



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Road Maintenance (A) 課題別研修「道路維持管理(A)」 JFY 2018

No. J18-04167 / No. 1884538

Course Period in Japan : From October 31th, 2018 to December 15nd, 2018

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 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

There is no doubt that roads are the most fundamental infrastructure essential for industrial development and economic growth of a country. Many developing countries, however, have difficulties not only in construction of new road networks but also in maintenance of existing roads due to budget constraints and technical human resources.

Most of the existing highway or trunk road networks in the Central Asian countries were constructed during the former Soviet Union regime. After the collapse of the Soviet Union, these countries have been struggling to maintain the condition of the road networks mainly due to the same reasons as mentioned above, and therefore, budgetary effective method of road management and maintenance is recognized essential to cope with both budgetary and technical constraints.

This training program aims at capacity development of the technical officials responsible for road networks planning, construction and maintenance and also to assist them to cope with the problems or issues in road network management and maintenance in respective countries, through the experiences of road networks administration in Hokkaido which has a common natural environment with the Central Asian countries.

For what?

This program aims to acquire comprehensive knowledge and know-how necessary for the appropriate road management and maintenance.

This training program focuses on management and maintenance of highway or trunk road networks, instead of minor or secondary roads.

For whom?

This program is designed for senior technical officers in charge of road administration, road planning, construction and maintenance management of highway road networks in provincial administrative bodies.

How?

Participants shall have opportunities in Japan to obtain knowledge and know-how on road engineering and administration through lectures, discussions and site visits.

Based on the experiences in Japan, participants are expected to propose "Action Plan" or tentative road management and maintenance plan to be implemented in respective countries.

II. Description

1. Title (J-No.): Road Maintenance (A) (J18-04167)

2. Course Period in JAPAN

October 31, 2018 to December 15, 2018

3. Target Regions or Countries

Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan, Uzbekistan

4. Eligible / Target Organization :

This program is designed for senior technical officers in charge of road administration or road planning construction / maintenance management in administrative bodies.

5. Course Capacity (Upper limit of Participants)

18 participants.

6. Language to be used in this project : Russian

7. Course Objective:

Efficient and effective road management and maintenance plan is discussed and considered in the participant's belongings organization in order to cope with the problems in management and maintenance of road networks.

8. Overall Goal

Efficient and effective road management and maintenance plan is introduced in the respective countries.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (Up to October 30, 2018) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Job Report* is formulated	Formulation and submission of Job Report

NOTE:

(1) Participants are expected to make Job Report Presentation at the beginning of the training course, in order to share the respective countries information in the field of road management. Participants are advised to prepare for Job Report Presentation before arriving Japan. It must be written in Russian. Fifteen (15) minutes will be allocated to each participant for the presentation (including interpretation and discussion). Presentation by using Power Point is recommended. If possible, it is recommended to bring USB etc. in which the Job Report is saved, that will facilitate report making.

(2) Consultation with Ex-Participants is strongly recommended in order to prevent mismatch between participants' needs and training course.

(2) Core Phase in Japan (October 31 to December 15, 2018) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1) Analyze current situation and problems on road maintenance and management system in respective countries/organization	<ul style="list-style-type: none"> ➤ Presentation and discussion of Job Report. ➤ Analyze the problems and discussion 	Presentation Discussion
2) Understand the knowledge of administrative system, establishment and policy, skills etc. necessary for road maintenance and management	<ul style="list-style-type: none"> ➤ Road M/M plan, history, works (Inspection, evaluation etc.) in Japan and local areas. ➤ Implementation of road M/M works and countermeasure works against disaster, etc. ➤ Road construction plan to achieve the effective road maintenance and management after operation ➤ The concept of "road M/M cycle (Inspection, evaluation, planning implementation and monitoring etc.)" ➤ Preventive and effective road M/M planning 	Lecture Observation Site visit Workshop
3) Examine the measurement necessary for the improvement of road maintenance and management in respective countries/region	Formulation, discussion and presentation of the action plan	Presentation Discussion

NOTE:

The Action Plan, which participants are going to propose must be FEASIBLE, therefore, it is recommended that participants bring relevant data, map, pictures, laws and regulations of your country.

(3) Finalization Phase in a participant's home country (December, 2018 to March, 2019) <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
Action plans are reviewed and implemented	<ul style="list-style-type: none"> (1) Participants of the course share the result of the core course and the action plans within the organizations which they belong to (preferably with the participation of JICA experts and JICA local office staff) (2) Organization analyze the action plan and implement

<Structure of the program>

Following is the program in 2017. Although the contents of the year 2018 program will be similar to that of 2017, some modification may be given depending upon the availability of lectures, etc.

ДАТА	ВРЕМЯ	СОДЕРЖАНИЕ	ЛЕКТОРЫ / ОРГАНИЗАТОРЫ	МЕСТО
18 октябрь я (ср)		Прибытие в Саппоро		
19 октябрь я (чт)	9:30-12:30	Вводный инструктаж по стажировке	Одагири Сэидзи, JICA Хоккайдо	Briefing room
	14:00-15:30	Общее ознакомление с программой курса	Кимура Эри, отдел стажировок JICA Хоккайдо	то же
20 октябрь я (пт)	9:30-11:30	Лекция: Экономика Японии	Ода Кадзумаса, экономический факультет Университета Хоккайдо	Orientation room
	13:00-15:00	Лекция: Образование в Японии	Кимура Кунио, координатор JICA	то же
	15:30-17:30	Лекция: Политико-административная система Японии	то же	то же
21 октябрь я (сб)		Выходной день		
22 октябрь я (вс)		Выходной день		
23 октябрь я (пн)	9:30-12:00	Презентация начальных отчётов, дискуссия	Кимура Эри, отдел стажировок JICA Хоккайдо	Briefing room 5
	13:30-16:00	то же	то же	то же
	17:00-18:00	Информационная беседа по обратным авиарейсам <u>Возьмите с собой паспорт и ручку</u>	Туристическая компания «KNT»	то же
24 октябрь я (вт)	9:30-12:00	Лекция: Программа комплексного развития Хоккайдо	Ямада Такаюя, Отдел по международным делам Управления развития Хоккайдо, начальник отдела	Seminar room 6
	13:30-16:00	Лекция: Управление автомобильными дорогами в Японии	Касамацу Сёго, Отдел планирования автомобильных дорог департамента строительства Управления развития Хоккайдо	то же
	19:00-20:30	Урок японского языка	Кимото Тэруё	Seminar room 9
25 октябрь я (ср)	9:30-12:00	Лекция: Конструкция автомобильных дорог на Хоккайдо	Яманака Сигэясу, Отдел строительства автомобильных дорог департамента строительства Управления развития Хоккайдо	Meeting room
	13:30-16:00	Лекция: Содержание автомобильных дорог – общий обзор	Кикучи Ясуси, Отдел содержания автомобильных дорог департамента строительства Управления развития Хоккайдо	то же
	19:00-20:30	Урок японского языка	Кимото Тэруё	Seminar room 9

26 октябрь я (чт)	9:30-12:00	Лекция: Содержание искусственных сооружений, управление дорожными активами	Кикучи Ясуси, Отдел содержания автомобильных дорог департамента строительства Управления развития Хоккайдо	Meeting room
	13:30-15:30	<u>Отправление от JICA в 13:15</u> Лекция и п/з: Содержание автомобильных дорог (с точки зрения подрядчика)	Кавабата Такаси, директор АО «Саппоро Кэнсэцу Унсо», начальник	АО «Саппоро Кэнсэцу Унсо»
	19:00-20:30	Урок японского языка	Кимото Тэруё	Seminar room 9
27 октябрь я (пт)	9:30-12:00	Лекция: Дорожная одежда	Саито Масаюки, АО «Доро Коге»	Seminar room 7/8
	13:30-16:00	<u>Отправление от JICA в 13:15</u> Лекция и п/з: Деятельность лаборатории дорожной одежды	Сасаки Хироси, Огава Хироси, Лаборатория дорожной одежды	Лаборатория дорожной одежды
28 октябрь я (сб)		Выходной день		
29 октябрь я (вс)		Выходной день		
30 октябрь я (пн)	9:30-11:30	<u>Отправление от JICA в 9:00, переезд на метро</u> Университет Хоккайдо		Университет Хоккайдо
	13:30-15:30	Лекция: Проверка технического состояния мостов	Сато Ёсикадзу, Центр технологии развития Хоккайдо (дес), ведущий научный сотрудник	Seminar room 5
31 октябрь я (вт)	9:30-11:30	<u>Отправление от JICA в 8:55</u> П/з: Проверка технического состояния моста	Сато Ёсикадзу, Центр технологии развития Хоккайдо (дес), ведущий научный сотрудник	Мост в парке Такино-судзуран в г. Саппоро
	13:30-16:00	П/з: Подведение итогов проверки технического состояния моста	то же	Orientation room
1 ноября (ср)		<u>Отправление от JICA в 9:45, переезд в г. Муроран, 2 часа</u>		
	13:00-15:30	П/з: Содержание висячего моста «Хакутё охаси»	Симада Такэси, Отдел содержания автомобильных дорог Представительства Управления развития Хоккайдо в районе Муроран	Висячий мост «Хакутё охаси» в г. Муроран <u>Ночевка в гостинице в г. Муроран</u>
2 ноября (чт)	10:00-11:00	<u>Отправление от JICA в 9:00</u> П/з: Восстановление моста	Сасаки Харуо, Отдел содержания автомобильных дорог Представительства Управления развития Хоккайдо в районе Муроран, зам. начальника	Мост Такэура в п. Сираои
	12:40-15:00	Экс.: Музея народа айну	Огасавара Нао, JICA Хоккайдо, Сасахара Санаэ, Центр технологии развития Хоккайдо (дес)	Музей народа айну в п. Сираои <u>Ночевка в гостинице в г. Муроран</u>
3 ноября	10:40-12:10	<u>Отправление от JICA в 10:00</u> Экс.: Подъём на вулкан Усу	Сасахара Санаэ, Центр технологии развития Хоккайдо	Вулкан Усу

(пт)		(на канатной дороге) - стихийные бедствия и ликвидация их последствий	(dec)	
	13:30-15:00	Экс.: Подъём на вулкан Усу (экологическая тропа)	то же	то же
	15:40-17:40	Экс.: Прогулка на катере в порту Муроран		<u>Ночевка в гостинице в г. Муроран</u>
4 ноября (сб)		<u>Отправление от гостиницы в 8:00, переезд в г. Хакодатэ, 3 часа</u>		
	11:00-12:00	Экс.: Дом местных жителей	Сато Хироси, Центр технологий развития Хоккайдо (dec)	Дом местных жителей
	13:00-14:00	Экс.: Подъём на гору Хакодатэ	то же	Гора Хакодатэ
	14:30-16:00	Экс.: Крепость Горёкаку	то же	Башня в Крепости Горёкаку <u>Ночевка в гостинице в г. Хакодатэ</u>
5 ноября (вс)		<u>Переезд в г. Аомори на сверхскоростном поезде Синкансэн, 1 час</u> Экс: Музей местного фестиваля «Нэбута», Торговый комплекс, рыбный рынок <u>Переезд в г. Хакодатэ на сверхскоростном поезде Синкансэн, 1 час</u>	Сато Хироси, Центр технологий развития Хоккайдо (dec)	<u>Ночевка в гостинице в г. Хакодатэ</u>
6 ноября (пн)	10:00-11:00	П/з: Центр наблюдения за дорожным движением на скоростных дорогах		Центр наблюдения за дорожным движением Дорожно-эксплуатационной конторы Хакодатэ
	11:10-11:45	<u>Отправление от гостиницы в 9:30</u> П/з: Работы по сейсмоусилению мостовых сооружений	Хосиба Сёхэи, Коикэ Ацуси, Дорожно-эксплуатационная контора Хакодатэ Управления по развитию Хоккайдо	Эстакада Кикё на скоростной дороге Хакодатэ-Эсаси в г. Хакодатэ
	13:30-15:00	П/з: Строительство скоростной дороги	Судзуки Ацуси, Маэда Кимухиро, Дорожно-эксплуатационная контора Хакодатэ Управления по развитию Хоккайдо	Мост Мацукура на Новой окружной дороге в г. Хакодатэ <u>Ночевка в гостинице в г. Хакодатэ</u>
7 ноября (вт)	9:30-10:30	<u>Отправление от гостиницы в 10:00, переезд в г. Саппоро</u>		<u>Возвращение в г. Саппоро</u>
8 ноября (ср)	9:30-12:00	Подведение итогов	Кимура Эри, отдел стажировок JICA Хоккайдо	Orientation room
	13:30-15:30	Лекция: Прибор для	АО «Нитто Кэнсэцу»	то же

		измерения прочности бетона		
9 ноября (чт)	9:30-12:00	Лекция: Меры защиты автомобильных дорог от стихийных бедствий	Абэ Хиронори, Отдел содержания автомобильных дорог департамента строительства Управления развития Хоккайдо	Seminar room 6
		<u>Отправление от JICA в 13:30, переезд в г. Обихиро, 3 часа</u>		<u>Ночевка в гостинице в г. Обихиро</u>
10 ноября (пт)	9:30-11:00	<u>Отправление от гостиницы в 8:45</u> Лекция: Восстановление автомобильной дороги после стихийных бедствий	Фукуха Кадзуё, Отдел содержания автомобильных дорог Представительства Управления развития Хоккайдо в районе Обихиро, начальник	Придорожный сервис Дорожно-эксплуатационной конторы Обихиро в п. Симидзу
	13:00-15:20	П/з: Восстановление автомобильной дороги после стихийных бедствий	Онодэра Хитоси, Отдел содержания автомобильных дорог Представительства Управления развития Хоккайдо в районе Муроран, зам. начальника	Участки, поврежденные воздействием тайфунов в 2016 г. <u>Возвращение в JICA Саппоро</u>
11 ноября (сб)		Выходной день		
12 ноября (вс)		Выходной день		
13 ноября (пн)	9:45-10:30	<u>Отправление от JICA в 8:50</u> Лекция: Строительство дороги и тоннеля с целью предупреждения стихийных бедствий, информационная система в ДЭК Отару	Такахиса Хироси, Дорожно-эксплуатационная контора Отару Управления развития Хоккайдо	Дорожно-эксплуатационная контора Отару
	10:50-12:00	П/з: Строительство дороги и тоннеля с целью предупреждения стихийных бедствий	то же	Гос. дорога, тоннель в г. Отару
	14:00-16:30	П/з: Компания по производству снегозащитных ограждений	Сибоа Юкио, АО «Рикэн Когё»	АО «Рикэн Когё» в г. Отару
14 ноября (вт)	9:30-12:00	Лекция: Борьба со снегом в городе Саппоро	Отдел по борьбе со снегом города Саппоро	Meeting room1
	13:50-16:10	<u>Отправление от JICA в 13:10</u> П/з: Сооружение для растапливания снега, дорога с подогревом, система сбора и предоставления метеорологической информации	то же	г. Саппоро
15 ноября (ср)	10:00-12:00	<u>Отправление от JICA в 9:00</u> П/з: Компания по производству снегоуборочной техники	АО «Nichijo Manufacturing»	АО «Nichijo Manufacturing» в г. Саппоро

	14:00-16:00	П/з: Компания по производству снегоуборочной техники	АО «Kyowa Machinery Manufacturing Co., Ltd»	АО «Kyowa Machinery Manufacturing Co., Ltd» в г. Саппоро
16 ноября (чт)	9:30-11:30	Лекция: Борьба со снегом и льдом	Кобаяси Акира, Отдел содержания автомобильных дорог департамента строительства Управления развития Хоккайдо	Meeting room 1
	13:30-14:30	<u>Отправление от JICA в 13:10</u> П/з: Содержание автомобильных дорог	Сибаси Сюдзи, Дорожно-эксплуатационная контора Саппоро	Дорожно-эксплуатационная контора Саппоро
	14:45-16:00	П/з: Фирма по изготовлению дорожных знаков	АО «Омия Хоро Хоккайдо»	АО «Омия Хоро Хоккайдо»
	17:00-18:00	Встреча с представителями школы	Абэ Котаро, JOCA	Meeting room 1
17 ноября (пт)	10:00-11:30	<u>Отправление от JICA в 9:00</u> П/з: Дорожные работы	АО «Доро Когё»	г. Саппоро
	13:30-16:00	Подготовка плана действий	Кимура Эри, отдел стажировок JICA Хоккайдо	Seminar room 6
18 ноября (сб)		Выходной день <u>Подача резюме плана действий</u>		
19 ноября (вс)		Выходной день		
20 ноября (пн)	9:30-11:30	<u>Отправление от JICA в 9:00</u> Осмотр: Асфальтобетонный завод <u>Переезд в г. Ноборибэцу, 2 часа</u>	АО «Доро Когё»	АБЗ «Lilac ascon» в г. Саппоро
	14:00-16:00	П/з: Завод по производству железобетонных изделий	АО «DPS Bridge Works»	АО «DPS Bridge Works» в г. Ноборибэцу
21 ноября (вт)	9:35-11:30	<u>Отправление от JICA в 9:20</u> Лекция и п/з: Общая информация о NEXCO-East, зимнее содержание скоростных дорог, центр наблюдения за дорожным движением на скоростных дорогах	Отдел общего планирования Хоккайдского филиала Восточно-японской компании скоростных дорог (NEXCO-East), заместитель начальника	Хоккайдский филиал Восточно-японской компании скоростных дорог
	14:00-16:00	<u>Переезд в а/п Синчитосэ, перелет в Токио</u>		<u>Ночёвка в гостинице в Токио</u>
22 ноября (ср)	10:00-11:30	<u>Отправление от гостиницы в 9:00</u> П/з: Мост, тоннель, придорожный комплекс скоростной дороги	Кумада Кадзукико, Отдел по международным делам Восточно-японской компании скоростных дорог (NEXCO-East)	Скоростная дорога в Токийском заливе
	13:10-15:00	П/з: Строительство скоростной дороги	то же	Скоростная дорога в г.

				Кисарадзу <u>Ночёвка в гостинице вТокийо</u>
23 ноября (чт)	10:30-12:00	<u>Отправление от гостиницы в 9:30</u> П/з: Центр наблюдения за дорожным движением на скоростных дорогах	Кумада Кадзухико, Отдел по международным делами Восточно-японской компании скоростных дорог (NEXCO-East)	Центр управления движением на скоростных дорогах в преф. Саитама
	12:30-13:30	П/з: Придорожный комплекс	то же	Придорожный комплекс в преф. Саитама
		<u>Переезд в а/п Ханэда, перелет в а/п Синчитосэ, переезд в г. Саппоро</u>		<u>Возвращение в JICA Саппоро</u>
24 ноября (пт)	10:00-11:00	<u>Отправление от JICA в 9:20</u> П/з: Центр управления дорожным движением Главного управления полиции Хоккайдо	Главное управление полиции Хоккайдо	Главное управление полиции Хоккайдо
	13:30-15:30	Подготовка плана действий	Кимура Эри, отдел стажировок JICA Хоккайдо	Seminar room 6
25 ноября (сб)		Выходной день		
26 ноября (вс)		Выходной день <u>Подача анкеты</u>		
27 ноября (пн)	10:20-14:00	<u>Отправление от JICA в 8:50</u> Посещение начальной школы	ЮСА	Начальная школа Каминопоро г. Саппоро
		<u>Возвращение банковской карты и подача чеков</u>		
28 ноября (вт)	9:30-12:00	Лекция: Порядок по длительному пользованию дорожного пространства, предоставлению разрешения на проезд крупногабаритного автотранспорта	Сасаки Йосинори, Мураками Ацуси, Административно-строительны й отдел департамента строительства Управления развития Хоккайдо	Orientation room
	13:30-16:00	Лекция: Система проведения тендеров	Производственно-технический отдел департамента развития деятельности Управления развития Хоккайдо	то же
29 ноября (ср)	9:30-12:00	Лекция: Содействие в содержании автодорог местными волонтерами, Scenic Buway (повышение привлекательности регионов, прилегающих к дорогам), придорожные станции	Кобаяси Сатору, Наката Дэн, Огата Сатоси , Отдел планирования/содержания автомобильных дорог департамента строительства Управления развития Хоккайдо	Orientation room
	14:30-15:30	<u>Отправление от JICA в 13:40</u> П/з: Придорожная станция	Сасахара Санаэ, Центр технологии развития Хоккайдо (dec)	Придорожная станция Тобэцу в п. Тобэцу
30	09:30-12:00	Презентация планов	Кимура Эри, JICA Хоккайдо	Seminar room

ноября (чт)		действий		7/8
	13:30-16:30	Презентация планов действий	то же	то же
1 декабря (пт)	13:30-14:30	Дискуссия: оценка курса	Кимура Эри, JICA Хоккайдо	Meeting room 1
	15:00-16:00	Церемония закрытия курса	то же	Seminar room 7/8
	16:30-17:30	Прощальный фуршет	то же	Orientation room
2 декабря (сб)		Отбытие на родину		

10. Follow-up Cooperation by JICA:

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

III. Conditions and Procedures for Application

1. Expectations from 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 use the Project 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 project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: senior technical officer in charge of road administration or road construction management of highway or trunk road networks in provincial administrative bodies or equivalent organization,
- 2) Experience in the relevant field: have at least five (5) years of practical experience,
- 3) Educational Background: be a university graduate in civil engineering or have equivalent technical qualifications in road engineering and administration
- 4) Language: be a proficient in spoken and written Russian.
- 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: be between thirty (30) and under fifty five (55) 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 Expire date.
- (3) **Job Report:** to be submitted with the Application form (Please refer ANNEX).

4. Procedure 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 **September 21 , 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 September 28, 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 training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Hokkaido(Sapporo)

(2) **Contact:** Kimura.Eri@jica.go.jp

2. Implementing Partner:

Hokkaido Regional Development Bureau (HRDB)

Ministry of Land, Infrastructure, Transport and Tourism

<http://www.hkd.mlit.go.jp/ky/ki/keikaku/ud49g70000002apz.html>



3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Hokkaido International Center (JICA Hokkaido(Sapporo))

Address: Minami 4-25, Hondori 16 chome, Shiroishi-ku, Sapporo, Hokkaido, 003-8668 Japan

Tel : 81(*)-11(**)-866-8383 Fax :81(*)-11(**)-866-8382

(where "81" is the country code for Japan, and "11" is the local area code)

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

URL: <https://www.jica.go.jp/sapporo/english/office/index.html>



5. Expenses:

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

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets.)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

6. Pre-departure Orientation:

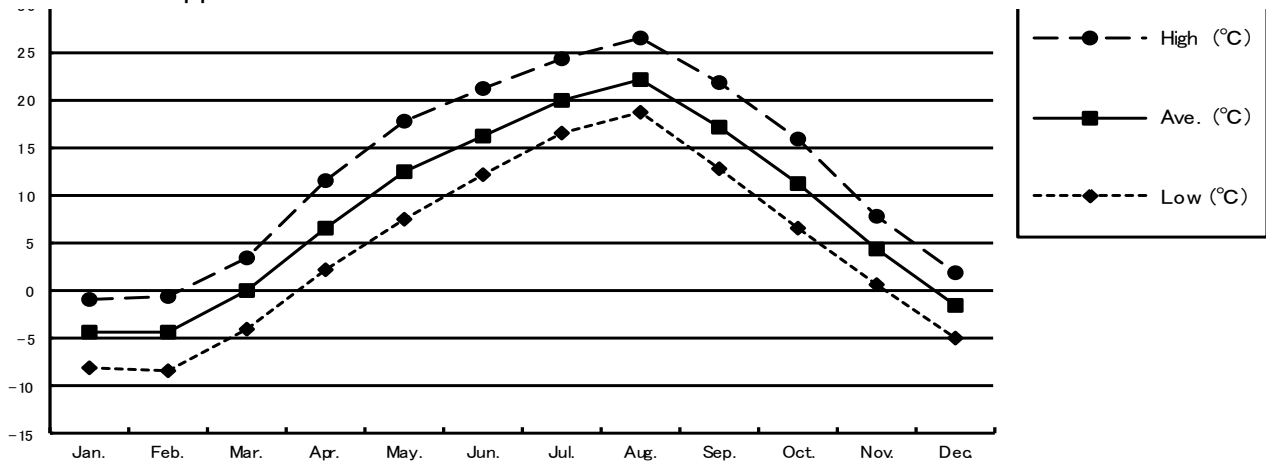
A pre-departure orientation will be held at the respective country’s JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the training and dialogue program, and other matters.



V. Other Information

1. Participants who have successfully completed the course will be awarded a certificate by JICA.

2. Climate in Sapporo



	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
High (°C)	-1	-0.8	3.4	11.4	17.8	21	24.2	26.3	21.7	15.9	7.8	1.7
Ave. (°C)	-4.4	-4.4	-0.2	6.5	12.2	16	19.8	22.1	17.1	11	4.1	-1.6
Low (°C)	-8.4	-8.5	-4.2	2.1	7.3	11.9	16.4	18.7	12.8	6.3	0.4	-5
Snow (cm)	58	83	64	2							5	28

3. Recreation

1) Participants can use an indoor swimming pool, and gymnasium located next to JICA Hokkaido. The charges are paid by JICA.



2) JICA encourages international friendship exchange between the participants and local communities. Therefore, it will be helpful to bring their national costumes and materials such as slides, videos, and music CDs which explain the cultures in their respective countries.

4. Equipment in JICA Hokkaido

JICA Hokkaido has the following equipment for the participants.

<Private Room> Bed, Prefabricated Bath, Desk, Refrigerator, Hot pot, Bookshelf, Air Conditioning, In-room Safe, TV sets (CNN、NHK (BS) , DVD/VHS Video Player)

*ATTENTION: There are no slippers or towels. Soap, shampoo & conditioner, toothpaste & toothbrush, razor, detergent, sewing kit and CD-R can be purchased at the front desk.

VI. ANNEX

Job Report

Participants are requested to prepare a Job report on the following issues and submit it with application form to JICA.

This Report shall be used for selection of participants.

Applicants are required to prepare and submit a “**Job Report**” with **Application Form**. The report should be prepared in **Russian** and in the format of **Microsoft Power Point**, since all the participants are expected to make a presentation on it after they arrive in Japan. In addition, since all the reports will be translated into Japanese in advance, your prompt submission of the report will be highly appreciated. expected contents of the report are given below:

1. Purpose

To introduce, and share information about your situation and issues of road management with lecturers and participants.

2. INSTRUCTIONS:

- 1) Should cover **ALL** “Items” below
- 2) Based on the Job Report, **every participant** will have around 15 minutes to give an oral presentation at the beginning of the course.
- 3) It is advisable to prepare the **pictures** to explain your issues.

3. Items of should be included on your Job Report

1) **Basic information.**

- Name of the country/ City
- Name of the participant

2) **Describe current duties on your job.**

- Period
- Organization
- Position

3) **Contents of Job Report**

- **Outline of your duty**
- **Issues facing in your organization**(From Technical or Administrative aspect)
- **Expectation to the training program for solving the issues/ problems:**(specify what you wish to learn/ find out)
- **Theme which you would like to propose as Action Plan**
 - ※Regarding “What is Action Plan?”, please see “What is Action Plan” below.

※ What is Action Plan

(1) Purpose of Action Plan:

- ① To analyze and describe problems to be solved.
- ② To identify and elaborate practical and comprehensive activities or what can be done by the participating organizations to solve the problems.

(2) Contents of Action Plan:

① Introduction:

Please describe the reasons for choosing the subject, and also to tell us which specific information from the training you think is useful for the activities in your AP.

② Purpose:

Please describe the purpose of your AP.

③ Expected Output:

Please describe specifically the output, which is expected to be seen after your AP is fulfilled.

④ Essential Activities:

Please describe activities that are necessary in order to achieve the expected output mentioned in paragraph 4.

⑤ Division of Responsibilities:

Please describe the name of organization or department expected to be in charge of the activities mentioned in 5. If many people or organizations are involved, please don't forget to indicate their relationship.

⑥ Financial Resources:

Please identify the budget source for each activity with an estimated figure in US\$ or EUR.

⑦ Schedule:

Please attach a timetable for the activities mentioned in paragraph 5.

(3) Presentation of Action Plan

Towards the end of the training program in Japan, participants have opportunity to present the Action Plan in sharing session. Approximately 15 minutes are allocated for each participant. This presentation is divided by two parts: the first 10 minutes for the presentation and the following 5 minutes for discussion among the participants. As a medium for presentation, **power-point** is recommended.

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 and 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 the Embassy of Japan. Further, address correspondence to:

Kimura.Eri@jica.go.jp

JICA Hokkaido International Center (JICA Hokkaido)
Address: Minami 4-25, Hondori 16 chome, Shiroishi-ku,
Sapporo, Hokkaido 003-0026 Japan

Tel.:81-11-866-8383 Fax.:81-11-866-8382