and techniques for conservation and restoration practiced in Japan by performing actual conservation and restoration work on artifacts and cultural properties that have been bequeathed by individuals or institutions or excavated from archaeological sites.

Specifically, participants engage in conservation and restoration work on excavated objects and ancient documents so that they can understand the preparatory procedures necessary for artifacts to be displayed in the museum.

In addition, analysis and identification of materials are carried out to demonstrate that preliminary research and analysis are needed for proper conservation and restoration. Through this practical training, participants learn what is required for the conservation and restoration of artifacts.

H. Landscape Model-Making

In this course, participants will learn the significance of model scenery and expressive medium by means of the making process of model scenery including various considerations or selection of figurative designs and materials.

1. Consideration---Please determine what sort of landscape of your country you would like to put into shape through discussion with the staff.
2. Report creation---Please write a report that explains why you chose the landscape.
3. Model making---Participants will make a scenery model with professional instruction.
4. Completion of model scenery---Participants may take home their completed models at 1/300 scale in A4 size.

I. Filming
The course is open to all those who are interested in obtaining filming and editing skills for use in ethnographic research, broadly defined. In the beginning, participants are encouraged to 'view' or 'read' images/films critically by examining the different styles and conventions employed in the construction of ethnographic films. Then, participants will learn the basic filming and editing methods and, working in a group, will make short films.

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, Knowledge Co-Creation programs (until 2015, so called "training"), JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation 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 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: +81-78-261-0386 FAX: +81-78-261-0465