



# **【Online】 Knowledge Co-Creation Program (Group & Region Focus)**

## **GENERAL INFORMATION ON**

### **Comprehensive City Planning**

**課題別研修「都市計画総合」**

**JFY 2021 NO. 202003203-J001**

**Online Program Period : From October 15<sup>th</sup> to November 1<sup>st</sup>, 2021**

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 Program (KCCP)’ 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**

Recently, many cities in developing countries have been facing various challenges caused by rapid economic growth, population increase and progress of motorization.

Thus, it is a pressing issue for central and/or local governments to strengthen their capacity in order to ensure effective city planning and implementation of urban development projects in light of long-term, integrated and realistic viewpoint.

Considering the above-mentioned circumstances, this “Comprehensive City Planning” program mainly focuses on sharing the relevant knowledge as well as perspective between participants and Japanese professionals to find practical solutions to deal with urban planning issues/challenges in respective countries.

## **▪ For what?**

This program aims at sharing knowledge indispensable for effective and efficient way of policy planning on urban development with participants.

## **▪ For whom?**

This program is offered to **central government officials or local administrative officials in the city with the population of over 500,000**, who are responsible for preparation and revision of city planning and formulating related policies/regulations, or the implementation/management of urban development projects.

## **▪ How?**

This program provides participants with opportunities to identify approaches and strategies to ensure introducing the sustainable urban development through promoting appropriate city planning and urban development.

We especially focus on an overview of city planning concepts, systems, policies, and urban development practices in Japan, from the perspective of urban growth and development history (The emphasis is placed more on the general framework rather than on the detailed study of methods and laws related to individual projects).

All the activities are expected to take place through online but in close consultation and discussions between the participants and Japanese professionals.

At the end of the program, participants make their respective action plans with technical advice from Japanese experts. If their proposals are feasible, participants are entitled to have JICA's follow-up support after completion of the program.

## ***II. Description***

**1. Title: Comprehensive City Planning (No. 202003203-J001)**

**2. Period of program**

<b>Duration of whole program:</b>	September to November, 2021
<b>Preliminary Phase:</b>	September, 2021 to October, 2021
<b>Core Phase (Online):</b>	October 15 <sup>th</sup> to November 1 <sup>st</sup> , 2021

**3. Target Countries**

Afghanistan, Albania, Egypt, Ethiopia, Iraq, Laos, Peru, Philippines, Rwanda, Sri Lanka, and Uganda

**4. Eligible / Target Organization**

This program is offered to central government officials or local government officials who are responsible for preparation and revise of city planning and formulating related policies/regulations, or the implementation/management of urban development projects.

**5. Course Capacity**

15

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

English

**7. Program Objective**

This program aims to provide knowledge and practices for the effective and efficient way of city planning and urban development through those experiences in Japan.

**8. Overall Goal**

Urban activities are well facilitated by implementation of urban planning which meets recipient countries' challenges.

**9. Expected Output**

To achieve the above Program Objective, participants are expected:

- (1) To understand the concepts of urban planning and administration systems of Japan,
- (2) To identify the problems/issues relating to city planning and to make an action plan to improve participants' city planning system

## 10. Contents

This program consists of the following two phases. Each participant is required to prepare Individual Reports\* during those phases.

\* For more details, please see section V.

Details on each phase are given below:

<b>Preliminary Phase</b> September 2021 to October, 2021 <b>Preparation</b> <i>Selected participants make required preparation for the Program in the respective countries.</i> <b>Used Platform</b> JICA-VAN (Cornerstone) <sup>1</sup>	
Modules	Activities
Self-learning	- Study pre-training materials which will be provided.
Networking	- Ice breaking among the participants through online orientation - Interaction through the dedicated Website
Country Report	- Preparation of Country Report (Please see Annex 3)

<b>Core Phase</b> October 15 <sup>th</sup> to November 1 <sup>st</sup> , 2021 <i>Attending online lectures and workshop.</i> <b>Used Platform</b> Zoom, JICA-VAN (Cornerstone)	
Modules	Subject
(1) Country Report Presentation	- Sharing and discussion about urban planning/development issues
(2) City Planning System	- Formulation and Practice of Master Plan - Urban Planning in Japan - City Planning, Master Plan and its Issues - Japanese City Planning System in Comparison with Foreign Systems

<sup>1</sup> JICA's Learning Management System. Login ID and password will be provided accordingly after acceptance notice.

	<ul style="list-style-type: none"> <li>- Comprehension of City Planning in Local Government</li> </ul>
(3) Land Use Control	<ul style="list-style-type: none"> <li>- Land Use Control System and Exercises</li> <li>- District Plan and Development Permission</li> </ul>
(4) Urban Development Projects	<ul style="list-style-type: none"> <li>- Urban Renaissance Projects</li> <li>- Land Readjustment Project and Urban Redevelopment Project</li> <li>- Planning and Transition of Tama New Town in Tokyo</li> <li>- Comprehensive Urban Development Planning in Developing Countries</li> </ul>
(5) Urban Transport relating to City Planning	<ul style="list-style-type: none"> <li>- Transportation Strategies and Public Transportation for Sustainable Urban Development</li> <li>- Transit oriented development (TOD)</li> <li>- City Planning/TOD, Utilization of Bus and Paratransit</li> </ul>
(6) Other Important Topics	<ul style="list-style-type: none"> <li>- Role of the Ministry of Land, Infrastructure, Transport and Tourism and its Administration System</li> <li>- Environmental and Social Considerations in City Planning</li> <li>- Improvement of Living Environment in Districts Inhabited by Low-income Class</li> <li>- New Trend of Urban Planning and New Initiatives for City Management</li> <li>- Overview of Smart city</li> </ul>
(7) Preparation of Action Plan and Presentation	<ul style="list-style-type: none"> <li>- Overall discussion</li> <li>- Propose an Action Plan for city planning by respective participants</li> <li>- Share and discuss urban planning/development issues</li> </ul>

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

## 11. Follow-up program

If highly feasible and excellent proposals are presented at the last session of the

program, the proposals are followed-up for further development. Specifically, for example, Japanese professors or consultants are dispatched to the country of the proposal on a short-term basis to carry the proposal forward or JICA provides necessary support to hold the workshops or seminars in order to disseminate what he/she has learned during the program.

NOTE: The follow-up program is selectively done to the proposals.

## 12. Place and Time to attend

### (1) Place

The place to take this Online program will be determined by the Internet environment. Please inform JICA overseas office from where you would like to take the program (e.g. home, office). If you cannot find the proper place to take the program, please consult with JICA overseas office.

### (2) Time for the Online program (live stream) (October 15th to November 1st, 2021)

The Online program will be live-streamed everyday between 14:00 and 18:00 in Japan Standard Time (JST). The time in each participating country is as follows.

JST		14:00	15:00	16:00	17:00	18:00
Japan		14:00	15:00	16:00	17:00	18:00
PHILIPPINES	-1	13:00	14:00	15:00	16:00	17:00
INDONESIA	-2	12:00	13:00	14:00	15:00	16:00
LAOS	-2	12:00	13:00	14:00	15:00	16:00
SRI LANKA	-3.5	10:30	11:30	12:30	13:30	14:30
AFGHANISTAN	-4.5	9:30	10:30	11:30	12:30	13:30
IRAQ	-6	8:00	9:00	10:00	11:00	12:00
ETHIOPIA	-6	8:00	9:00	10:00	11:00	12:00
UGANDA	-6	8:00	9:00	10:00	11:00	12:00
EGYPT	-7	7:00	8:00	9:00	10:00	11:00
RWANDA	-7	7:00	8:00	9:00	10:00	11:00
ALBANIA	-7	7:00	8:00	9:00	10:00	11:00
PERU	-14	0:00	1:00	2:00	3:00	4:00

## 13. Circumstance for Internet Connection

The program is conducted through platform “Zoom Webinar and/or Meeting.” It’s

necessary to ensure a stable and secure internet connection to access the platform. Internet speeds of downloading and uploading are recommended approximately 3 to 5 Mbps. (0.5 to 1.5 Mbps at least).

Please refer to this URL for how to measure Internet speed.

<https://www.speedtest.net/>

Mobile phones / Smart phones are not recommended.

【Note】 If it is not able to arrange appropriate Internet connection or necessary devices, please consult with JICA overseas office.

#### **14. Attendance requirement**

Participation in the Online program is an essential requirement for the completion of the program. More than 70% of attendance and presentation of Action Plan are required to be awarded the Certificate of Completion.

### **III. Eligibility and Procedures**

#### **1. Expectations to the Applying Organizations**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use this program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of 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, applying organizations are requested to ensure enough time for the participants to carry out the activities of the Preliminary Phase described in section II-10.
- (4) Applying organizations are also expected to make the best use of the results achieved by their participants.

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

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

Applying Organizations are requested to adequately select nominees. Nominees must;

- 1) **Educational Background:** be university graduates or equivalent
- 2) **Experiences:** have more than **five (5) years of professional experience in city planning and/or urban development**
- 3) **Current Duties:** be administrative officers in the **central government officials or local administrative officials in a city with a population of 500,000 or more,** responsible for the formulation of urban development policies/regulations or the implementation of urban development programs/projects
- 4) **Age:** be **forty-five (45) years** of age or under, in principle
- 5) **Language:** have a high level of English language ability in speaking and writing
- 6) **Health:** must be in good health, both physically and mentally
- 7) **Internet Connection:** have to meet the condition of II. Description (13. Circumstance for Internet Connection) on page 6.



## **(2) Recommended Qualifications**

### **1) Gender Consideration:**

JICA promotes Gender equality. Women are encouraged to apply for the program.

## **3. Required Documents for Application**

### **(1) Application Form**

The Application Form is available at the respective countries' JICA overseas offices.

### **(2) Photocopy of Passport:** or other official ID if you do not possess a passport.

### **(3) Nominee's English Score Sheet**

Please attach a photocopy of any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS) to the Application Form.

### **(4) Questionnaire:** to be submitted with the Application Form. Detailed information is provided in section VI-2. Questionnaire (Annex2).

## **4. Procedure for Application and Selection**

### **(1) Submitting the Application Documents**

Closing date for the application to the JICA Tokyo in Japan: **September 6<sup>th</sup> (Monday), 2021**

Note: Please confirm the closing date to be set by the respective countries' JICA overseas offices of your countries to meet the final date in Japan.

### **(2) Selection**

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Tokyo will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

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

**(3) Notice of Acceptance**

The JICA overseas office will notify the results **not later than September 17<sup>th</sup> (Friday), 2021.**

**5. Additional Document(s) to Be Submitted by Accepted Candidates**

See “V. Other Information” on page 12

**6. Conditions for Attendance**

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (3) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (4) not to engage in political activities, or any form of employment for profit,
- (5) to respect copyright and portrait rights. To refrain from recording and sharing the video material, audio material, text, images, graphics and other content available during the program except for cases with specific permission
- (6) to observe the rules and regulations at the place of the participants' accommodation, and
- (7) to refund allowances or other benefits paid by JICA in the case of a change in schedule.
- (8) not to change the program topics
- (9) to attend more than 70% of the Online program,

## IV. Administrative Arrangements

### 1. Organizer

(1) **Name:** JICA Tokyo Center (JICA Tokyo), Economic Infrastructure Development and Environment Division

(2) **Contact:** Mr. ITO Ryuichi ([ticttee@jica.go.jp](mailto:ticttee@jica.go.jp))

Mr. MIYAMOTO Ryo

### 2. Related Ministry

City Bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

### 3. Implementing Partner

URLinkage Co., Ltd.

<https://www.urlk.co.jp/en.html>

### 4. Expenses

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

(1) Expenses for program implementation, including materials.

(2) Necessary expense for the participation. For the details, please kindly ask at JICA overseas office

### 5. Reference Information

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
Part II: Introduction of JICA Tokyo Centers	
JICA Tokyo	<a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a>

## ***V. Other Information***

### **1. Distribution of Material for Preliminary Phase**

The material (references and videos) for the preliminary study will be sent after the issuance of acceptance notice to the selected participants through JICA-VAN.

### **2. Preparation of the Reports**

Participants are required to make specific proposals to solve issues/problems regarding city planning to be handled by the participants or their organizations. To this end, participants are requested to prepare reports in two steps.

#### **(1) The first step: Country Report (Annex 3)**

The Country Report will describe overview of city planning, urban development systems and the current issues/problems that participants and their organizations are now facing in own countries.

Accepted participants are required to prepare the Country Report (detailed information is provided in the Annex 3 "Country Report"). The Country Report should be uploaded to JICA-VAN. The submission deadline is scheduled for **October 12<sup>th</sup> (Tuesday), 2021.**

At the beginning of this program, participants will deliver a presentation of their Country Reports in about 10 minutes. Participants are requested to prepare visual material such as MS Power Point for the presentation.

#### **(2) The second step: Action Plan**

Participants are expected to deliver a presentation about the action to improve their urban planning matters in 10 minutes. The plan should be feasible to solve the urban planning issues/problems. The instruction of the plan will be provided in the core phase. As written in the **Section II, 11 Follow-up program**, if highly feasible and excellent plans are presented, the plans could be followed-up for further development.

## ***VI. Annexes***

1. Schedule (Tentative)
2. Questionnaire (For All the Applicants)
3. Country Report (Only For the Accepted Participants)

# 1. Schedule (Tentative)

Date		Time (JST)			Contents
15-Oct	Fri	14:00	~	15:30	Opening Remarks & Program Orientation
		15:40	~	17:10	Role of the Ministry of Land, Infrastructure, Transport and Tourism and its Administration System
		17:20	~	18:00	Q&A
16-Oct	Sat				
17-Oct	Sun				
18-Oct	Mon	14:00	~	18:15	Country Report Presentation by Participants & Discussion
19-Oct	Tue	14:00	~	15:30	Lecture: Urban Planning in Japan: Overview
		15:40	~	17:10	Lecture: City Planning, Master Plan and its Issues
		17:20	~	18:00	Wrap up & Free Discussion
20-Oct	Wed	14:00	~	15:00	Lecture: District Plan and Development Permission
		15:10	~	16:10	Lecture: Land Use Control System: Achievements and Challenges
		16:20	~	17:20	Exercise: Land Use Control System: Achievements and Challenges
		17:30	~	18:00	Wrap up & Free Discussion
21-Oct	Thu	14:00	~	15:00	Lecture: Urban Renaissance Project
		15:10	~	16:40	Lecture: Land Readjustment Project and Urban Redevelopment Project
		16:50	~	18:00	Wrap up & Free Discussion
22-Oct	Fri	14:00	~	15:30	Lecture: Japanese City Planning System in Comparison with Foreign Systems (Europe, Asia, Africa)
		15:40	~	17:10	Lecture: Transportation Strategies and Public Transportation for Sustainable Urban Development
		17:20	~	18:00	Wrap up & Free Discussion
23-Oct	Sat				
24-Oct	Sun				
25-Oct	Mon	14:00	~	15:30	Lecture: City Planning/TOD, Utilization of Bus and

					Paratransit
		15:40	~	17:10	Lecture: Transit Oriented Development
		17:20	~	18:00	Wrap up & Free Discussion
26-Oct	Tue	14:00	~	15:30	Lecture: Planning and Transition of Tama New Town in Tokyo
		15:40	~	17:10	Lecture: Environmental and Social Considerations in City Planning
		17:20	~	18:00	Wrap up & Free Discussion
27-Oct	Wed	14:00	~	15:30	Lecture: New trend of Urban Planning and New Initiatives for City Management
		15:40	~	17:10	Lecture: Comprehensive Urban Development Planning in Developing Countries
		17:20	~	18:00	Wrap up & Free Discussion
28-Oct	Thu	14:00	~	15:30	Lecture: Improvement of Living Environment in Districts Inhabited by Low-income Class
		15:40	~	17:10	Lecture: Comprehension of City Planning in Local Government
		17:20	~	18:00	Wrap up & Free Discussion
29-Oct	Fri	14:00	~	15:30	Lecture: Overview of Smart City
		15:40	~	16:00	JICA's cooperation
		16:10	~	17:10	Wrap up & Explanation of Action Plan
		17:10	~	18:00	Q&A
30-Oct	Sat				
31-Oct	Sun				
1-Nov	Mon	13:30	~	17:20	Action Plan Presentation
		17:50	~	18:30	Evaluation & Closing Remarks

**For All Applicants: to be submitted together with the Application**

## 2. Questionnaire (Internet learning environment)

Name:

Country:

Please answer the following questions. If you need any assistance for preparation of the learning environment, please consult with JICA overseas office.

### 1. Learning Place (From where are you going to attend this online program?)

- ( ) Home  
 ( ) Workplace  
 ( ) Other place ( )

### 1. Device & Network (Please describe your device and network.)

(1)Device: [ex\) Personal Computer, Tablet, etc.](#)

( )

(2)Operating System: [ex\) Windows10, MacOS X, MacOS 10.9.X,etc.](#)

( )

(3)Browser: [ex\) Internet Explorer11+, Edge12+, Chrome 30+,etc.](#)

( )

(4)Network: [ex\) Wi-Fi, Wired LAN, etc.](#)

( )

### 2. Application (Please let us know about the application.)

(1)You can download and sign in “ZOOM” application. ( [Yes/No](#) )

Download from <https://zoom.us/download>

(2)You can view “YouTube” video. ( [Yes/No](#) )

Sample: <https://www.youtube.com/watch?v=wJkyQZRmSes>

### 3. Other information

If you have any specific online environment, please describe it in detail.

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**Only For the Accepted Participants**

### **3. Country Report**

In the Preliminary Phase, you are required to prepare the Country Report providing the information on subjects mentioned below. The purpose of the Country Report is as follows:

1. To define the issues of city planning and urban development that you face in the work. This will be your objectives of the participation in this program and should be led to the Action Plan which proposes the solution of the issues.
2. To share your issues and backgrounds with other participants.

You are also requested to present an around **10-minute presentation** with visual material (e.g. MS Power Point) in the beginning of the Core Phase.

The Country Report should be uploaded to the dedicated Website. The submission dead line is scheduled **October 12<sup>th</sup> (Tuesday), 2021.**

#### Contents of Country Report

1. Your Name / Organization / Country
  
2. About your organization
  - (1) Roles and responsibilities of the organization
  - (2) Organization chart
  - (3) Your responsibilities
    - a) Your post
    - b) Outline of the job you are in charge of
  
3. Overview of city planning and urban development system/method
  - (1) Introduction of characteristics of your country and city including statistical data of urban area
  - (2) The outline of existing city planning laws and regulations, and master/structure plan (with “City Planning Map” and/or “City Map”) in your country
  - (3) Summary of the land use planning, city planning and urban development method/approach practiced in your country

#### 4. Problem/Issues to be addressed

- (1) The issues and problems regarding city planning including issues you are currently tackling
- (2) The causes and backgrounds of the issues and problems
- (3) Your idea to address the above-mentioned issues and problems
- (4) Specific issues and problems you would like to study through this program.

#### Format

- (1) Report (MS Word file)

Should be typewritten in English on A4 size paper (21 cm by 30 cm), formatted in digital data, within 10 pages.

- (2) Presentation (MS Power Point presentation)

The presentation time will be 10 minutes.

#### (Note)

- It is advisable that the report and the presentation be made with wealth of charts and pictures.
- The presentation should focus on “**Section 4. Problem/ Issues to be addressed.**” You need to avoid the presentation on just the mere introduction of your country.
- Please bring and share the existing city planning laws and regulations, and master/structure plan, or any planning standards / guidelines in your country in English by electric data, if possible.

## **For Your Reference**

### **JICA and Capacity Development**

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses 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 is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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 a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.



***CORRESPONDENCE***

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

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