



(Always Attached this Form to All Communications)

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FBI DIVISION



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## ROUTING/ACTION SLIP

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Reference No. **AUP 20-5176**

AKJ 84 - 00000

# RUSH

<b>ORIGINATING OFFICE:</b>		JICA
<b>SUBJECT:</b>  JICA Training Program: Sustainable Logistics	<b>Date of Document</b>	
	<b>Date/Time Received</b>	

### ACTION/S UNDERTAKE

[illegible]



**JICA Training Program: Sustainable Logistics**

message

From: BautistaCarla.PP@jica.go.jp <BautistaCarla.PP@jica.go.jp> Mon, Dec 28, 2020 at 12:49 PM  
To: "ochietuazon@yahoo.com" <ochietuazon@yahoo.com>, "au.tuazon@dotr.gov.ph" <au.tuazon@dotr.gov.ph>  
Cc: "gailrdelacruz@gmail.com" <gailrdelacruz@gmail.com>, "administrativeservice@dotr.gov.ph" <administrativeservice@dotr.gov.ph>, "Inoue.Yuki.5@jica.go.jp" <Inoue.Yuki.5@jica.go.jp>, "sandy.gaspay@dotr.gov.ph" <sandy.gaspay@dotr.gov.ph>

Dear Usec. Tuazon,

Happy Holidays.

We would like to inform you that our HQ will be conducting training program on the "Development of Sustainable and Reliable Logistics System in ASEAN Region". This will be done in 2 phases:

1. Online: From February 2-18, 2021
2. In Japan: For 3 weeks (tentative date is on April 2021)

Attached herewith is the General Information and Application form for the training program.

We have initially shared this with DOTr Planning and was informed to course this through your Office.

We hope DOTr could join this program. The deadline for application is on **January 12, 2020.**


Thank you very much.

Sincerely,

Carla

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**2 attachments**

-  **Applicaton Form (Online Course + Onsite Course).doc**  
276K
-  **GI Development of Sustainable Reliable Logistics System.pdf**  
238K

DOTC  
JAN 04 2020  
21-000001

The attached form is to be used to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

## **1. Parts of Application Form to be completed**

### **1) Which part of the form should be submitted?**

It depends on the type of KCCP you are applying for.

#### **>Application for KCCP (Group and Region Focus)**

Official application and Parts A and B including Medical History must be submitted.

#### **>>Application for KCCP (Country Focus) including KCCP for Counterpart and KCCP related to ODA Loan**

Official Application and Part B including Medical History will be submitted. Part A needs not to be submitted.

### **2) How many parts does the Application Form consist of?**

The Application Form consists of three parts as follows;

#### **Official Application**

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

#### **Part A. Information on the Applying Organization**

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

#### **Part B. Information About the Nominee including Medical History**

This part is to be completed by the person who is nominated by the organization applying. The applicants for KCCP (Group and Region Focus) are required to fill in **every item**. As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type KCCP that your organization applies for belongs to.

## **2. How to complete the Application Form**

In completing the application form, please be advised to:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- be sure to write in the title name of KCCP accurately according to the GI, which you intend to apply,
- use a typewriter/personal computer in completing the form or write in **block letters**,



(d) fill in the form in **English**,

(e) use ☒ "x" to fill in the ( ) check boxes,

(f) attach a picture of the Nominee,

(g) attach additional page(s) if there is insufficient space on the form,

(h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,

(i) confirm the application procedure stipulated by your government, and

(j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

### **3. Privacy Policy**

#### **1) Scope of Use**

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

#### **2) Limitations on Use and Provision**

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

#### **3) Security Notice**

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

### **4. Copyright policy**

Participants of KCCP are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.
2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:



- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

**Article 2. Details of use of works used for KCCP**

- (1) The copyright on a work that a participant prepares for KCCP shall belong to the participant. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for KCCP, participants shall comply with the purposes and scopes approved by each copyright holder.
- (3) The details of Term of Use for the Online KCCP are shown in the JICA Website : [https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)



Application Form for the JICA Knowledge Co-Creation Program

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

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2. Number: (Please write down as shown in the General Information)

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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:				Signature:		
Name:						
Designation / Position				Official Stamp		
Department / Division						
Office Address and Contact Information	Address:					
	Telephone:	Fax:	E-mail:			

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:				Signature:		
Name:						
Designation / Position				Official Stamp		
Department / Division						





(to be confirmed by the head of the department / division)

### **1. Profile of Organization**

**1) Name of Organization:**

**2) The mission of the Organization and the Department / Division:**

### **2. Purpose of Application**

**1) Current Issues:** Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.

**2) Objective:** Describe what your organization intends to achieve by participating in KCCP.



**3) Future Plan of Actions:** Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

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**4) Selection of the Nominee:** Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the KCCP, 4) Plan of organization and 5) Others.

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c) Contact information		
Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:



Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

**10) Others (if necessary)**

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**4. Career Record****1) Job Record (After graduation)**

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

**2) Educational Record (Higher Education) (required)**

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		



3) Training or Study in Foreign Countries; *please write your past visits to Japan specifically as much as possible, if any.*

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

### 5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor	

**Excellent:** Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

**Good:** Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

**Fair:** Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

**Poor:** Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.





**6. Expectation on the applied KCCP**

**1) Personal Goal:** Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part A-2.

**2) Relevant Experience:** Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP. (required)

**3) Area of Interest:** Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)

**\*7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I have made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for a program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements said program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive any copyright holder's rights for documents or products produced during the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide KCCP to the participants from developing countries.
2. To provide KCCP to the participants from developing countries under the Citizens' Cooperation Activities.



3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

(i) to follow the Term of Use for the Online KCCP shown in the JICA Website :

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

(j) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the KCCP depending on the extent of the violation.

(k) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date:	Signature:
	Print Name:

### 1. Present Medical Status

(a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness ( ), Name of medicine ( )
<i>If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program.</i>	

(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Months of pregnancy ( months)
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? ( )
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( )
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

### 2. Past Medical History

(a) Have you had any significant or serious illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( )
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(b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( )
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### 3. Other Medical Problems

If you have any medical problems that are not described above, please indicate below.

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date	Signature
	Print Name



# **【Online & In Japan】 Knowledge Co-Creation Program (Country Focus:ASEAN)**

**GENERAL INFORMATION ON  
DEVELOPMENT OF THE SUSTAINABLE AND RELIABLE  
LOGISTICS SYSTEM IN ASIAN REGION**

**国別研修「アジアにおける持続的な物流システムの構築」  
JFY 2020**

**NO. 201906675J001 / ID. 201906675**

**Course Period**

<b>Online</b>	<b>February 2nd, 2021 to February 18th, 2021</b>
<b>In Japan</b>	<b>About 3 weeks, April 2021 or later</b>

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 under the Technical Cooperation Agreement (TCA) between ASEAN and Japan.

**'JICA Knowledge Co-Creation (KCC) Program' as a New Start**

In the Development Cooperation Charter which was released from the Japanese Cabinet on 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**

Smooth and prompt cargo transport is essential in an economic activity and largely affects socio-economic development of a country in terms of optimum allocation of material resources. The "Physical Distribution" is a comprehensive activity to transport cargo or freight in a correct and prompt manner.

In recent years, the cargo transport industry has rapidly developed and it has been diversified and modernized through application of advanced technology. However, the cargo transport in a large number of developing countries is not fully developed and that is one of the major factors to hinder the potentiality of its economic development.

Promotion of the cargo transport and improvement of its quality are urgent necessities for the future prospect in those countries. Especially Asian region has been the center of production and linked together by the supply chain under the progress of economic integration and cooperation among neighboring countries. The efficient and effective logistic system development is the key issue for the further development of the region.

## **For what?**

This training program aims to make participants by themselves grasp the issues and bottlenecks in logistics sector in their respective countries or in ASEAN region and discuss deeply how to settle them from various point of view.

## **For whom?**

This program is offered to officials who are currently engaged in policy making in the field of logistics system in Asian Region at governmental level or in public organization, and the ASEAN Secretariat.

## **How?**

This course is designed to provide the opportunity to the participants,

- 1) Prepare inception report in which participant will analyze their current situation/bottlenecks to improve their logistic system
- 2) Understand the policy/history of development/current system of logistics in Japan through lectures and site visits, and discuss its applicability/adaptability to their own country/region
- 3) Formulate action plan and discuss with other participants to increase the feasibility of the action plan



## **II. Description**

**1. Title (J-No.):**

**Development of the Sustainable and Reliable Logistics System in Asian Region (201906675J001)**

**2. Course Period**

**Online:** February 2nd, 2021 to February 18th, 2021 (Online Program will be mainly held 2 hours each day during the said period)

**In Japan:** About 3 weeks, April 2021 or later

**[NOTE] In the context of the COVID-19 pandemic, regarding the phase in Japan, there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.**

**3. Target Regions or Countries**

ASEAN Secretariat, Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, Viet Nam

**4. Eligible / Target Organization**

This program is designed for ministries or agencies in charge of logistic systems in ASEAN countries/the ASEAN Secretariat.

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

13 participants (10 Participants from the ASEAN Member States (1 per each ASEAN Member State) and 3 Participants from the ASEAN Secretariat)

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

**7. Course Objective:**

- (1) Each participant is expected to identify key issues and problems of logistics system in his / her own country or ASEAN region by taking this course.
- (2) Each participant is expected to create an action plan for solving the identified policy problems in his / her own country or ASEAN region.

**8. Overall Goal**

Improvement of logistics system will be promoted in respective country toward the integration of the system in Asian region.

## 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/region</b> (January 2021) <i>Participating organizations make required preparation for the Program in the respective countries.</i>	
Expected Module Output	Activities
Inception report is formulated	Formulation and revision of Inception Report Preparation for the presentation

<b>(2) Online Phase in each countries</b> (February 2nd, 2021 to February 18th, 2021)		
Expected Module Output	Subjects/Agendas	Methodology
1) Each participant is expected to identify the problems of the logistics services or systems in his / her home country or ASEAN region, to establish A) efficient and environment-friendly logistics system and B) cold chain logistics system of high quality	Inception report presentation	Online Presentation and Discussion
	Logistics in Japan(historical overview)	Online Lectures
	Logistics Policy in Japan (cold chain logistic system)	
	Logistic Business	
	Formulation of Interim Action Plan	Online Discussion
	Discussions about the Interim Action Plan	

**[NOTE] Interim Action Plan is formulated to indicate the ideas of Action Plan based on the online lectures or what each participant want to learn more.**

**[NOTE] The software to be utilized in the online phase will be Google Application and Teams/Zoom(tentative).**

<b>(3) Phase in Japan</b> (About 3 weeks, April 2021 or later)		
Expected Module Output	Subjects/Agendas	Methodology
2) Through lectures, field / technical visits and discussions, each participant is expected to get to know the details about policy-making for efficient and reliable logistics system.	Cargo terminal	Lecture, Field Visit and discussion
	Refrigerated warehouse	
	Port Container Terminal	
	Automobile manufacturing company	
	Truck terminal	
	Customs Procedures in Japan	

3) Each participant is required to create an action plan for improving the logistics system in his / her country or ASEAN region	and Nippon Automated Cargo Clearance System(NACCS)	
	Material handling equipment manufacturer	
	Truck Driver Training Center	
	Formulation of Action Plan	Presentation and Discussion
	Action plan presentation	

### Tentative Program Schedule

**[NOTE] The detailed schedule will be shared with the accepted candidates with the Notice of Acceptance.**

#### Time Zone

GMT+6.5: Myanmar

GMT+7: Cambodia, Indonesia, Vietnam, Lao PDR, Thailand

GMT+8: Brunei Darussalam, Malaysia, Philippines, Singapore

(GMT+9: Japan)

#### [Online Phase]

Date	Time (GMT+6.5)	Time (GMT+7)	Time (GMT+8)	Time (GMT+9)	Topic Outline
2 <sup>nd</sup> Feb.	13:30~ 16:30	14:00~ 17:00	15:00~ 18:00	16:00~ 19:00	- Opening Ceremony - Briefing & Orientation - Inception Report Presentation
3 <sup>rd</sup> Feb.	13:30~ 15:30	14:00~ 16:00	15:00~ 17:00	16:00~ 18:00	- Logistics in Japan (historical overview)
4 <sup>th</sup> Feb.	13:30~ 15:30	14:00~ 16:00	15:00~ 17:00	16:00~ 18:00	- Logistics in Japan (current situation)
8 <sup>th</sup> Feb.	13:30~ 15:30	14:00~ 16:00	15:00~ 17:00	16:00~ 18:00	- Logistics Policy in Japan (cold chain logistic system)
9 <sup>th</sup> Feb.	13:30~ 15:30	14:00~ 16:00	15:00~ 17:00	16:00~ 18:00	- Logistic Business1
10 <sup>th</sup> Feb.	13:30~ 15:30	14:00~ 16:00	15:00~ 17:00	16:00~ 18:00	- Logistic Business2
15 <sup>th</sup> Feb.	13:30~ 15:30	14:00~ 16:00	15:00~ 17:00	16:00~ 18:00	- Logistic Business3
16 <sup>th</sup> Feb.	13:30~ 15:30	14:00~ 16:00	15:00~ 17:00	16:00~ 18:00	- Logistic Business4
17 <sup>th</sup> Feb.	13:30~ 15:30	14:00~ 16:00	15:00~ 17:00	16:00~ 18:00	- Discussion
18 <sup>th</sup> Feb.	13:30~ 15:30	14:00~ 16:00	15:00~ 17:00	16:00~ 18:00	- Comments - Closing Ceremony

**\* Participants formulate Interim Action Plan before and after the online class.**

**Interim Action Plan is to be submitted by 16<sup>th</sup> Feb.**

**[NOTE] Online phase is held every Monday to Thursday without 11<sup>th</sup> Feb.**

**[Phase in Japan]**

Week	Topic Outline
1 <sup>st</sup> Week April 2021	- Lectures and Field Visit
2 <sup>nd</sup> Week April 2021	- Lectures and Field Visit
3 <sup>rd</sup> Week April 2021	- Lectures and Field Visit - Action Plan Presentation

\* The Program will be mainly lectured by MLIT (Ministry of Land, Infrastructure, Transport & Tourism), and other related organizations.

**[NOTE] This course is held as a joint course with the “Development of the Sustainable and Reliable Logistics System in Asian Region (Group & Region Focus)”.**

**[NOTE] In the context of the COVID-19 pandemic, regarding the phase of Japan, there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.**



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

#### **1. Expectations from 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 use 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) In addition, before participants participate in Online phase, applying organizations are expected to support participants to select possible topics or ideas for Action Plans which address the issues or the problems mentioned in 1. (1) above.
- (4) Applying organizations are also expected to hold knowledge-sharing sessions within the organization and support implementation of the Action Plan after the participants complete the course in order to make the best use of knowledge to be acquired through the program.

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

Applying Organizations are expected to select nominees who meet the following qualifications during the whole period of both online program and program in Japan.

In addition, it is required that they relieve a participant's obligations to devote himself/herself to his/her duties during the period of online lectures and other online activities in each country as well as the whole period in Japan.

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

- 1) Current Duties:
  - a. officials currently engaged in policy making in the field of logistics sector at governmental(central) or public organizations,
  - b. be expected to assume the role of logistics sector in the near future at governmental (central) or public organizations, and
  - c. not be engaged in the field of road construction, infrastructure maintenance, and traffic investigation.
  - d. officials engaged in the field of logistic integration in the Asian region.
  - e. officials involved in the projects with Japan in the field of logistics sector like ASEAN and Japan Transport Partnership or who will possibly be engaged in near future.
- 2) Experience in the relevant field: have more than 3 years' experience in the field of logistic sector
- 3) Have an authority to implement an action plan (refer to the section explaining about Action Plan) along with the member of the solution development team.

- 4) Educational Background: be a graduate of university
- 5) Language: have a competent command of spoken and written English (Experience has shown that many participants find themselves unable to make progress in their training because of inadequate knowledge of English.)
- 6) Health: must be in good health, both physically and mentally, to participate in the Program. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus in the Program in Japan.
- 7) Those who participated in this training program or in the related program to it in the past are disqualified as applicants for this training program.
- 8) ICT: it is required to meet the following conditions:
  - a PC or Tablet with a web camera and a microphone
  - an access to the Internet with a speed of 5Mbps
  - download and use of Google application and Teams/Zoom(tentative)[Note] If there are any concerns of Network Environment, please contact the JICA office in your country.

## **(2) Recommendable Qualifications**

- 1) Age: between the ages of twenty-five (25) and forty five (45) years
- 2) Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.

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

- (1) **Application Form:** The Application Form is available from the ASEAN Focal Point (External Relations Division 1 (ERD1) of the ASEAN Secretariat). The Application Form should be typewritten in English.
- (2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

## **4. Procedures for Application and Selection:**

### **(1) Submission of the Application Documents:**

Closing date for applications: **December 8th, 2020.**

**Submit the Application Documents to ASEAN Focal Point (ERD1), copying to the ASEAN Unit within the JICA Indonesia Office.**

**Note: \*The Application Form should be typewritten in English**

### **(2) Selection:**

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 ASEAN Focal Point **not later than December 15th, 2020.**

## **5. Document(s) and Presentation to be formulated/presented by accepted participants**

### **(1) Reports**

Accepted applicants are required to submit Country Report and Inception Report to Japan Transport Cooperation Association(JTCA) by e-mail to [\(cc:yictt1@jica.go.jp\)](mailto:nakagawa@jtca.or.jp). The Reports are used as training materials, and as a basis for group discussions. The formats of the Reports are shown in Attachment 1-2 of VI. ANNEX below. The Reports should be typed in English, and should cover all contents.

### **(2) Photocopy of passport:** to be submitted ONE MONTH before the beginning of the program in Japan.

\*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date

## **6. Conditions for Attendance:**

(1) to strictly adhere to the program schedule.

(2) not to change the program topics.

(3) not to record or share the online contents without permission.

[Phase in Japan]

(4) not to extend the period of stay in Japan.

(5) not to be accompanied by family members during the program.

(6) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.

(7) to refrain from engaging in any political activities, or any form of employment for profit or gain.

(8) 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 training expenditure depending on the severity of said violation.

(9) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

(10) to participate the whole program including a preparatory phase. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9 and III-5.

**7. Award of Certificate:**

Participants will be awarded a certificate of participation in the program at the end of the Online Phase, and will be awarded a certificate of completion of the program at the end of the Phase in Japan.

## **IV. Administrative Arrangements**

### **[General]**

#### **1. Organizer:**

(1) **Name:** JICA Yokohama Center (JICA Yokohama)

(2) **Contact:** Mr. Aiji Suzuki

**Address:** 2-3-1, Shinko, Naka-ku, Yokohama, 231-0001, Japan

**Tel:** 81-45-663-3221 **Fax:** 81-45-663-3265

**e-mail :** yicct1@jica.go.jp

#### **2. Implementing Partner:**

(1) **Name:-**

**-Policy Bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)**

**-Japan Transport Cooperation Association (JTCA):**

(2) **Contact:**

**-MLIT**

**Address:** 2-1-3, Kasumigaseki, Chiyoda-ku, Tokyo 100-8918, Japan

**Tel:** 81-3-5253-8111

**-JTCA**

**Address:** 1-15-13, Nihonbashi-Hamacho, chuo-ku, Tokyo 103-0007, Japan

**Tel:** 81-3-3863-9121

(3) **Remarks**

JTCA is a foundation which is certified by the MLIT to conduct surveys, research and cooperation seminar projects in transportation and tourism fields in developing countries including ASEAN in order to expand overseas operations of Japanese companies.

### **[The Program in Japan]**

#### **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:

Yokohama Center (JICA Yokohama)
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Address: 2-3-1, Shinko, Naka-ku, Yokohama, 231-0001, Japan  
Tel: 81-45-663-3251 Fax: 81-45-663-3265  
(where "81" is the country code for Japan, and "45" is the local area code)

If there is no vacancy at JICA Yokohama, JICA will arrange alternative accommodations for the participants.

#### **5. Expenses in Japan:**

The following expenses will be provided for the participants by JICA during the period of the program in Japan:

- (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)
- (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 before the program in Japan:**

A pre-departure orientation will be held at the respective country's JICA office (or by the ASEAN Unit of JICA Indonesia office), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

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

Visa will be arranged and issued in participants' respective countries. If participants have difficulty in applying in their countries, it will be issued in the third country. If participants have difficulty in applying in those countries, it will be applied and issued in Japan.

A participant who has successfully completed the program will be awarded a certificate by JICA.

Textbooks (including Power Points and handouts) containing "classified information" may not be distributed to participants in any form.

Participants are recommended to bring computers and USBs for your convenience. During the program, participants are required to work on the computers, including drafting action plans and others. Most of accommodations have internet access.

Allowances will be deposited to your temporary bank account in Japan several days after your arrival in Japan. It is advisable to bring with you cash / travelers' checks for some amount of money for the first several days after your arrival. Please note that it is very important to have your bank notes/checks exchanged for Japanese Yen (JPY) at any international

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**airport when you can. You may not have time for an exchange for JPY due to busy training schedule when you need some amount of JPY.**

**In order to facilitate cross-cultural understanding for training participants, JICA Yokohama may provide the participants with the followings;**

**Japanese language classes (introductory course) for all the courses,**

**Lectures on Japanese economy, culture, government and others for all the courses,**

**School visits for some selected courses, and**

**Socializing activities such as playing sports with Japanese and cultural activities introducing our culture for those who are interested.**

**Business Cards would be useful to introduce yourself to other training participants and to Japanese people at some occasions.**

## **VI. ANNEX:**

### **Country and Inception Reports**

#### **Accepted Applicants Only**

Please prepare:

1. Country Report (ANNEX 1)
2. Inception Report (ANNEX 2)

\* Accepted applicants are required to submit two kinds of Reports to **Japan Transport Cooperation Association(JTCA)** by e-mail to **[nakagawa@jtca.or.jp](mailto:nakagawa@jtca.or.jp)** (cc:**[victt1@jica.go.jp](mailto:victt1@jica.go.jp)**) by **January 19th, 2021**. These reports should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in accordance with the attached form (ANNEX 1 and 2). The Reports are used as training materials, and as a basis for group discussions.

1. **Country Report** shall describe the general information of your country, especially in the field of logistics system.
2. **Inception Report** will be important material to make Action Plan as one of the output of the program. That is the first step for making Action Plan. Please describe the future vision for modernization of logistics system based on discussions with your superior, colleague and members of the problem solution team, if your organization have one.
3. The reports are used for comparative studies during the program.
4. Each participant is requested to give a presentation based on the presentation materials.

Purpose: Lecturers and people concerned with this program will be present at the online meeting to grasp the current situation of each participant and his/her organization.

Attendants: The JICA participants, lecturers, JICA program officer, and other people concerned with the program

Time: The time allocation for each presentation is about 10 minutes including Q & A period.

Reference materials: The participants are expected to participate with the Power Point data files, photos, slides which illustrate the report, to be used during the report presentation (10 minutes).

**\*Please refer to "Formats" on next pages to make your reports.**

## Attachment 1

### Country Report Format

<b>1</b>	<b>Country</b>	
<b>2</b>	<b>Main industries</b>	
<b>3</b>	<b>Organizations governing logistics system</b>	Central government :
		Local government :
		Affiliated organizations :
		Private Logistics Companies
<b>4</b>	<b>Share of Cargo Transport※ (domestic)</b>	Land Transport :        % Maritime Transport :        % Air Transport :        %
<b>5</b>	<b>Road</b>	Total Length : Traffic Volume : Pavement ratio :
	<b>International Container port</b>	Major Ports : Total Number of Port: Total cargo volume by sea (2018 or 2019):    ton Container volume (2018 or 2019):        TEU
	<b>International Air port</b>	Major Airports: Total Number of Airport: Total cargo volume by air (2018 or 2019):    ton
<b>6</b>	<b>Modernization of Cargo Transport</b>	Hardware: e.g. automated cargo handling, terminal operation system, etc
		Software: e.g. training school for logistics operator, free-trade zone, etc.

※Figures are to be based on ton-kilometers.

## Attachment 2

### Inception Report Format

\* Please create a vision related to development/improvement of logistics system in your country.

1	<b>Name &amp; EM-address of (1) Nominee, and (2) Leader of the Solution Development Team</b>	(1) Name: EM-address:  (2) Name: EM-address:
2	<b>Vision in next 10 years later</b>	<i>"How are you going to modernize and improve logistics system?"</i>
3	<b>Details of present problems on Logistics</b>	
4	<b>Countermeasures towards the problem (past and present)</b>	
5	<b>Practical effort by nominee's organization or section</b>	
6	<b>Expected impact after the problem solved or improved</b>	
7	<b>Expected obstructions to problem solving</b>	

## ***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, training programs, JOCV programs, etc.

Within this wide range of programs, Training 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 inquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

**JICA Yokohama Center (JICA YOKOHAMA)**

**Address: 2-3-1 Shinkou, Naka-ku, Yokohama-shi, Kanagawa-ken 231-0001, Japan**

**TEL: 81-45-663-3221 FAX: 81-45-663-3265**