



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Comprehensive Disaster Risk Reduction (A)

課題別研修「総合防災行政 (A)」

JFY 2016

NO. J16-04299 / ID. 1684494

Course Period in Japan: From January 9, 2017 to February 25, 2017

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

On January 17th, 1995, the Great Hanshin-Awaji Earthquake shook violently Kobe and nearby cities resulting in losses of more than 6,000 lives and property damage of over 10 trillion yen (US\$ 100 billion). The lessons learnt from the past disasters and the future strategies for disaster reduction were encapsulated in the Hyogo Framework for Action 2005 – 2015 (HFA) which was announced at the United Nations World Conference on Disaster Reduction (UNWCDR) held in Kobe in January 2005. The HFA strongly calls for pro-active measures for disaster risk reduction (DRR) and the holistic and comprehensive approaches to integrate efforts of all the stakeholders involved in DRR. However, On March 11, 2011, the Great East Japan Earthquake and following Tsunami caused unprecedented level of damages to Japan, and DRR is considered as of prime importance more than ever before, and new framework for DRR “Sendai Framework for Disaster Risk Reduction 2015-2030” was adopted as post-HFA at the UN 3rd World Conference on Disaster Risk Reduction in Sendai, Japan, 2015, which is to promote activities on disaster risk reduction worldwide. According to Sendai Framework for DRR, there are 4 priorities for Action.

1. Understanding disaster risk;
2. Strengthening disaster risk governance to manage disaster risk;
3. Investing in disaster risk reduction for resilience;
4. Enhancing disaster preparedness for effective response and to “Build Back Better” in recovery, rehabilitation and reconstruction.

Furthermore, member states of United Nations adopted “2030 Agenda for Sustainable Development Goals” and it also emphasized that DRR is one of the fundamental factors for the sustainable development. For example, in Sustainable Development Goal 11 “Make cities and human settlements inclusive, safe, resilient and sustainable“, it mentioned the importance of “holistic disaster risk management at all levels“. Hence DRR is recognized as a key issue in international cooperation to strengthen worldwide resilience toward natural disasters.

With this background, the program is designed to provide the basic knowledge and know-how on disaster risk reduction and management based on accumulated experiences through the past disasters in Japan. In the course of the program, participants are to identify a major problem in their own countries and formulate an action plan to tackle them.

For what?

This program aims to help participants formulate improvement ideas for disaster risk reduction activities and mainstreaming DRR in each participant's organizations based on the comprehensive understanding of fundamental concept on disaster risk reduction and management system.

For whom?

This program is offered to government officials currently responsible for the natural disaster risk reduction and management. Especially those who are involved in disaster risk reduction, mitigation, preparedness, response, rehabilitation, reconstruction and revitalization either in central or local level government.

How?

Participants shall have opportunities in Japan to learn Japan's experiences and skills related to comprehensive disaster risk reduction through lectures/observations/exercises focused on disaster management system of central and local governments of Japan against various kinds of disasters. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan into their on-going activities.

II. Description

1. **Title (J-No.):** Comprehensive Disaster Risk Reduction (A) (J1604299)
2. **Course Period in JAPAN:**
January 9 to February 25, 2017
3. **Target Regions or Countries:**
Afghanistan, Algeria, Argentina, Indonesia, Colombia, Sri Lanka, Nepal, Pakistan, Bhutan, Viet Nam, Peru, Former Yugoslav Republic of Macedonia, Malaysia, Myanmar, Mongolia, Liberia
4. **Eligible / Target Organization:**
This program is mainly designed for government organizations/departments currently responsible for the natural disaster management: Especially those which are involved in disaster prevention, mitigation, preparedness, response, rehabilitation and reconstruction either in central or local level government.
5. **Course Capacity (Upper limit of Participants):**
16 participants
6. **Language to be used in this program:** English
7. **Course Objective:**
To formulate an action plan to improve disaster risk reduction and management system in each participant's organization.
8. **Overall Goal:**
Disaster management system of each country is improved and the damage caused by disasters is reduced.

9. Expected Module Output and Contents:

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

(1) Preliminary phase in a participant's home country (November 2016 to December 2016) <i>Participating organizations make required preparation for the Program in the respective countries.</i>	
Modules	Activities
Preparation for the core phase in Japan	Preparation for Job Report Presentation during the core phase in Japan.
	To read the following 3 documents stored in JICA web site in advance. * Disaster Management in Japan (http://www.bousai.go.jp/1info/pdf/saigai) * Lessons from the Great Hanshin-Awaji Earthquake (http://www.jica.go.jp/kansai/drlc/ku57pq000005kh18-att/04-02_jica_en.pdf) * Sendai Framework for Disaster Risk Reduction (http://www.unisdr.org/files/44983_sendaiframechart.pdf)

(2) Core phase in Japan (January 9, 2017 to February 25, 2017) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Modules	Subjects/Agendas	Methodology
(1)	To understand roles of national and local governments in disaster management in Japan and examine how to adopt acquired knowledge in each country	Lecture Observation Exercise
(2)	To understand the roles of other stakeholders such as International Organization, Private Company, and NGO in disaster management.	Lecture Observation Exercise
(3)	To understand Japanese approaches to different disasters and theme (e.g. gender), and examine how to adopt acquired knowledge in each country.	Lecture Observation Exercise
(4)	To formulate an action plan to solve problems in each country.	Lecture Exercise

(3) Finalization phase in a participant's home country (March 2017 to August 2017) <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Modules	Activities
Implementation of the action plan	Application and implementation of the action plan back in the participant's country and submission of a report by the end of August, 2017 based on the follow-up questionnaire to be provided during the program.

<Topic outline > (subject to changes)

Modules	Contents
(1)	Japan's national strategy and policy for disaster reduction
	Lesson learned from Great Hanshin-Awaji Earthquake
	Hyogo Prefecture's strategy and policy for disaster reduction
	Kobe City's strategy and policy for disaster reduction
	Hyogo Prefectural Emergency Management and Training Center
	Role of line ministries for disaster management
	School-based Education for disaster risk reduction
	JICA's Efforts for DRR
(2)	International Recovery Platform
	International Forum for DRR
	Private company's activities on DRR
	Disaster Management Drill in community
	Disaster Educational Event "Iza! Kaeru Caravan!"
	Citizen participation-Town watching method
(3)	Countermeasures for earthquake and tsunami disaster
	Countermeasures for flood disaster
	Countermeasures for sediment disaster
	Countermeasures for volcanic disaster
(4)	Job report presentation
	PCM (Project Cycle Management) training
	Review meeting
	Formulate action plans
	Action plan presentation
Others	General orientation/ Course orientation
	Evaluation meeting/ Closing ceremony

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to utilize the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with

concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II-9.

- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-9.

2. Nominee Qualifications:

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

(1) Essential Qualifications:

- 1) Current Duties: be government officials currently responsible for the natural disaster management: Especially those who are involved in disaster prevention, mitigation preparedness, response, rehabilitation and reconstruction either in central or local level government.
- 2) Educational background and experiences: To be university graduates and/or those who have practical experience of more than two (2) years as an administrator in the field of disaster management/mitigation.
- 3) Language: have a good command of spoken and written English. This program includes active participation in discussions and action plan formulation, thus requires high level of proficiency in English. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc., if possible.
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications:

- 1) Age: between the ages of twenty-five (25) and fifty (50) years

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 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 Expiry date.

(3) Nominee's English Score Sheet (copy): to be submitted with the Application Form, if you have any official documentation of English ability

(e.g., TOEFL, TOEIC, IELTS).

(4) Job Report: to be submitted with the Application Form. Make it according to ANNEX of this General Information.

*Selection of applicants will be conducted based on the information in Application Form and this Job Report.

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 November 4, 2016**)

(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 December 2, 2016**.

5. 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:** ONO Wataru (Mr.) (Ono.Wataru@jica.go.jp and jicaksic-unit@jica.go.jp)

2. Implementing Partner:

TBD

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

(where "81" is the country code for Japan, and "78" is the local area code)

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL,

<http://www.jica.go.jp/english/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" 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 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 development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan (AP), etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 14 desk-top computers have the internet access.
4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. 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. The day of January 17th, 2017 is the 22nd anniversary of Great Hanshin-Awaji Earthquake. On this Memorial Day, there will be a lot of events related to the Earthquake organized by various institutions. JICA will also hold some events, and the participants of this program are expected to participate in some events actively and positively.
7. This program will be carried in winter season in Japan and contains some outdoor observation/practice program(s). Participants are recommended to bring a thick jacket and other preparations against cold weather.
(Daily mean temperature in January – February in Kobe is around 6 degree Celsius.)

VI. ANNEX:

Job Report

The job report should be typewritten in English and be around four (4) pages in A4. Furthermore, the elements to show next must be included in it.

1. Information of participant

- 1) Name**
- 2) Country**
- 3) Organization**
- 4) Position**

2. National and local plan/strategy for DRR

- 1) Outline of National plan/strategy for DRR**
- 2) Budget allocation for DRR**
- 3) Number of local plan/strategy for DRR**
- 4) Other special activities on DRR in your country**

3. Current situation of implementing Sendai Framework for Disaster Risk Reduction 2015-2030* in your country

*:http://www.preventionweb.net/files/43291_sendaiframeworkfordrren.pdf

Priority 1: Understanding disaster risk

Priority 2: Strengthening disaster risk governance to manage disaster risk

Priority 3: Investing in disaster risk reduction for resilience

Priority 4: Enhancing disaster preparedness for effective response, and to "Build Back Better" in recovery, rehabilitation and reconstruction

4. Information of your organization

- 1) Mission**
- 2) Annual Budget**
- 3) Annual Plan on DRR**
- 4) Organization Chart**

5. Your responsibilities and duties

- 1) Functions of the department/section that you belong**
- 2) Your responsibilities and duties at current position**
- 3) Your experiences related to DRR in your previous positions (if any)**

6. Your Expectations for this Program

*Selected participants will carry out the presentation of each job report for about fifteen (10) minutes per one person, recommended to use Microsoft Power Point, at the first phase of the program period for Japanese officers including the lecturers from concerned institutions.

Please summarize your job report to about ten (10) Power Point slides for the presentation before the program starts.

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)

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