



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

## **GENERAL INFORMATION ON PLANNING AND MANAGEMENT OF NATIONAL MAPPING AND SURVEYING**

**課題別研修「国家測量事業計画・管理」**

**JFY 2020**

**NO. 201902187J001**

### **Online Program Period:**

- (1) From December 7, 2020 to December 18, 2020**
- (2) From February 8, 2021 to February 19, 2021**

### **Course Period in Japan:**

**From October to November 2021**

**(In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled.)**

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 is 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**

Base maps and other geospatial information are essential and fundamental infrastructure for everyone from policy makers to hikers, from national project designing to everyday life, and they are often regarded as a part of National Spatial Data Infrastructure (NSDI). 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 undertake this responsibility and to implement their own tasks. Though this situation often attributes to the lack of funding, the situation could be fairly improved by good planning and management.

## **For what?**

To acquire the concept of good planning and management of national surveying and mapping so that the participating NGIAs will be able to deal with and to solve the facing problems.

## **For whom?**

This program is designed for technical managers who will take responsibilities to improve the management system in their respective NGIAs.

## **How?**

***Through online program***, scheduled in fiscal year 2020, participants will take video/online lectures in each country using online system.

***Through In-Japan program***, which is scheduled to be in fiscal year 2021, participants will observe the current situations in Japan and receive practical training.

***In the both of online and In-Japan program***, participants will carry out specific reviews on policies and technologies studied in each lecture and practical training that can be utilized in the public surveying and mapping administration in their own countries, and make a presentation thereof.

***After the whole program***, they make a presentation at their organization on the policies and technologies studied in Japan, and on their considerations, and exchange opinions with the audience and supervisors.

## ***II. Description***

**1. Title (J-No.): Planning and Management of National Mapping and Surveying (201902187J001)**

**2. Course Period :**

Online Program Period:

1st Session: From December 7, 2020 to December 18, 2020

2nd Session: From February 8, 2021 to February 19, 2021

Program in Japan: From October to November 2021 (TBD)

※In the context of the COVID-19 pandemic, please note that there is still a possibility the Program in Japan will be cancelled and replaced by Online Program.

**3. Target Regions or Countries**

Afghanistan, Albania, Bangladesh, Burkina Faso, Cote d'Ivoire, Jordan, Kosovo, Montenegro, Myanmar, Philippines, Viet Nam, Zimbabwe

**4. Eligible / Target Organization**

This program is designed for National Geospatial Information Authorities (NGIAs).

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

12 participants

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

**7. Course Objective:**

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

**8. Overall Goal**

Development and provision of geospatial information shall be further encouraged and utilization promoted in NGIA concerned.

## 9. Expected Module Output and Contents:

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

### < Expected Module Output >

Participants are expected to achieve the following outputs;

- (1) Japan's surveying and mapping policies and legal framework are well understood and the shape of surveying and mapping policies of the participant's country are considered.
- (2) Surveying and mapping theory and practical operation for a base of geospatial information development are well understood.
- (3) Applications of geospatial information and trend of state-of-the-art technologies are understood, and utilization of domestic geospatial information is marshaled.
- (4) Planning method conducive to the improvement of public surveying and mapping administration in the participant's own country is acquired.
- (5) Specific consideration is made aiming for the utilization of the acquired policies and technologies in the public surveying and mapping administration in the participant's own country.

### < Expected Module Contents >

<b>(1) Preliminary Phase in a participant's home country; <u>November 2020</u></b>
Participating organizations make required preparation for the Program in the respective country.
Activities Formulation and submission of Inception report based on the discussion among supervisors and colleagues.
<b>(2) Online Program in a participant's home country; <u>December 2020 and February 2021</u></b>
Participants dispatched by the organizations attend the Program in their countries by online. <b>See below 10.</b>
Activities
<b>(3) Core Period in Japan; <u>From October to November 2021 (About 2 months/ TBD)</u></b>
Participants dispatched by the organizations attend the Program implemented in Japan.

## 10. Course Schedule (Under planning):

Abbreviation

**GSI**: Geospatial Information Authority of Japan (GSI)

**JMC**: Japan Map Center

### Online Program in your country:

Lecture Time: ①16:00-17:00 ②17:00-18:00 ③- FLEX

1st session

Dec 7, 2020 - Dec 18, 2020

No.	Date	time	method	learning time	Subject	Lecturer
1	2020/12/7	Mon	① realtime	60min	Introductory Briefing	JICA
			② realtime	60min	Orientation	JICA/GSI/JMC
			③ on demand	30min	Briefing	GSI/JMC
			④ on demand	30min	Briefing for Inception Report presentation	GSI/JMC
			⑤ on demand	30min	Urban and Regional Development by JICA	JICA
			⑥ self learning	60min	Preparation for Inception Report presentation	
2	2020/12/8	Tue	① realtime	60min	Q/A	GSI/JMC
			② realtime	60min	Inception Report presentation	GSI/JMC
			③ on demand	60min	Japanese Surveying Administration System	JMC
			④ on demand	20min	Outline of GSI	GSI
			⑤ on demand	20min	Long-Term Planning for Basic Survey	GSI
			⑥ on demand	60min	Survey Act	GSI
			⑦ on demand	20min	Basic Act on the Advancement of Utilizing Geospatial Information and	GSI
3	2020/12/9	Wed	① realtime	60min	Q/A	GSI/JMC
			② realtime	60min	Inception Report presentation	JICA/GSI/JMC
			③ on demand	20min	Policy Evaluation System	GSI
			④ on demand	20min	Significance of Public Relations Activities	GSI
			⑤ on demand	20min	Efficient Use of Budget of GSI	GSI
			⑥ on demand	30min	Method of Quality Control	GSI
			⑦ on demand	40min	Compliance	GSI
			⑧ on demand	40min	Cost Estimation System for The Surveying and Mapping in Japan	GSI
4	2020/12/10	Thu	① realtime	60min	Message from an administrator	GSI
			② realtime	60min	Q/A	GSI/JMC
			③ on demand	60min	National Land Survey in Japan	MLIT
			④ on demand	60min	Cadastral survey	Japan Land Survey Association
			⑤ on demand	60min	Definition and Realization of Geodetic Coordinates	JMC
5	2020/12/11	Fri	① realtime	60min	Q/A	GSI/JMC
			② realtime	60min	Individual guidance on report writing	GSI/JMC
			③ on demand	60min	Definition and Realization of Geodetic Coordinates	JMC
			④ on demand	60min	Definition and Realization of Geodetic Coordinates	JMC
			⑤ on demand	60min	GNSS Principle	Consultant
-	2020/12/12	Sat				
-	2020/12/13	Sun				
6	2020/12/14	Mon	① realtime	60min	Message from an administrator	GSI
			② realtime	60min	Q/A	GSI/JMC
			③ on demand	60min	GEONET (Japanese CORS Network)(outline, monitoring, management)	GSI
			④ on demand	60min	GEONET (Japanese CORS Network)(analysis system)	GSI
			⑤ on demand	30min	GEONET (Japanese CORS Network)(data quality and distribution)	GSI
7	2020/12/15	Tue	① realtime	60min	Message from an administrator	GSI
			② realtime	60min	Q/A	GSI/JMC
			③ on demand	30min	Control Point Survey	GSI
			④ on demand	30min	Elevation Survey	GSI
			⑤ on demand	60min	Geoid Survey	GSI
			⑥ on demand	60min	SAR	GSI
8	2020/12/16	Wed	① realtime	60min	Individual guidance on report writing	GSI/JMC
			② realtime	60min	Q/A	GSI/JMC
			③ on demand	40min	5S / KAIZEN / TQM	Fujita Planning Co. Ltd.
			④ on demand	40min	5S / KAIZEN / TQM	Fujita Planning Co. Ltd.
			⑤ on demand	40min	5S / KAIZEN / TQM	Fujita Planning Co. Ltd.
			⑥ on demand	40min	5S / KAIZEN / TQM	Fujita Planning Co. Ltd.
9	2020/12/17	Thu	① realtime	60min	Individual guidance on report writing	GSI/JMC
			② realtime	60min	Q/A	GSI/JMC
			③ on demand	40min	Introduction to Remote Sensing	Tsukuba University
			④ on demand	40min	Introduction to Remote Sensing	Tsukuba University
			⑤ on demand	40min	Introduction to GIS	Tsukuba University
			⑥ on demand	40min	Introduction to GIS	Tsukuba University
10	2020/12/18	Fri	① realtime	60min	Individual guidance on report writing	GSI/JMC
			② realtime	60min	Introduction to Remote Sensing / GIS	Tsukuba University/GSI/JMC
			③ on demand	60min	International Cooperation of Ministry of Land, Infrastructure, Transport and Tourism (MLIT)	MLIT
			④ on demand	20min	International Cooperation of GSI	GSI
			⑤ on demand	60min	Lifelong Learning for Surveyor	Japan Association of Surveyors
			⑥ on demand	20min	Qualification of Surveyors and Surveying Education	GSI

Lecture Time: ①16:00-17:00 ②17:00-18:00 ③- FLEX  
2nd session Feb 8, 2021 - Feb 19, 2021

No.	Date		time	method	learning time	Subject	Lecturer
11	2021/2/8	Mon	①	realtime	60min	Global Geodetic Reference System (GGRF)	GSI
			②	realtime	60min	Q/A	GSI/JMC
			③	on demand	30min	Geomagnetic Survey	GSI
			④	on demand	30min	Correspondence to Global Geodetic Reference System	GSI
			⑤	on demand	30min	Shift to Global Geodetic Reference System	GSI
			⑥	on demand	60min	ISO and ISO/TC211	GSI
12	2021/2/9	Tue	①	realtime	60min	Message from an administrator	GSI
			②	realtime	60min	Q/A	GSI/JMC
			③	on demand	60min	Map Compilation	GSI
			④	on demand	60min	Outline of the Airborne Laser Survey	GSI
			⑤	on demand	60min	Map Reproduction and Publication	JMC
13	2021/2/10	Wed	①	realtime	60min	Message from an administrator	GSI
			②	realtime	60min	Q/A	GSI/JMC
			③	on demand	30min	Fundamental Geospatial Data	GSI
			④	on demand	30min	3D Printing Technology for Topography	GSI
			⑤	on demand	60min	Geospatial Information Access via web technologies in GSI	GSI
			⑥	on demand	30min	Use cases of UAV in GSI	GSI
14	2021/2/11	Thu	①	on demand	30min	Message from an administrator	GSI
			②	on demand	60min	Operational plan for disaster prevention	GSI
			③	on demand	30min	Disaster and Geographical Information on Disaster Prevention	GSI
			④	on demand	20min	Gathering and Providing Geographical Information through Partnership	GSI
			⑤	on demand	60min	Trend of the Surveying Technology	GSI
			⑥	on demand	60min	MMS(Mobile Mapping System)	Kokusai Kogyo Co. Ltd.
15	2021/2/12	Fri	①	realtime	60min	Individual guidance on report writing	GSI/JMC
			②	realtime	60min	Q/A	GSI/JMC
			③	on demand	40min	Photogrammetry	PASCO Corporation
			④	on demand	40min	Photogrammetry	PASCO Corporation
			⑤	on demand	40min	Photogrammetry	PASCO Corporation
			⑥	on demand	40min	Photogrammetry	PASCO Corporation
	2021/2/13	Sat					
	2021/2/14	Sun					
16	2021/2/15	Mon	①	realtime	60min	Individual guidance on report writing	GSI/JMC
			②	realtime	60min	Q/A	GSI/JMC
			③	on demand	40min	GIS Software (QGIS)	JMC
			④	on demand	40min	GIS Software (QGIS)	JMC
			⑤	on demand	40min	GIS Software (QGIS)	JMC
			⑥	on demand	40min	GIS Software (QGIS)	JMC
17	2021/2/16	Tue	①	realtime	60min	Individual guidance on report writing	GSI/JMC
			②	realtime	60min	Q/A	GSI/JMC
			③	on demand	40min	Applied GIS technology	JMC
			④	on demand	40min	Applied GIS technology	JMC
			⑤	on demand	40min	Applied GIS technology	JMC
			⑥	on demand	40min	Applied GIS technology	JMC
18	2021/2/17	Wed	①	realtime	60min	Briefing for Mid term Final Report presentation	GSI/JMC
			②	realtime	60min	Q/A	GSI/JMC
			③	self learning	180min	Preparation for mid term final report presentation	
19	2021/2/18	Thu	①	realtime	60min	Mid term final report presentation	JICA/GSI/JMC
			②	realtime	60min	Q/A	GSI/JMC
			③	on demand	40min	Open Street Map	Map Concierge Co. Ltd
			④	on demand	40min	Open Street Map	Map Concierge Co. Ltd
			⑤	on demand	40min	Open Street Map	Map Concierge Co. Ltd
			⑥	on demand	40min	Open Street Map	Map Concierge Co. Ltd
20	2021/2/19	Fri	①	realtime	60min	Mid term final report presentation	JICA/GSI/JMC
			②	realtime	60min	Briefing for training in Japan	JICA/GSI/JMC
			③	on demand	60min	JICA Survey & Mapping Project	IDI
			④	on demand	60min	JICA Survey & Mapping Project	IDI
			⑤	on demand	30min	JICA Survey & Mapping Project	IDI

## Program in Japan: From October to November, 2021 (About 2 months)

Details will be advised next year.

### ***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. Applying organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) 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.
- (4) As this program is designed to facilitate organizations to come up with practical solutions for their issues, participating organizations are expected to make due preparation before the core period starts by carrying out the activities of the Preliminary Phase described in section II-9<Expected Module Contents>(1).
- (5) Participating organizations are also expected to make the best use of the results achieved by their participants.

#### **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) Basic skill on computer operation method (Word, Excel, and PowerPoint)
  - 6) Language proficiency: Have a competent command of spoken and written English which is equal to TOEFL iBT61 or its equivalent. (This program includes active participation in discussions, which requires high competence of English ability both in conversation and composition. Please attach an official certificate for English ability such as TOEFL , TOEIC IELTS etc, if possible)
- Health: must be in good health, both physically and mentally, to participate in the Program in Japan.

##### **(2) Specific Qualifications for Online training participation**

- 1) Have own available laptop computer during the core periods
- 2) Have access to stable internet connection (5Mbps speed)
- 3) Have basic IT environment and basic skill on internet operation such as accessibility to Zoom, Google Chrome, You Tube and so on

- 4) Secure the date for attending all lectures of online and in-Japan program
- 5) Have availability for participation regardless of the normal working hours.  
Online lectures may start in early morning, late night, lunch time or holidays.

If there are any concerns, JICA overseas offices can support for setting up participants' IT environment (ex. tablet or laptop PC lending, venue arrangement etc.) by answering questionnaire. Please see ANNEX 1.

### **(3) Recommendable Qualifications**

- 1) Age: be between the ages of **twenty-nine and forty-five 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 at **the JICA office (or the Embassy of Japan).** Please contact to the nearest JICA office by e-mail.

\*For the responsible of JICA overseas offices, please confirm that the format of the Application Form is the latest version that JICA HQ has distributed as the one for online training program.

**(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) 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) ANNEX I : Questionnaire:** to be submitted with the application form.

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

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

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in Japan by November 11, 2020**)

#### **(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) **no later than November 24, 2020**.

## ***IV. For accepted candidates***

### **1. Documents to be submitted by accepted candidates: (The deadline : December 4, 2020)**

#### **ANNEX II : Inception Report**

To be submitted with the application form. Regarding the further information, kindly refer to the operation on the ANNEX II "Inception Report".

#### **ANNEX III : Inception Report Presentation materials**

To be submitted with the Inception Report presentation materials to match ANNEX II. This is a part of Preliminary Phase.

It should be sent by e-mail to JICA Tsukuba: [tbictp@jica.go.jp](mailto:tbictp@jica.go.jp)

\*Resize your presentation so that the size of the report does not exceed 4MB.

### **2. Conditions for Attendance:**

- (1)** To strictly observe the course schedule.
- (2)** Not to change the course subjects or extend the course period, and not to change air ticket.
- (3)** Not to bring any members of your family.
- (4)** To return to your home country according to the travel schedule designated by JICA.
- (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 partners of the program.
- (7)** To refrain from engaging in any political activities, or any form of employment for profit or gain.
- (8)** To discontinue the course, should you fall seriously ill or health conditions and be considered unable to continue the course. You shall be responsible for paying any cost for treatment of said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV Administrative Arrangements".
- (9)** 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 course expenditure depending on the severity of said violation.
- (10)** To observe the rules and regulations at the place of your accommodation and not to change the accommodation designated by JICA.
- (11)** To comply with the use conditions of copyrighted works by each copyright holder,

when using texts and other materials distributed for KCCP. Especially, participants are strictly prohibited to record online lessons or use provided contents during the program without lecturers' permissions.

### 3. Other information:

#### (1) Computer and Internet access:

It is strongly recommended that participant bring laptop computer to watch videos, participate in web based meetings, write reports, prepare presentation slides and to communicate by e-mail or Google tools. In case those who are not available to prepare them by their own, please ask JICA overseas offices for support.

#### (2) Certificate:

Participants who have successfully completed the program will be awarded a certificate by JICA and GSI.

#### (3) Program in Japan:



Observation of the Disaster area reconstruction in Tohoku



Geology and Gegraphical field trip at Jogashima



Visit to Ishioka VLBI



Levelling at COLIT(College of MLIT)

\*Photos courtesy of Geospatial Information Authority of Japan (GSI)

#### ① Data in the field of this program in your country:

The participants are recommended to bring the relevant data concerning this program in your country for preparing presentation slides of the discussions, etc. Participants are expected to bring some photos and data to Japan stored in a memory device to explain good practice activities in respective countries or participant's work. They might be used for the purpose of school visit program with Japanese children/student.

#### ② Clothes and belongings:

Participants have lots of opportunities to get on the trains and buses to visit relevant organizations in Japan, so please bring some clothes which are

comfortable to walk as well as small bags to carry with you. Also from time to time, you might be invited to the formal ceremony, so bringing a set of formal clothing will be also recommended.

③ **Weather condition in Tsukuba city (Data: Japan Meteorological Agency)**

	Temperature	Humidity	Precipitation
<b>October</b>	16.0 °C (20.9~11.3)	81 %	165.9 mm
<b>November</b>	10.0 °C (15.9~4.6)	77 %	78.8 mm

④ **Introduction of Participants' Country :**

The participants may have opportunities to join cultural exchange events or visit Japanese school. It is recommended to bring something to introduce their countries such as photographs, drawings, traditional goods, clothes, instruments or ornaments.

**(4) More information about JICA Tsukuba :**

You can check our location, facility and services on our website and social media.

✧ JICA Tsukuba website:

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

✧ JICA Tsukuba Brochure:

[https://www.jica.go.jp/tsukuba/english/office/others/c8h0vm0000ec0zgr-att/tsukuba\\_profile\\_en.pdf](https://www.jica.go.jp/tsukuba/english/office/others/c8h0vm0000ec0zgr-att/tsukuba_profile_en.pdf)

✧ JICA Tsukuba Facility Guide:

[https://www.jica.go.jp/tsukuba/english/office/c8h0vm00009ylr70-att/tsukuba\\_guide.pdf](https://www.jica.go.jp/tsukuba/english/office/c8h0vm00009ylr70-att/tsukuba_guide.pdf)

✧ Sightseeing guide around Tsukuba:

[https://www.jica.go.jp/tsukuba/english/office/others/c8h0vm0000ec0zgr-att/tsukuba\\_transportation\\_sightseeing.pdf](https://www.jica.go.jp/tsukuba/english/office/others/c8h0vm0000ec0zgr-att/tsukuba_transportation_sightseeing.pdf)

✧ YouTube clip "Introduction of JICA Tsukuba":

<https://www.youtube.com/watch?v=hKM1iTV-9lg&feature=youtu.be>

✧ JICA Tsukuba Facebook:

<https://www.facebook.com/jicatsukuba>

You can find posts about on-going KCCPs and stories of ex-participants on our Facebook page.



## V. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA TSUKUBA

(2) **Contact:** Ms. HAGIWARA Makiko (tbictp@jica.go.jp)

### 2. Implementing Partner:

(1) Name: Geospatial Information Authority of Japan (GSI)

(2) Contact: gsi-intl-training@gxb.mlit.go.jp

(3) Address: 1 Kitasato, Tsukuba, Japan

(4) URL: <http://www.gsi.go.jp/ENGLISH/index.html>

### 3. Travel:

#### 【Program in 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:

#### 【Online program】

JICA can arrange the accommodations for the participants as needed.

#### 【Program in Japan】

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

JICA Tsukuba Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba, Ibaraki 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) a code)

Please refer to facility guide of TBIC at its URL;

<http://www.jica.go.jp/english/contact/domestic/information.pdf>

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

### 5. Expenses:

#### 【Online program】

The following expenses will be provided by JICA:

(1) Allowances for accommodation, meals and living expenses, in case participants will attend program from the place JICA arranges.

#### 【Program in Japan】

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.

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

[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)

## 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 workshop, and other matters.

\*JICA pre-departure briefing video is viewable from the link below;

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
French ver.	<a href="https://www.youtube.com/watch?v=v2yU9ISYcTY">https://www.youtube.com/watch?v=v2yU9ISYcTY</a>
Spanish ver.	<a href="https://www.youtube.com/watch?v=m7l-WIQSDjI">https://www.youtube.com/watch?v=m7l-WIQSDjI</a>
Russian ver.	<a href="https://www.youtube.com/watch?v=P7_ujz37AQc">https://www.youtube.com/watch?v=P7_ujz37AQc</a>
Arabic ver.	<a href="https://www.youtube.com/watch?v=1iBQqdpXQb4">https://www.youtube.com/watch?v=1iBQqdpXQb4</a>
Part II: Introduction of JICA Centers in Japan	
JICA Tsukuba	<a href="https://www.jica.go.jp/tsukuba/english/office/index.html">https://www.jica.go.jp/tsukuba/english/office/index.html</a>

## VI. ANNEX:

ANNEX-I: Questionnaire

ANNEX-II: (*for only accepted participants*) Inception Report

ANNEX-III: (*for only accepted participants*) Inception Report Presentation Materials

## ANNEX I. Questionnaire (The deadline: November 11, 2020)

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 (What's software? ex. ArcGIS ver, QuantumGIS etc.)	Software and year(s)
8	Other activities (describe specifically below)	

【Your IT Environment for Online Program】		
Based on your answer, JICA office will consider your IT environment arrangement. Since your answer does not affect to the acceptance judgment, please answer honestly.		
No.	Questions	Yes or No
8-0	Do you have a following system to attend online program at your home or office?	/
8-1	Desktop or laptop PC	Desktop or Laptop or None
8-2	Internet environment	Yes or No (OS version:           )
8-3	Stable Internet connection (5Mbps speed)	Yes or No
8-4	PC with Microphone	Yes or No
8-5	PC with Camera	Yes or No
9	Have you ever attend online meeting?	Yes or No (When:                   ) (Organizer:           )
10-0	Have you ever used those online systems below?	/
10-1	Zoom	Yes or No
10-2	Microsoft Teams	Yes or No
10-3	Google Drive of GIGAPOD	Yes or No
10-4	Google Form	Yes or No
10-5	You Tube	Yes or No
10-6	Other	Describe it:
11	Which do you prefer, participating from your home, your office or the designated place that JICA provide such as hotels or conference rooms, during the online training program? 1st Session: From December 7, 2020 to December 18, 2020 2nd Session: From February 8, 2021 to February 19, 2021	Your home, your office, or the designated place that JICA provide
12	Please let us know if you have any concerns or questions for participating the training.	Describe:

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 2019 to 2023 etc.)



## **ANNEX II: Inception Report (The deadline: December 4, 2020)**

This report (ANNEX II) should be typewritten using MS-Word, in English on A4 size paper (21 cm x 29.5 cm) by 12-point font, double-spaced, and less than 7 pages.

You are required to have discussions with your supervisors on this topic for making up the statements. Upon completion, please receive a signature on the report from a responsible supervisor as a proof that this report is authorized by your organization.

Format of ANNEX II : Outline of your organization and challenges 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" style="width: 100%;"> <tr> <th style="width: 15%;">check</th> <th>Fields</th> </tr> <tr> <td><input type="checkbox"/></td> <td>Planning and management of national geodetic network construction (GPS, Leveling, geoid model etc.)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Planning to refer Local geodetic system to World Geodetic system</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Forming guideline in geodetic survey</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Planning and management of making or updating national base map</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Planning to update national base map with remote sensing</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Forming guideline in national base mapping.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Planning of small scale mapping from national base map.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Forming guideline in Geospatial information</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Planning of various thematic mapping (land condition map, Digital Elevation Model etc.)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other ( )</td> </tr> </table>		check	Fields	<input type="checkbox"/>	Planning and management of national geodetic network construction (GPS, Leveling, geoid model etc.)	<input type="checkbox"/>	Planning to refer Local geodetic system to World Geodetic system	<input type="checkbox"/>	Forming guideline in geodetic survey	<input type="checkbox"/>	Planning and management of making or updating national base map	<input type="checkbox"/>	Planning to update national base map with remote sensing	<input type="checkbox"/>	Forming guideline in national base mapping.	<input type="checkbox"/>	Planning of small scale mapping from national base map.	<input type="checkbox"/>	Forming guideline in Geospatial information	<input type="checkbox"/>	Planning of various thematic mapping (land condition map, Digital Elevation Model etc.)	<input type="checkbox"/>	Other ( )
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<input type="checkbox"/>	Planning of various thematic mapping (land condition map, Digital Elevation Model etc.)																							
<input type="checkbox"/>	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)																							
*	If there is some brochure of your organization, please attach as separate sheets.																							

**Your signature**

\_\_\_\_\_  
 /      /  
 Date                      signature

**Your supervisor's signature**

\_\_\_\_\_  
 /      /  
 Date                      signature

### **ANNEX III: Inception Report Presentation Materials**

(The deadline: **December 4, 2020**)

Each country is going to make **10-15 minutes-presentation** as your inception report at the beginning of online program.

Please make a presentation material of “Inception Report” to match ANNEX II.

It should be submitted **by e-mail to JICA Tsukuba: tbicttp@jica.go.jp, gsi-training@ml.mlit.go.jp** by **December 4, 2020**.

**(1)** The report should be made by using **MS- Power Point**.

**(2)** The configuration of each slide is the followings.

Slide 1	Title of the presentation, Name of the Program Course, Presentation date, month, year, Name of Presenter, Position, Your Belonging Organization
Slide 2	Introduction of your country.
Slide 3	Name of your Organization, Address of your Organization (Address and Map), Date of foundation, Supervising Authority to your Organization
Slide 4-13	ANNEX II 1-10
	*Please add slides if you need

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

**JICA Tsukuba Center (JICA TSUKUBA)**

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

**TEL: +81-29-838-1744 FAX: +81-29-838-1776**