



# Knowledge Co-Creation Program (Group & Region Focus)

General Information on

**Community-based Disaster Risk Reduction (B)**  
**課題別研修「コミュニティ防災 (B)」**

**JFY 2016**

**NO. J1604096 ID. 1684499**

**Course Period in Japan: From February 8<sup>th</sup> to March 19<sup>th</sup>, 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**

After the Great Hanshin-Awaji Earthquake in 1995 and the Great East Japan Earthquake and the ensuing tsunami in 2011, limitation of “public-help” capabilities and importance of “self-help” and “mutual-help within a community” were widely recognized.

In fact just after these mega-disasters, the community people engaged in the first rescue activities and managed evacuation processes before public authorities arrived in the disaster-hit areas.

Based on the lessons learnt from these mega-disasters the number of Community-Based Disaster Risk Reduction (CBDRR) organizations in Japan amounted to 160,000 covering 81% households in 2015, nearly doubled compared to 44% in 1995.

Japan is promoting various countermeasures of disaster risk reduction against predicted Nankai Trough Earthquake and the ensuing tsunami in near future by utilizing the experience of the Great East Japan Earthquake. Since Kochi prefecture, located on the Pacific side of Shikoku Island of Japanese archipelago, is the area where heavy damage is anticipated by Nankai Trough Earthquake and ensuing tsunami, the prefecture is implementing various countermeasures of disaster risk reduction rapidly recent years.

CBDRR is a concept in which at-risk communities are actively engaging in the awareness, preparedness, and first response before and after disasters in order to reduce their vulnerabilities and to enhance their capacities. It also covers capacity building of community in decision-making and implementation process of disaster risk reduction activities.

However, many CBDRR organizations are also facing various challenges such as the lack of leadership, participation, empowerment and ownership. Central and local governments are supposed to support the sustainability of these organizations.

Local governments in decentralized nations are expected to play a significant role in formulating policies, legal instruments, and awareness, providing financial and technical supports and capacity building to CBDRR. They also provide early warning evacuation places and necessary infrastructures in consultation with the CBDRR organizations.

With recent increase of the number of disasters around the world, the importance of CBDRR is considered more than ever before. At the Hyogo Framework for Action 2005-2015 (HFA) ” building the resilience of nations and communities to disasters” is defined as a main title and “capacity development of community to disaster” is set as one of the main strategic goals. Following to HFA, “Sendai Framework for Disaster Risk Reduction 2015-2030” adopted in 2015 also retain an emphasis on involvement of communities to DRR. Hence, community-based disaster risk reduction remains as a key issue in international disaster risk reduction.

**For what?**

This program aims to deepen understanding on the significance of community-based disaster risk reduction for natural disasters and role of central/local governments and to acquire the concrete method for promotion of disaster risk reduction in each country by learning the good practices of CBDRR organizations, schools, private companies etc. of Japan.

**For whom?**

This program is designed for organizations which can play a leading role in promotion and coordination of community-based disaster risk reduction. (e.g. Disaster risk reduction planning organization/division, community development organization in central/local government)

**How?**

Participants shall have opportunities to learn concept and practical techniques about community-based disaster risk reduction including central/local government role through lectures, observations and exercises. In the end, they will formulate an action plan describing how to promote community-based disaster risk reduction in each country by utilizing ideas and experiences acquired in Japan. Participatory sessions will be also emphasized in this program. Participants will have some chances to join disaster drills in which residents play a leading role.

## ***II. Description***

- 1. Title (J-No.):**  
**Community-based Disaster Risk Reduction (B) (J1604096)**
- 2. Course Period in JAPAN**  
February 8th to March 19th, 2017
- 3. Target Regions or Countries:**  
Barbados, Burundi, Fiji, Jamaica, Mauritius, Micronesia, Peru, Saint Lucia, Solomon Islands, Sri Lanka and Tuvalu
- 4. Eligible / Target Organization:**  
This program is designed for organizations which can play a leading role in promotion of community-based disaster risk reduction and dissemination of self-help organization of residents for disaster risk reduction.  
(e.g. Disaster risk reduction planning organization/division, community development organization in central/local government, municipal government, etc.)
- 5. Course Capacity (Upper limit of Participants):**  
15 participants
- 6. Language to be used in this program:**  
English
- 7. Course Objective:**  
Participants will understand the significance of disaster risk reduction for disasters and needs of self-help and mutual-help, role of central/local governments, and how to promote community-based disaster risk reduction in each country.
- 8. Overall Goal:**  
Activities of community-based disaster risk reduction are strengthened, vulnerability to disaster in community is reduced, preparedness for response and recovery are increased, and community resilience is strengthened.

## 9. Expected Module Output and Contents:

This program consists of the following components.

(Subjects/Agendas might be changed.)

Expected Module Output	Subjects/Agendas	Methodology
1) To understand Japan's disaster management system	<ul style="list-style-type: none"><li>- Disaster Risk Reduction related laws</li><li>- Disaster Risk Reduction related Organization</li><li>- National budget for Disaster Reduction</li><li>- Division of roles between national/local government</li></ul>	Lecture
2) To discuss CBDRR and its challenges in participating countries	<ul style="list-style-type: none"><li>- Community-Based Disaster Risk Reduction (CBDRR) and its challenges in each participating country (Inception Report presentation)</li><li>- Problem analysis workshop on CBDRR</li><li>- Japan's international cooperation in DRR</li></ul>	Presentation Discussion Exercise
3) To understand the experience and lesson from the Great Hanshin-Awaji Earthquake	<ul style="list-style-type: none"><li>- Kobe City's approach in promotion of CBDRR</li><li>- Disaster Risk Reduction education in Kobe City</li><li>- Disaster Risk Reduction in community Radio Broadcasting</li><li>- Preservation of the Memories of the disaster experience</li></ul>	Lecture Observation
4) To understand the experience and lesson from the Great East Japan Earthquake and the ensuing tsunami	<ul style="list-style-type: none"><li>- Observation of reconstruction in affected area of the Great East Japan Earthquake and the ensuing tsunami</li><li>- Citizen's participation in town reconstruction planning</li><li>- Community-based Disaster Risk Reduction organizations and municipality's support</li><li>- Municipality's measures to DRR utilizing the lesson learnt in the disaster</li></ul>	Lecture Observation
5) To understand the activities and challenges of CBDRR	<ul style="list-style-type: none"><li>- Categorizing the activities of CBDRR organizations</li><li>- Challenges of CBDRR and support from local governments</li><li>- Case study of CBDRR organizations-participatory hazard mapping, evacuation drills, women's club, etc.</li></ul>	Lecture Observation Exercise Discussion
6) To understand role of local government in promoting CBDRR	<ul style="list-style-type: none"><li>- Disaster management by local government</li><li>- Disaster Risk Reduction in school education</li><li>- Town planning resilient to disaster</li><li>- Time line planning to reduce the impact from natural hazard</li><li>- Early warning to residents</li><li>- Creation of evacuation places and evacuation routes</li><li>- Filing resident's profile for promoting smooth evacuation</li></ul>	Lecture Observation

7) To understand disaster risk reduction by private enterprises	<ul style="list-style-type: none"> <li>- Natural hazard early warning system by mobile telephone companies</li> <li>- Disaster information broadcasting by NHK</li> <li>- Disaster prevention products manufacturing</li> <li>- Corporate Social Responsibility (CSR) activities by private companies</li> </ul>	Lecture Observation
8) To formulate an action plan for promotion of CBDRR in each country	<ul style="list-style-type: none"> <li>- Action plan preparation session</li> <li>- Projects of CBDRR improvement (Action plan presentation)</li> </ul>	Discussion Exercise Presentation

#### **10. Follow-up Cooperation by JICA:**

In this program, JICA might extend follow-up support to participating organizations that intend to develop the result of the program further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

### ***III. Conditions and Procedures for Application***

#### **1. Expectations for the Participating Organizations:**

(1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to utilize the program for those specific purposes.

(2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.

(3) Applying organizations are also expected to make use of knowledge acquired by the nominees for the said purpose.

#### **2. Nominee Qualifications:**

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

##### **(1) Essential Qualifications:**

1) Current Duties: be officials of the organizations which can play a leading role in promotion of community-based disaster risk reduction and dissemination of self-help organization of residents for disaster risk reduction. (e.g. Disaster risk reduction planning organization/division, community development organization in central/local government)

2) Experience: have more than 3 years' experience in the field mentioned above.

3) Educational Background: be a graduate of university or equivalent

4) Language: have a competent command of spoken and written English. Please attach an official certificate copy 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, as this program will contain some outdoor practice and observation. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

#### **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) Inception Report:** to be submitted with the Application Form. Fill in ANNEX-1 of this General Information, and submit it along with the Application Form. This inception report should be typewritten in English and not be more than four (4) pages. Please submit both pdf and word format.

\* Selection of applicants will be conducted based on the information in Application Form and this inception 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 December 8, 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 January 10, 2017.**

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

##### **(1) Inception Report Presentation:**

To be prepared by each participant (not by country). It is recommended to use Microsoft Power Point.

During the program, participants are required to present the contents of the Inception Report within 20 minutes in order to share country's information on disaster risk reduction among other participants and Japanese attendants.

Presentation report should be sent to JICA Shikoku by **January 31, 2017.**

E-mail to: [Hatano.Makoto@jica.go.jp](mailto:Hatano.Makoto@jica.go.jp), [Fujihara-Yuki@jica.go.jp](mailto:Fujihara-Yuki@jica.go.jp)



**(2) Materials for the community-based disaster risk reduction in your country  
(If any):**

It is useful to share them among the other participants and Japanese attendants during the program in Japan. (eg. brochures, leaflets , hazard maps, educational kits, etc.)

**6. Conditions for Attendance:**

- (1)** to strictly adhere to the program schedule (including logistic preparation, condition of accommodation, etc.),
- (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:** Makoto HATANO (Mr.) JICA Shikoku

(2) **Contact:** Hatano.Makoto@jica.go.jp

### 2. Implementing Partner:

**Name:** Kochi University

**URL:** <http://www.kochi-u.ac.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” 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 Shikoku 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.
4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account (opened by JICA) in Japan 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash / traveler's check in order to 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. It would be convenient to bring a small bag for short trips which are planned in this program. It is also recommended to bring comfortable walking/sport clothes and shoes for traveling.

## **VI. ANNEX 1:**

### **Inception Report**

All applicants to the program need to make an Inception Report using the format below and submit it with the application form. This report will be used for the selection of the program's participants among applicants. Therefore, this report must be TYPED. (The report should be within 6 pages.)

\*Please answer clearly and concisely. You may expand the space of each row and column of the format, if necessary.

**To be submitted in Word/PDF format together with your Application Form.**

**Any HANDWRITTEN and INCOMPLETE report will be automatically DISQUALIFIED.**

#### **1 Basic Information**

1	Name of applicant (Country)	
2	Name of your organization	
3	Name of your department, division, section and/or unit.	
4	Name of your job title and duty/assignment	
5	Please attach Organization Chart which you belong to (English preferable)	

#### **2 General Information on the Country**

1.Socio-economic conditions, population, natural environment
2. Principal natural disasters in your country and their frequency
3. The disaster management system with the description on division of roles between national government and local government

**4. National budget allocation for disaster risk reduction(DRR): please indicate the percentage in the total national budget and describe DRR budget breakdown.**

**5. Promotion of community awareness and involvement in DRR: Please describe the national policies/policy implementation and community reaction in general**

### **3 Information regarding your duty**

**1.The functions and authorities of your organization/department regarding promotion of community-based disaster risk reduction.**

**2. Present situation in your duty regarding promotion of CBDRR. Please attach photos with explanation showing CBDRR activities related to your organization.**

<Examples in Japan>



Evacuation drill in community



Disaster risk reduction education in school

**3. Challenges/Issues regarding promotion of CBDRR in your country/organization.**

**4. Your expectation to this program**

Presentation of Inception Report <<ONLY for selected participants>>

After selection, participants are requested to make preparation for Inception Report presentation.

Presentation session will be held at the beginning of the program in Japan.

Format:

- Please modify your Inception Report to a presentation file using Microsoft PowerPoint®.
- Please include pictures and maps for easy understanding.
- One presentation per participant.
- Number of slides: about 10 slides. (format available: to be sent through JICA office separately.)

Language: English

Presentation time:

- Presentation: 20 minutes(including Q and A).  
(please be punctual with the duration of your presentation)

Submission: to be submitted no later than **January 31, 2017**, prior to your departure to Japan, via email to [Hatano.Makoto@jica.go.jp](mailto:Hatano.Makoto@jica.go.jp), [Fujihara-Yuki@jica.go.jp](mailto:Fujihara-Yuki@jica.go.jp) .

Presentation Date and Place: To be informed at the beginning of the program in Japan

Others:

- Please bring your presentation data saved in the USB (Flash Drive).
- Please bring material(s) for the community-based disaster risk reduction in your country (If any) in order to share them among the other participants and Japanese attendants. (eg. brochures, leaflets , hazard maps, educational kits, etc.)

## Appendix

[facebook.com/jicashikoku](https://facebook.com/jicashikoku)

We post the KCCP articles on our Facebook (JICA SHIKOKU), written by Japanese and English, so please check and "like" us on the Facebook!



## Map of JAPAN





## ***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 Shikoku Branch Office (JICA Shikoku)**

Address: 7F, Nissei Takamatsu bldg, 1-1-5, Ban-cho, Takamatsu, Kagawa  
760-0017, Japan

TEL: +81-87-821-8824 FAX: +81-87-822-8870