



# 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 2018**

NO. J1804283 / ID. 1884494

Course Period in Japan: From January 6 to February 16, 2019

This information pertains to one of the JICA Knowledge Co-Creation Programs (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 at a rough estimate). 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 (hereinafter as referred as “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 the 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 3<sup>rd</sup> World Conference on Disaster Risk Reduction in Sendai, Japan, 2015, which is to promote activities on DRR worldwide. According to the 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 DRR for resilience;
4. Enhancing disaster preparedness for effective response and to “Build Back Better” in recovery, rehabilitation and reconstruction.

Besides these priorities for Action, there are 7 global targets. Among the 7 global targets, Target (e), “Substantially increase the number of countries with national and local disaster risk reduction strategies by 2020, is recognized as an important keystone to achieve the other targets, which are expected to achieve by 2030.

Furthermore, the member states of the 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 the 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 in emphasized”. 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 DRR based on accumulated experiences through the past disasters in Japan. During the program, participants are to identify a major problem in their own countries and learn how to reduce its risk concretely through an exercise of formulating a local DRR plan as the Zero-draft for a

city/municipality selected by the participant before this program begins. Participants are expected to promote the formulation method of local DRR plans and accelerate formulation of local DRR plans in their home countries.

### **For what?**

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

### **For whom?**

This program is offered to administrative officials currently responsible for the natural disaster risk reduction and involved in; mitigation and preparedness either in central or local government. Although what dealt with in the exercise is a local DRR plan, we encourage not only the officials at local level but also the officials at the central level including planning and treasury related ministries to participate strongly, because it is even more important for them to know the practical method to reduce risks, integrate them into their national development plans and secure necessary budget and financing.

### **How?**

Participants shall have opportunities to learn about Japan's experiences and skills related to comprehensive DRR focused on disaster risk reduction system of central and local government level against various kinds of disasters through lectures/observations/exercises. Participants will also go through formulation exercise of local DRR plan so that the participant will be able to contribute to promotion of formulation of local DRR plans by 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) (J1804283)

\*This course will be conducted jointly with “Comprehensive Disaster Risk Reduction and Management in the African Region”

**2. Course Period in JAPAN:**

January 6 to February 16, 2019

**3. Target Regions or Countries:**

Indonesia, Sri Lanka, Turkey, Nepal, Haiti, Pakistan, Bangladesh, Philippines, Viet Nam, Peru, Former Yugoslav Republic of Macedonia, Myanmar, Lebanon

**4. Eligible / Target Organization:**

This program is mainly designed for government organizations/departments currently responsible for the natural disaster risk reduction: Especially those which are involved in disaster prevention, mitigation and preparedness, either in central or local level government. Officials from planning and treasury related ministries are also eligible for this training.

**5. Course Capacity (Upper limit of Participants):**

8 participants

**6. Language to be used in this program:** English

**7. Course Objective:**

To formulate a local DRR plan as the Zero-draft to improve/enforce disaster risk reduction system in each participant's organization to achieve the global targets of the Sendai Framework.

**8. Overall Goal:**

Disaster risk reduction system of each country is improved based on national and local DRR plans 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:

<b>(1) Preliminary phase in a participant's home country</b> (September 2018 to December 2018) <i>Participating organizations make required preparation for the Program in the respective countries.</i>	
Modules	Activities
Preparation for the core phase in Japan	<b>Preparation for Job Report Presentation during the core phase in Japan.</b>
	<p>To read the following 4 documents stored in web site in advance</p> <ul style="list-style-type: none"> <li>● Disaster Management in Japan (issued by Cabinet Office, Government of Japan) <a href="http://www.bousai.go.jp/1info/pdf/saigaipamphlet_je.pdf">http://www.bousai.go.jp/1info/pdf/saigaipamphlet_je.pdf</a></li> <li>● Lessons from the Great Hanshin-Awaji Earthquake <a href="http://www.jica.go.jp/kansai/drlc/ku57pq000005kh18-att/04-02_jica_en.pdf">http://www.jica.go.jp/kansai/drlc/ku57pq000005kh18-att/04-02_jica_en.pdf</a></li> <li>● Sendai Framework for Disaster Risk Reduction <a href="http://www.unisdr.org/files/44983_sendaiframeworkchart.pdf">http://www.unisdr.org/files/44983_sendaiframeworkchart.pdf</a></li> <li>● Practical Guide for developing Local DRR Plans toward 2020, Japan International Cooperation Agency, Tokyo, Japan <a href="https://www.jica.go.jp/english/news/field/2017/171109_01.htm">https://www.jica.go.jp/english/news/field/2017/171109_01.htm</a></li> </ul>
	<b>Preparation for Exercise and Workshop program during the core phase in Japan.</b>
	<p>To collect information necessary for formulation of local DRR plan. <u>Accepted participants are supposed to bring collected information and data by soft copy. Detail of the exercise will be explained at the time of acceptance notice.</u></p> <p>necessary information:</p> <ul style="list-style-type: none"> <li>➤ Existing municipal DRR plan</li> <li>➤ Municipal development policy/plan</li> <li>➤ Geographical map</li> <li>➤ Population data, population distribution data/map</li> <li>➤ Map of critical infrastructure (transportation, public facilities, etc.), map of building distribution</li> <li>➤ Record of past disasters with damage data</li> <li>➤ Hazard/risk analysis report/data/map</li> <li>➤ (for flood) River water discharge model data/map</li> <li>➤ (for earthquake) Geophysical survey report/data/map</li> <li>➤ (for tsunami) Tsunami simulation data/map</li> </ul>

<b>(2) Core phase in Japan</b> (January 6, 2019 to February 16, 2019) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Modules	Subjects/Agendas	Methodology
(1)	<p>To understand roles of national and local governments in disaster risk reduction in Japan.</p> <ul style="list-style-type: none"> <li>➤ Japan's law/regulation, system and policy/plan for disaster risk reduction and management</li> <li>➤ Roles of line ministries for disaster disaster risk reduction and management</li> <li>➤ Local government's(Hyogo prefecture, Kobe city) roles, responsibilities and policy/plan for disaster risk reduction and management</li> </ul>	Lecture Observation Exercise
(2)	<p>To understand roles and responsibilities of other stakeholders such as international organization, private companies, and NGOs in disaster risk reduction.</p> <ul style="list-style-type: none"> <li>➤ International organization, private companies and NGOs activities in DRR</li> <li>➤ Role of mass media on DRR</li> </ul>	Lecture Observation Exercise
(3)	<p>To understand Japanese approaches in respective disaster types and themes (e.g. gender).</p> <ul style="list-style-type: none"> <li>➤ School-based DRR Education</li> <li>➤ Community-based disaster risk reduction activities</li> <li>➤ Lessons learned from the past disasters in Japan (e.g. Great Hanshin-Awaji Earthquake)</li> <li>➤ Observation of specific countermeasures for respective disaster types</li> </ul>	Lecture Observation Exercise
(4)	<p>To formulate a local DRR plan to improve/enforce disaster risk reduction and DRR system in each country, utilizing contents of the program.</p> <ul style="list-style-type: none"> <li>➤ Job report presentation</li> <li>➤ PCM (Project Cycle Management) exercise and learning 8 steps for formulation of local DRR plan</li> <li>➤ Review meeting</li> <li>➤ Formulation exercise of local DRR plan</li> <li>➤ Presentation of local DRR plans</li> </ul>	Lecture Exercise

### ***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.

## **2. Nominee Qualifications:**

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

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

- 1) Current Duties: be administrative officials currently responsible for the natural disaster risk reduction who are involved in disaster prevention, mitigation and preparedness either in central or local level government. Or Officials from planning and treasury related ministries.
- 2) Educational background: To be university graduates or equivalent.
- 3) Work experiences: those who have practical experience of more than two (2) years as an administrator in the field of disaster risk reduction.
- 4) Language: have a good command of spoken and written English. This program includes active participation in discussions and formulation of local DPP plan, 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:**

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 (photocopy):** 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. Please prepare 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 15, 2018**)

##### **(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 November 26, 2018.**

#### **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:

Program Division 1/Disaster Reduction Learning Center (DRLC), Kansai Center (KSIC), JICA

### 2. Contact Person:

Hideki SAWADA (Mr.) ([Sawada.Hideki@jica.go.jp](mailto:Sawada.Hideki@jica.go.jp) and [jicaksic-unit@jica.go.jp](mailto:jicaksic-unit@jica.go.jp))

### 3. Implementing Partner:

(1) **Name:** Asian Disaster Reduction Center(ADRC)

(2) **URL:** <http://www.adrc.asia/index.php>

### 4. 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.

### 5. 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; <https://www.jica.go.jp/kansai/english/office/index.html>

### 6. 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, and 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.

**7. 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 local DRR plan, etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 6 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) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.
5. It is very important that some of 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 17<sup>th</sup>, 2019 is the 24<sup>th</sup> anniversary of the 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 degrees Celsius.)

## **VI. ANNEX:**

### **Job Report**

The job report should be typewritten in English and be around six (6) pages in A4. Furthermore, the elements below must be included in it. **Please submit this Job Report along with Application Form.**

**1. Information of participant**

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

**2. National and local plan/strategy for DRR in your country**

- 1) Outline of National plan/strategy for DRR**
- 2) Budget allocation for DRR**
- 3) Outline of local plan/strategy/regulation for DRR**
- 4) Annual Plan**
- 5) Role of your organization and organization chart**

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

**Please briefly explain about recent activities and/or discussions in your countries on each priority of “Sendai Framework for Disaster Risk Reduction” as below.**

**Sendai Framework for Disaster Risk Reduction 2015-2030**

<http://www.preventionweb.net/drr-framework/sendai-framework/>

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. Recognized Issue or problem on DRR in your country**

- 1) Kind of disaster in descending order of “Frequency”**
- 2) Kind of disaster in descending order of “Damage”**
- 3) The Worst-affected disaster in (recent) history and brief summary**
- 4) Your concerned priority action for improvement of DRR**  
e.g., Plan, Structure, Human resource development, Central level,  
Local level, Community based approaches, etc.

**5. Your responsibilities and duties**

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

**6. Your Expectations for this Program**

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

**Please summarize your job report to ten (10) Power Point slides (at most) 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 Center (JICA Kansai)**

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