



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Planning and Management of National Mapping and Surveying



Course Period:

September 28 - December 16, 2022



NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

国家測量事業計画・管理研修

How do we get reliable national base maps?

Gain knowledge
to manage
geospatial information properly
and improve mapping policies
from the experiences of Japan.



Outline

Geospatial information is essential infrastructure information for national development and disaster prevention. Also, it is important for national mapping and surveying agencies to develop and improve their systems appropriately as well as to provide geospatial data properly.

This program is designed for technical managers, who take responsibilities of improving management system of national base maps and mapping policies at National Geospatial Information Authorities (NGIAs), to further promote the development and utilization of geospatial information.

Participants will be asked to travel to Japan, where the program will be conducted. We believe that you will gain a great deal of inspiration for solving your own country's challenges through direct interaction and discussion with Japanese professionals.

The contents include lectures, self-study, site visits, interactive discussions and group work.

All sessions are carried out in English.

Course Period: From September 28, 2022 to December 16, 2022.

Course Capacity: 13 participants



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, stated 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 foundation of mutual learning process.

Table of Contents

For What?

(Background, Objectives) page 6

To Whom?

(Job Areas and Organizations, Targeted Countries) page 6

When?

(Total course Period, Pre-Departure Orientation, Program in Japan) page 7

Where?

(Place Where the Program Take Place) page 7

How?

(How to Learn, Language, Commitment to the SDGs)..... page 8

(Program Structure) page 8-9

(Instructors, Implementing Partner, Coordinator, Program Officer) page 10-11

Eligibility and Procedures

(Expectations to the Applying Organizations, Nominee Qualifications) page 12-13

(Required Documents for Application) page 13-14

(Procedures for Application and Selection) page 14

(Additional Document(s) to Be Submitted by Accepted Candidates) page 14-15

(Conditions for Participation) page 15

Administrative Arrangements

(Organizer (JICA Center in Japan), Implementing Partner, Travel to Japan,
Accommodation in Japan, Expenses, Pre-departure Orientation) page 16-18

Other Information

(Accommodation, Climate, Reference) page 19-20

Annex I

(Questionnaire) page 21-22

Annex II

(Inception Report) page 23-24

For Your Reference

(JICA and Capacity Development, Japanese Development Experience) page 25

For What?

Background

Base maps and geospatial information are essential and fundamental infrastructure for national development. Therefore, upgrading and improving the national base maps is urgent matter for every developing country. In addition, National Geospatial Information Authorities (NGIAs) are expected to respond to the dramatic progress of surveying and mapping technologies including satellite positioning and ICT applications. However, NGIAs are facing difficulties to upgrade their capacity and implement their tasks utilizing the latest data. This situation, which often attributes to the lack of funding, could be fairly improved by good planning and management.

Objectives

Policy of business improvement on development, provision, and promotion of geospatial information in NGIA shall be established.

To Whom?

Job Areas and Organizations

<Target Organization>

National Geospatial Information Authorities (NGIAs)

<Job Areas>

1. Technical officials in management level in NGIA, or be engaged in equivalent work.
2. Surveying engineers who have 7 years work experience in the relevant field.

Targeted Countries

Armenia, Bangladesh, Bosnia and Herzegovina, Burkina Faso, Ethiopia, Kyrgyz, Sri Lanka, Timor-Leste, Thailand, Nepal, Tonga, Zimbabwe

When? Where?

Total Course Period

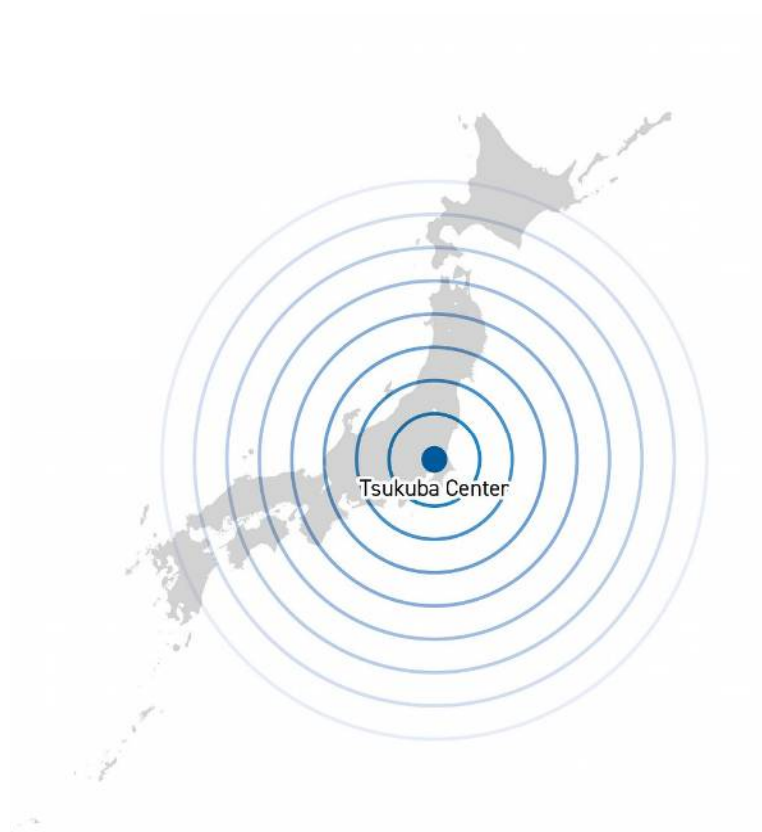
From September 28, 2022
to December 16, 2022

Program in Japan



From September 30, 2022
to December 15, 2022

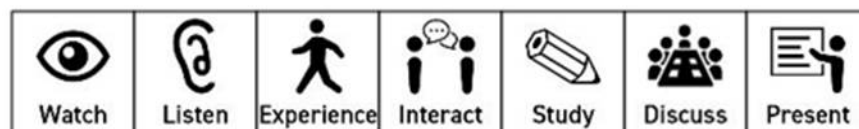
This course will be organized by JICA Tsukuba Center located in the City of Tsukuba, Ibaraki Prefecture. The City of Tsukuba is sixty kilometers northeast of Tokyo and is known as a Science City.



How?

How to Learn

- Lectures
- Field Visits
- Workshops
- Discussions
- Presentations



Language

English

Commitment to the SDGs



Program Structure

Outcome

1. Understanding Japanese survey administration systems and legal frameworks.
2. Learning surveying and digital topographic map preparation.
3. Recognizing the importance of the installation of CORS and its management to examine installation and promotion of utilization them in own countries.
4. Acquiring knowledge of the National Spatial Data Infrastructure (NSDI), the examples of utilization of geospatial information through NSDI and the latest technologies such as satellite/remote sensing, AI, and drone utilization.
5. Learning planning methods that contribute to improve their surveying and mapping administration and considering specific plans and operational improvement measures.

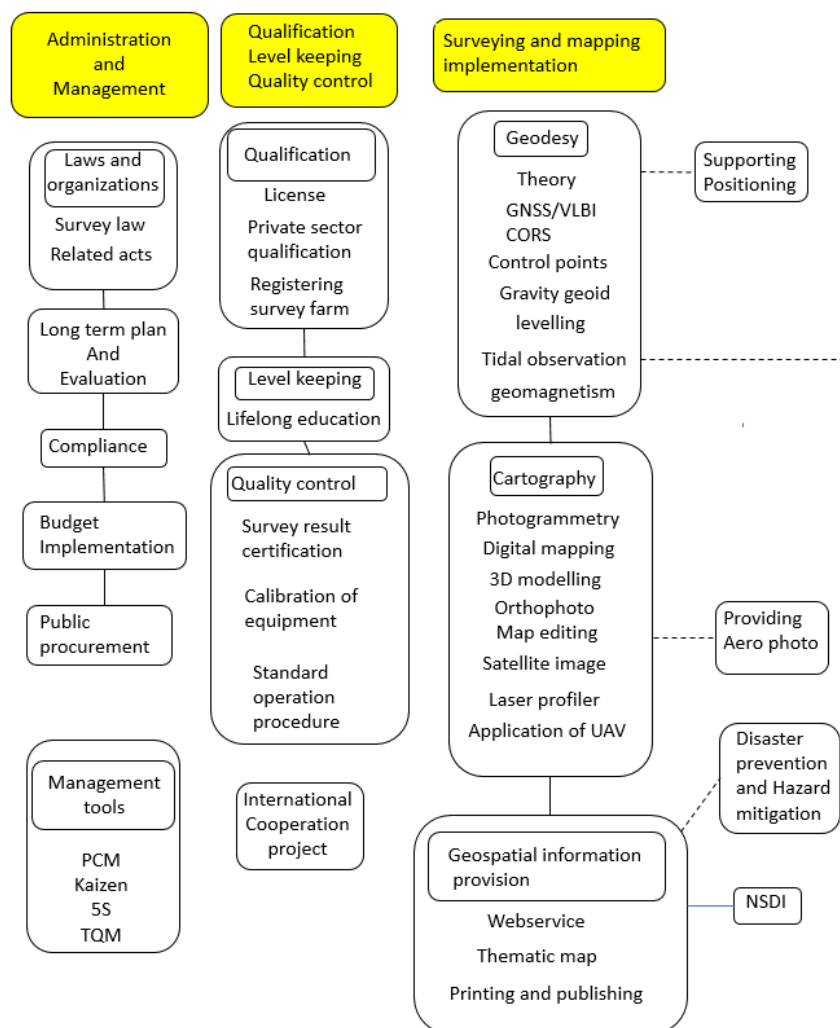
Preliminary Activity

Submission of an inception report on issues of work within a participant's organization.

Contents

1. Survey administration system and its legal framework, survey administration challenges, survey education/qualification system, administrative plan, etc.
2. Surveying and digital topographic map preparation, updating, and utilization (including thematic map preparation), and ArcGIS/QGIS, web map service (vector tile, raster tile, etc.), disaster prevention and disaster related/hazard map, etc.
3. NSDI establishment, related legal system development, examples of utilization of geospatial information through NSDI, etc.
4. Installation of CORS, geodetic reference system, utilization cases, etc.
5. Latest technology trends such as satellite/remote sensing, AI, drone utilization, etc.
6. Devising and presentation of an action plan by Project Cycle Management (PCM).

Matrix of Course Contents



Instructors

Japan Map Center

Course Leader

Mr. UNE Hiroshi

He had worked for the Geospatial Information Authority of Japan for 38 years, taking charge of thematic mapping, disaster reduction, crustal deformation and international relationship, and retired in 2019. Presently, he teaches geography and cartography in several universities.



Mr. KAIKIDZU Masaru

He had worked for the Geospatial Information Authority for 30 years mainly in the field of Geodesy/Geodynamics and retired in 2006. Then worked for the Japan Construction Information Center Foundation for 10 years to promote application of GIS in the public sector. Presently, he is executive director of a Foundation named Professional Survey Education Center.



Ms. KUROTORI Kumiko

She had worked as a coordinator of JICA training course in surveying and mapping. Presently, she is an English communicator in the Japan Map Center.



Mr. OTAKI Osamu

He is in charge of preparation of equipment for the training and communication between participants and instructors via e-mail.

Implementing Partner

Geospatial Information Authority of Japan (GSI)
Ministry of Land, Infrastructure, Transport and Tourism

Mr. KOJIMA Shuhei

Director of International Affairs Div. Planning Dept.



Mr. TAKI Shuichi

Deputy Director of International Affairs Div. Planning Dept.



Mr. NOJIRI Takuya

Executive Officer for Promoting International Cooperation



Ms. KATSUDA Eiko

Staff of Research Exchange Sec. International Affairs Div. Planning Dept.



Program Officer

Ms. NEMOTO Otome

Japan International Cooperation Agency (JICA)
Tsukuba Center



Message: I hope that you will gain a new knowledge and perspective on good management of geospatial information through discussions with lecturers and other participants in this course. I look forward to seeing you all in Japan!

Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
 - (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
-

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: Technical official in management levels (section head or deputy section head) in NGIA or be engaged in equivalent work, but subject on cadastral survey is not included as the main component of this course.
- 2) Experience in the Relevant Field: Have more than 7 years-experience
- 3) Educational Background: University graduate or equivalent
- 4) Basic knowledge on mathematics
- 5) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 61 or above (This program includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible.)
- 6) Technical Requirements:
 - a. Technology Proficiency
 - Basic computer skills on internet operation such as accessibility to

- Zoom, YouTube and so on.
- Online program is delivered using the following services, Web Conferences (Zoom), Cloud Storage (GIGAPOD), and YouTube.
- b. Hardware (Minimum Requirement)
 - Bring a PC with a webcam microphone and an Audio output device (Speaker or Headset) that can connect to Wi-Fi.
- c. Software (which may be required)
 - Zoom Client for Meeting (<https://zoom.us/download>)
 - * In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.
- 7) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) Age: between the ages of twenty-nine (29) and forty-five (45) years
- 2) 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 JICA overseas office (or the Embassy of Japan)**
 - * If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.
- (2) **Photocopy of Passport:** You should submit it 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.
 - *The following information should be included in the photocopy:
Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date
- (3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC,

IELTS)

- (4) **Questionnaire ANNEX-I:** to be submitted with the application form. Fill in ANNEX-I of this General Information.

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at JICA Center in Japan by August 5, 2022)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center 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.

In case that an applicant is military personnel, it requires additional confirmation process with the Ministry of Foreign Affairs of Japan.

In order for us to proceed with the entire selection process on schedule, please inform us immediately along with the status of “Questionnaire on Relationship with the Military” of “Form 3. INDIVIDUAL APPLICATION FORM”.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than August 22, 2022.**

5. Additional Document(s) to be Submitted by Accepted Candidates (Deadline: September 19, 2022)

Accepted candidates are required to submit an Inception Report.
Please read ANNEX-II for detail guidance.

6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) 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,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tsukuba Center (JICA Tsukuba)
 - (2) **Program Officer:** Ms. NEMOTO Otome (Nemoto.Otome.2@jica.go.jp)
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2. Implementing Partner

- (1) **Name:** Geospatial Information Authority of Japan (GSI), Ministry of Land, Infrastructure, Transport and Tourism
 - (2) **Contact:** gsi-intl-training-1@gxb.mlit.go.jp
 - (3) **URL:** <https://www.gsi.go.jp/ENGLISH/index.html>
 - (4) **Remark:** Geospatial Information Authority of Japan (GSI), being the competent authority of the Survey Act, conducts national surveying and mapping activities, which provides a basis for the land management.
(Introduction: <http://www.gsi.go.jp/ENGLISH/ABOUT/about.html>).
-

3. Travel to Japan

- (1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.
 - (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.
-

4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Tsukuba Center (JICA Tsukuba)
 Address: 3-6, Koyadai, Tsukuba City, Ibaraki Prefecture 305-0074, Japan
 TEL: +81-29-838-1111 FAX: +81-29-838-1119
 (where “81” is the country code for Japan, and “29” is the local area code)
 Please refer to facility guide of JICA Tsukuba; [tsukuba_guide.pdf \(jica.go.jp\)](#)

If there is no vacancy at JICA Tsukuba, JICA will arrange alternative accommodation(s) for the participants.

5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) 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.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

6. Pre-departure Orientation

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

*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9lSYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WlQSDjl
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Center in Japan	
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html

Other Information

Accommodation

JICA Tsukuba Center works as a base of this training program. The Center is equipped with accommodation facilities for JICA training participants.

For study tours taking place far from the Center, JICA will arrange hotels for the participants.



Lobby



Accommodation Bldg.



Lecture Room



PC Room



Restaurant



Gymnasium

Climate

Tsukuba enjoys four distinctive seasons and you will need to prepare adequate clothing for the season in which you will participate in the program.

Spring

March, April, May

Max Temp: 22.7°C | Min Temp: 1.7°C

Summer

June, July, August

Max Temp: 30.6 °C | Min Temp: 16.9°C

Fall

September, October, November

Max Temp: 26.3°C | Min Temp: 5.2°C

Winter

December, January, February

Max Temp: 19.6°C | Min Temp: -2.8°C

This program starts in late September and ends in mid-December. It is necessary to prepare adequate fall-winter clothing, such as knitted sweaters, a coat, a hat, gloves and scarf.



Reference

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_en.pdf



Video: JICA Pre-departure Briefing

For more information on life in Japan and KCCP

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



Website: JICA

English/French/Spanish/Russian

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html



PDF: Facility Guide for JICA Tsukuba Center

English

[tsukuba_guide.pdf \(jica.go.jp\)](#)

Annex I

Questionnaire (Deadline: August 5, 2022)

1. State your professional experiences in the following activities. Describe approximate years of your engagement if applicable.

No.	Methods	year (s)
0-1	Survey administration	
0-2	Survey Education	
0-3	Research and development	
0-4	International cooperation	
1-1	Leveling	
1-2	Triangulation	
1-3	Trilateration	
1-4	Traversing	
1-5	Engineering survey	
1-6	Cadastral survey	
1-7	GNSS survey	
1-8	Astronomical survey	
1-9	Gravity survey	
1-10	Geomagnetic survey	
2-1	Digital plane table survey	
2-2	Aerial photography	
2-3	Aerial triangulation	
2-4	Map compilation	
2-5	Field reconnaissance	
2-6	Digital photogrammetry	
3-1	Thematic map	
3-2	Atlas	
3-3	Photo interpretation	
4-1	Digitization of geographic information	
4-2	Editing of geographic information	
5-1	Photomechanical process	
5-2	Map printing	
6-1	Remote sensing	
6-2	Global mapping	
7-1	Computers (Type of OS? ex. Windows XP, Vista or 7, 8, Linux etc.)	OS Type and year(s)
7-2	GIS Software and its version	Software and year(s)

No.	Methods	year (s)
	(What's software? ex. ArcGIS ver, QuantumGIS etc.)	
8	Other activities (describe specifically below)	

【Your IT Environment for Online Program】		
Your answer does not affect to the acceptance judgment, so please answer honestly.		
No.	Questions	Yes or No
	Do you have a laptop PC with Microphone and Camera?	Yes or No
	Have you ever attended online meeting?	Yes or No
	Have you ever used the online systems below?	
	Zoom	Yes or No
	Microsoft Teams	Yes or No
	Google Drive of GIGAPOD	Yes or No
	Google Form	Yes or No
	You Tube	Yes or No
	Please let us know if you have any concerns or questions for participating the training.	Describe:
	Your contact email address and phone number during the online program	Email: Phone:

2. Please describe some project that your organization has for GSI to understand your organization more (ex. Project for making geoid model within 5 years, Project for making hazard map from 2022 to 2025 etc.)

Annex II

Only accepted applicants

Inception Report (Deadline: September 19, 2022)

Each country is going to make **10-15 minutes-presentation** of Inception Report at the beginning of program. Please make a presentation material of "Inception Report" referring to guidance written below.

The report should be submitted by e-mail to;

JICA Tsukuba (Nemoto.Otome.2@jica.go.jp, KITABATAKE-Masako@jica.go.jp)
and GSI (gsi-intl-training-1@gxb.mlit.go.jp).

- (1) The report should be made by using Microsoft Power Point.
- (2) The configuration of each slide is as follows.

Slide 1	Nickname (during the course), Country, Photos of your office and staff (if possible)
Slide 2	Name of your Organization, Address of your Organization (Address and Map), Date of foundation, Supervising Authority to your Organization
Slide 3-12	Format of ANNEX II 1-10

Format of ANNEX II: Outline and challenges of your organization

1	Background, mission and strategy of your organization.						
2	Structure of your Organization. (Number of Staff Members, Annual Budget, Organization Chart)						
3	Basic Information of your organization. (Base Maps, Geodetic Reference System, Projection System, Equipment)						
4	Major projects in your organization						
5	Primary Work of your Organization. (Land Surveying, Mapping, Others)						
6	Your position in your organization (Please attach organization chart on which your position is highlighted)						
7	Duty work of you and your section						
8	What is the problem your section should solve? (As Is) Select one within following lists and check it. (✓) If you select "other", describe concretely about it. <table border="1"> <thead> <tr> <th>check</th><th>Fields</th></tr> </thead> <tbody> <tr> <td></td><td>Planning and management of national geodetic network construction (GPS, Leveling, geoid model etc.)</td></tr> <tr> <td></td><td>Planning to refer Local geodetic system to World Geodetic system</td></tr> </tbody> </table>	check	Fields		Planning and management of national geodetic network construction (GPS, Leveling, geoid model etc.)		Planning to refer Local geodetic system to World Geodetic system
check	Fields						
	Planning and management of national geodetic network construction (GPS, Leveling, geoid model etc.)						
	Planning to refer Local geodetic system to World Geodetic system						

For only accepted applicants

		Forming guideline in geodetic survey
		Planning and management of making or updating national base map
		Planning to update national base map with remote sensing
		Forming guideline in national base mapping.
		Planning of small scale mapping from national base map.
		Forming guideline in Geospatial information
		Planning of various thematic mapping (land condition map, Digital Elevation Model etc.)
		Other ()
9	Future vision for the activities of your Department (Division) to contribute to the development of your country. (To Be)	
10	Problems to be solved to realize the vision. (Your issue)	

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.

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.



This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.



Correspondence

For enquiries and further information, please contact the JICA office or Embassy of Japan.

Further, address correspondence to:

JICA Tsukuba Center (JICA Tsukuba)

Address: 3-6, Koyadai, Tsukuba City, Ibaraki Prefecture 305-0074, Japan

TEL: +81-29-838-1111 FAX: +81-29-838-1119

("81" is the country code for Japan, and "78" is the local area code)