



Department of External Resources

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செயலகம் (3 ஆம் மாடி), த.பெ. இல 277, கொழும்பு 00100, இலங்கை  
Ministry of National Policies and Economic Affairs  
The Secretariat (3<sup>rd</sup> Floor), P.O. Box 277, Colombo 00100, Sri Lanka



Office of the Deputy Chief Secretary  
Personnel & Training  
27 JUL 2017  
Eastern Province  
Attn: Officer In-charge of Foreign Training

Web Site: www.erd.gov.lk

මගේ අංකය  
எனது இல  
My No.

TA & UN/JICA/S/1145

ඔබේ අංකය  
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Your No.

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Date

DO/E  
DCS/AP/1  
Forwarded

Secretary/ Ministry of Higher Education & Highways  
Secretary/Ministry of Provincial Councils & Local Government

Dear Sir,

Road Maintenance ( C )

- From 15<sup>th</sup> November to 23<sup>rd</sup> December, 2017 - Japan

The Japan International Cooperation Agency (JICA) has requested us to submit nominations from eligible Government officials of Sri Lanka for the above programme. The GI Booklet and the Application Form submitted by JICA in this regard are enclosed for your information please.

You are kindly requested to submit nominations in line with the required qualifications mentioned in the "Nominee Qualifications" of the GI Booklet submitted by JICA. It is appreciated if you could submit two sets of applications along with the following documents on or before 05<sup>th</sup> September, 2017.

1. The duly filled Application Form for "JICA Knowledge Co-Creation Programme" (hand written applications will not be accepted) - Application Form can be downloaded from ERD public website.
2. Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
3. Copy of the relevant pages of the Passport
4. Copies of the certificates of Academic and Professional Qualifications
5. ERD Form 2 (Original only)

Please note that re-nomination of an official, already trained under a JICA programme will not be qualified for another JICA training programme within five (5) years of such training.

Your early response in this regard is highly appreciated.

Yours faithfully

Noor Rizna Annes  
Addl. Director General  
for Director General of External Resources

(Contd. .p/2)

P&T closing Date  
21/8/2017  
D.M.S. Abayagunawardena  
Chief Secretary  
Eastern Province

Cc: 1. Chairman/Road Development  
Authority

✓ 2. Chief Secretary  
All Provincial Council

} Pl. submit your applications with the  
recommendation of the relevant line  
Ministry.



# Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Road Maintenance(C)  
課題別研修「道路維持管理 (C)」  
JFY 2017

NO. J17-04197 / ID. 1784540

Course Period in Japan: From November 15<sup>th</sup> to December 23<sup>th</sup>, 2017

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 (KCC) Program' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

# **I. Concept**

## **Background**

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.

This training program aims at capacity development of the technical officials responsible for road planning, construction, management and maintenance and also to assist them to cope with the issues in respective countries.

JICA provides 3 courses of the same name "Road Maintenance", and each of them reflects characteristics of the venue. This course "**Road Maintenance (C)**" provides topics specific to the coastal roads in subtropical /tropical regions based on the experiences in Okinawa, in addition to the contents in common.

## **For what?**

This program aims to acquire comprehensive knowledge and know-how necessary for the appropriate road management and maintenance, focusing on coastal roads.

## **For whom?**

This program is designed for senior technical officers in charge of road administration, road planning, construction and maintenance management of coastal roads in public entities.

## **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(C) (J1704197)
- 2. Course Period in JAPAN**  
November 15<sup>th</sup> to December 23<sup>th</sup>, 2017
- 3. Target Regions or Countries**  
Indonesia, Cuba, Sri Lanka, Niue, Papua New Guinea, Philippines, Micronesia, East Timor.
- 4. Eligible / Target Organization**  
Central/local ministries or public entities which have jurisdiction over road planning, construction, maintenance and management
- 5. Course Capacity (Upper limit of Participants)**  
12 participants
- 6. Language to be used in this program:** English
- 7. Course Objective:**  
Solution plan to the issues which participating organizations are facing is formulated
- 8. Overall Goal**  
Road maintenance/management in participating countries are improved.

### 9. Expected Module Output and Contents:

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

| Modules   | Subjects/Agendas   | Methodology            |
|---|--|------------------------|
| 1) Current situation and issues of the road management/ maintenance are summarized into inception report  | Self-study before coming to Japan  |                        |
| 2) Good practices adoptable to participating countries are sorted out through comparing road maintenance/ management in Japan and participating countries | Road administration in Japan and Okinawa, Quality control of the pavement, Contract system, Inspection system, Asset management, Monorail planning | Lecture and Site visit |
| 3) Participants acquires knowledge and techniques necessary for coastal roads   | Red-clay-erosion prevention, Planting alongside, Salt damage, Disaster management  | Lecture and Site visit |
| 4) Participants make draft plans for coping with the issues facing  | Action plan making and presentation  | Discussion             |

## <Schedule of the program>

Topic outline (Tentative)

Preparation for the Training (11/15-17)

- (1) Briefing (orientations necessary for life in Japan)
- (2) General Orientations (Outline of general information on Japan & Okinawa)

1st week: Lecture /Discussion and Site visit

- (1) Inception Report presentation
- (2) Road administration in Okinawa
- (3) Disaster Management
- (4) Observation tour to remote Islands of Okinawa

2nd week: Lecture and Site visit

- (1) Road maintenance
- (2) Asset management
- (3) Basic maintenance of pave road

3rd week: Lecture and Site visit

- (1) Bridge management
- (2) Site visits
- (3) Road engineering
- (4) Road planning

4th week: Lecture and Site visit

- (1) Tunnel construction management
- (2) Pave Road management
- (3) Site visit

5th week: Observation tour to Kansai aria

- (1) Construction site of the highway
- (2) Disaster management

6th week: Lecture /Discussion and Site visit

- (1) Qualities control and test for Road Pavement
- (2) Recycle management
- (3) Discussion with Road management staff

7th week: Lecture /Discussion and Site visit

- (1) Highway road maintenance
- (2) Site visit
- (3) Action plan making and presentation

### **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.

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

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

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

- 1) Current Duties: Staff of central/local ministries or other public entities which have jurisdiction over regional industry promotion/ regional development and be working for this matter.
- 2) Experience in the relevant field: Have more than 5 years of Experience in the field of regional industry promotion/ regional development.
- 3) Educational Background: be a graduate of university or equivalent
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (The content includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 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**

- 1) Those who have been devoting and who will continue to devote themselves to the activities of the JICA project concerned are highly welcome to this training program.
- 2) Those who are tasked with formulating the relevant measures for planning and promoting in this field, in the organizations/associations mentioned above.
- 3) Age: between the ages of twenty-five (25) and fifty (50) 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) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

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

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

Closing date for applications: **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 15, 2017.

**Deadline of A2A3 application in  
JICA Sri Lanka office is 08/09/2017**

##### (2) Selection:

After receiving the documents through official 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 22, 2017.**

#### 5. Document(s) to be submitted by accepted candidates:

Inception Report – to be submitted by October 20<sup>th</sup>, 2017:

Before coming to Japan, only accepted candidates are required to prepare an Inception Report (detailed information is provided in the ANNEX "Inception Report".) The Inception Report should be sent to JICA by October 20<sup>th</sup>, 2017, preferably by e-mail to [oictp@jica.go.jp](mailto:oictp@jica.go.jp) (OIC Training Division)

**6. 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 Okinawa International Center (JICA Okinawa)
- (2) **Contact 1:** [Nishihara.Kohei@jica.go.jp](mailto:Nishihara.Kohei@jica.go.jp) (Training Officer)
- (3) **Contact 2:** [oictp@jica.go.jp](mailto:oictp@jica.go.jp) (OIC Training Division )

### 2. Implementing Partner:

- (1) **Name:** Undecided
- (2) **URL:** Undecided

### 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 Okinawa International Center

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014

(Where "81" is the country code for Japan, and "98" is the local area code)

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

Please refer to facility guide of JICA Okinawa at its URL,

<http://www.jica.go.jp/english/about/organization/domestic/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:

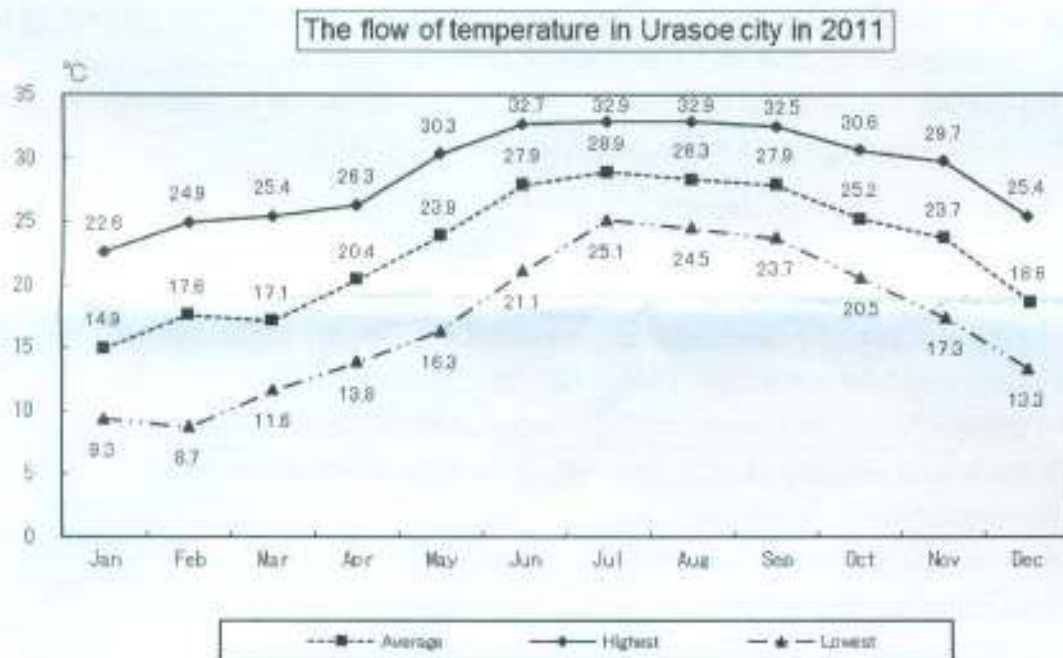
A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## V. Other Information

### 1. Climate of Okinawa

Okinawa is located at sub-tropical zone (southern edge of Japan) but climate varies depending upon seasons. While it is hot and heavily humid in the summer season (June to October), it becomes a bit chilly in the winter season (December to March) due to strong northerly wind. Participants are recommended to bring suitable clothing (details are mentioned in below4.)

The following graph is the flow of temperature in Urasoe city where JICA Okinawa International Center (JICA Okinawa, or OIC) is located (Data source: homepage of Urasoe City).



### 2. Main facilities in JICA Okinawa

OIC is equipped with a variety of facilities for training and welfare activities such as seminar rooms, library, accommodation rooms (details are mentioned in below 3.), dining hall, clinic for medical consultation, gym, tennis court, a swimming pool (available from May to October), Japanese-style room for tea ceremony and recreation rooms.

At OIC dining hall, "HALAL" meals for the Muslim and vegetarian meals are available.

Internet connection are available (either by cable or WiFi) at accommodation rooms and other buildings.

### **3. Accommodation in JICA Okinawa**

JICA Okinawa accommodation building has 96 single rooms. Every room is furnished with bed, desk, chair, bookshelf and closet. Also, there are TV (with satellite channel), DVD player, safety box, telephone, LAN cable jack, etc. in each room.

JICA Okinawa accommodation building has tea lounge, smoking room and laundry room on each floor. Also there is an exercise room, open from 6 am to 10 pm.

Iron, musical instruments, sports gears, variety of DVD selections, personal computers are available for rent. Towels and toiletries are provided upon check-in.

Please note that cooking at JICA Okinawa accommodation is strictly prohibited.

### **4. What to bring**

#### **(1) Clothing**

It is recommended to bring appropriate clothing according to the season during Participants stay in Okinawa>(\*refer 1. Climate of Okinawa) If your training program includes plant visit or outdoor activities, suitable uniform/clothing will be provided by JICA or at visiting site upon arrival. Also, JICA Okinawa accommodation front desk has jackets and coats for rental in case of study tour to mainland Japan during winter time.

#### **(2) National Costume**

There are a few occasions like opening and closing ceremonies when training participants are kindly requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during training hours of most of the training program.

It is strongly recommended to bring your national or traditional costumes for opening & closing ceremony and for other activities that participants may have opportunities to join.

#### **(3) Handicrafts and Folk crafts**

Any handicrafts and folk crafts items which could be used to exhibit your culture are welcomed. JICA Okinawa has display corner to introduce world culture to the local visitors.

#### **(4) Photos and Movies**

During your stay in Okinawa, JICA Okinawa and/or the local media (TV, newspapers, etc.) may interview you. Please bring photos and videos of your country, your daily life, your office, etc. Please note that photos and videos must be copyright cleared or taken by you.

### **5. Environmental conservation activities in JICA Okinawa**

JICA Okinawa emphasizes on the environmental conservation activities such as energy saving, rubbish separation and recycling etc. Participants are kindly requested to cooperate to these activities during their stay at JICA Okinawa. Details will be given on arrival to JICA Okinawa.

## 6. For your Information

Information of Okinawa is available at following URLs.

- (1) Homepage of Urasoe city (where JICA OIC is located)  
Urasoecity: <http://www.city.urasoe.lg.jp/>  
Basic information of Urasoe city is covered in English.
- (2) HP of Okinawa Prefecture: <http://www.pref.okinawa.jp/english/index.html>  
Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.
- (3) HP of Okinawa Convention & Visitors Bureau: <http://en.okinawastory.jp/>
- (4) HP of JICA Head Quarter Domestic Office :  
<http://www.jica.go.jp/english/about/organization/domestic/index.html>
- (5) The YouTube channel of JICA Okinawa :  
<https://www.youtube.com/user/jicaokinawa>
- (6) More information is available at the reception of JICA OIC.

## **VI. ANNEX:**

### **INCEPTION REPORT in Power Point File**

Before coming to Japan, selected applicants shall prepare PPT inception report in English describing current situation in your country for the following topics. There are no designated forms but selected applicants should write their report by themselves (Existing pamphlets or copy of articles/web pages will not be substitutes of the report). This PPT report will be presented (15 minutes per person) in class on the first week of the training.

#### **<TOPICS>**

1. Your information (Name, job responsibilities)
2. Basic information of your country (Population, industries, economy etc. with map)
3. Information of your organization (Roles of your organization and your department, organization chart etc.)
4. Current situation of road maintenance/management including issues you are facing. The most emphasis of the report should be placed on this part. Use of photos and statistics are recommended for audience to better understand your presentation.

After the selection, participants are kindly requested to bring related materials with them such as photographs, booklets / brochures, guide books etc. for inception report / action plan presentation if needed.

## *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 Okinawa International Center (JICA OKINAWA)**

**Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa, 901-2552, Japan**

**TEL: +81-98-876-6000 FAX: +81-98-876-6014**