



Bogotá D.C.,

23 FEB 2018

JCC/ VPR 1-2-23005

Doctor  
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Director General  
APC Colombia  
Carrera 10 No. 97A - 13  
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Ran No. 2018-2000-000332  
Fecha: 2018-02-20 14:11:42  
Destino: D. RECEPCION DE DEMANDA  
Remisor: JICA AGENCIA DE COOPERACION

Asunto: Convocatoria No. J1804181

Respetado Doctor:

Dentro de las modalidades de cooperación técnica que ofrece el Gobierno de Japón a Colombia con el fin de contribuir al desarrollo, se ejecuta el PROGRAMA DE GENERACIÓN CONJUNTA DE CONOCIMIENTO”, que brinda la posibilidad de viajar al Japón con todos los gastos pagos a los centros internacionales de JICA para intercambiar conocimientos en temas relacionados con el desarrollo de los países receptores de nuestra cooperación y asistencia técnica. Para ello, la Agencia de Cooperación Internacional del Japón, JICA, cubre los siguientes gastos: Pasaje aéreo ida y vuelta, hospedaje, viáticos diarios y atención médica según su reglamento interno.

Con relación a lo anterior me permito comunicarle que nuestro gobierno ha puesto en disposición de Colombia **un (1) cupo** para la participación en:

Nombre del programa: **THE LAND READJUSTMENT METHOD FOR URBAN DEVELOPMENT**  
Fecha de Inicio: **Mayo 24 de 2018**  
Fecha de Terminación: **Julio 07 de 2018**

Los candidatos deberán ser nominados por el Representante Legal ante JICA, con el compromiso institucional de apoyar la nominación del candidato, garantizar el cumplimiento de los itinerarios fijados, respetar el trabajo del candidato a su regreso de Japón y también con la obligación de multiplicar el conocimiento adquirido en beneficio del País.

21510



JCC/ VPR 2- 2-23005 .

Como esta convocatoria es cerrada, APC Colombia, será quien recomiende a el (los) candidato(s) y presente la documentación debidamente diligenciada ante JICA antes del **12 de marzo de 2018**.

La funcionaria encargada del programa en nuestra agencia es la Sra. Valeria Reinoso ([reinosavaleria.cb@jica.go.jp](mailto:reinosavaleria.cb@jica.go.jp)).

Este programa es un apoyo que brinda nuestro Gobierno al de Colombia, por lo tanto es muy importante que los candidatos que se presenten cumplan con los requisitos mínimos para postularse y además tengan una vocación de servicio al país, que permita multiplicar su conocimiento a su regreso de Japón. **De la misma forma en el momento de la postulación tanto la entidad como el candidato deberán verificar la viabilidad en la obtención de los permisos y autorizaciones que sean necesarios en caso llegar a ser aceptada su participación por parte de JICA, con el objetivo de evitar cancelaciones de último momento.** Debo aclarar, que el ofrecimiento a su institución no asigna directamente el cupo, es por ello que le solicito efectuar la mayor difusión posible a dicha convocatoria.

Quedo altamente agradecido por su gestión y aprovecho la oportunidad para enviarle un cordial saludo.

Atentamente,



**SATOSHI MUROSAWA**

Representante Residente



Anexo: Información General del Curso; Formulario de Solicitud de JICA

Documentos requeridos para la aplicación:

- Carta de presentación Institucional según modelo
- Formato de Aplicación de JICA diligenciado en idioma inglés
- Supplemental Report (Ver folleto del Curso, Anexo II, página. 13)
- **Certificado Idioma Inglés**
- Fotocopia Pasaporte
- Fotocopia Visa USA si es poseedor

**Agencia de Cooperación Internacional del Japón Oficina en Colombia**

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

GENERAL INFORMATION ON

THE LAND READJUSTMENT METHOD  
FOR URBAN DEVELOPMENT  
課題別研修「都市開発のための土地区画整理手法」  
JFY 2018

NO. J1804181 / ID: 1884766

From April to September, 2018

Course Period in Japan: From May 24 to July 7, 2018

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

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

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

## ***I. Concept***

### **Background**

Many cities in developing countries are facing concentration of the population into urban areas which causes urban development expansion, where it is a significant challenge to implement well-planned urban development meeting social and economic needs. We believe that the experience of Japan's urban planning including urban infrastructure planning and urban development methods would offer many useful lessons to solve this challenge.

Not a few countries regard Land Readjustment (LR) as an effective urban development method and have already introduced the LR system or trying to establish the LR system through some LR pilot projects. However, those countries still have problems and issues to promote their own LR. (Please see Annex 1 for more details about LR.)

This program is designed for those countries and provides Japanese experiences and practices regarding LR as well as opportunities of learning with each other among the participating countries through case comparisons.

### **For what?**

This program aims to find out the direction of solutions to problems and issues of LR in respective participating countries. The action plans for establishment, improvement and dissemination of LR will be proposed in the end of the program so that LR is used as a tool for well-planned urban development in the participating countries.

### **For whom?**

The following countries are invited to this program:

- countries implementing LR projects based on their LR systems,
- countries establishing their own LR systems, and
- countries trying to introduce the concept of LR.

This program is offered to central/local government officials in charge of LR in principle.

## ***II. Description***

**1. Title (J-No.): The Land Readjustment Method for Urban Development (J1804181)**

**2. Period of program**

**Duration of whole program:** April to September 2018

**Preliminary Phase:** April to May 2018

(in participants' home countries)

**Core Phase in Japan:** May 24 to July 7, 2018

**Finalization Phase:** July to September 2018  
(in participants' home countries)

**3. Target Countries:**

Afganistán, Bhutan, Brazil, Colombia, Indonesia, Mongolia, Nepal, Thailand, Viet Nam,

**4. Program Objective**

The objective of this program is to find out the direction of solutions to problems and issues of the implementation of urban development making use of the Land Readjustment method in respective participating countries and to make action plans for establishment, improvement and dissemination of the Land Readjustment system or for implementation of urban development making use of Land Readjustment projects.

**5. Expected Output**

To achieve the above Program Objective, participants are expected:

- 1) To identify current issues regarding implementation of Land Readjustment projects and establishment of the Land Readjustment system in respective participating countries.
- 2) To understand the outline of Japanese Land Readjustment system and techniques.
- 3) To find out the direction of solution to the above issues on Land Readjustment through comparison of Japanese Land Readjustment and other countries' cases.
- 4) Based on 3), to make action plans for establishment, improvement and dissemination of the Land Readjustment system or for implementation of urban development making use of Land Readjustment projects.

**6. Eligible / Target Organization**

This program is designed for central/local government officials in charge of LR (establishment of the own LR system, implementation of LR projects and application of LR among others).

**7. Total Number of Participants (Upper limit of Participants): 9**

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

**9. Contents**

This program consists of the following components. Especially, the participants are required to formulate reports\* by three different phases.

\*For more details, please see section V.

Details on each component (tentative) are given below:

<p><b>Preliminary Phase in a participant's home country</b>  April to May 2018  <b>Preparation</b>  <i>The participants are required to make preparation for the Program in the respective countries.</i></p>	
<b>Modules</b>	<b>Activities</b>
Self-learning	- Study pre-training materials which will be sent in advance
Inception Report	- Make an Inception Report (Please see section V Other Information.)
Data Preparation (Option)	- Your issues on LR will be discussed in workshops in the core phase in Japan. Besides, you are required to make the Interim Report in the end of the core phase in Japan which shows your proposals to solve your issues on LR. - So, it is advisable that you prepare data and information that may be necessary and useful for the above workshops and your Interim Report.
<p><b>Core Phase in Japan</b>  May 24 to July 7, 2018  <i>The participants attend the Program implemented in Japan.</i></p>	
<b>Modules</b>	<b>Subjects</b>
Basic Lecture (Japanese system etc.)	- City Planning System in Japan - Urban Development Methods in Japan - Various types of LR in the world - Land System regarding LR - Urban Renewal Projects - Land Registration, Compensation, Liquidation for LR projects - Appraisal of property value - LR for the reconstruction of disaster areas
Case Study (Site Observation)	- Formation of Cities by LR from the Second World War up to now in Tokyo and Nagoya - Earthquake Disaster Reconstruction Projects (after the Great Hanshin-Awaji Earthquake) - Various Types of LR Projects such as a New Town Type and an Urban Renewal Type,
LR Design Workshop	- Inception Report Presentation (Share and discuss issues on LR in the participants' countries) - Practice of LR Design (Preparation of a LR Implementation Plan) - Practice of LR Replotting Design

	<ul style="list-style-type: none"> <li>- Landowners' Participation in LR and Consensus Building</li> <li>- Comparison of LR systems in the participants' countries</li> <li>- LR problem-solving Workshop</li> </ul>
Interim Report Preparation and Presentation	<ul style="list-style-type: none"> <li>- Individual Consultation</li> <li>- Interim Report Presentation</li> </ul>
<p><b>Finalization Phase in a participant's home country</b>  July to September 2018  <i>Assessment/Review</i>  <i>The participants make a presentation of their Interim Reports to their organizations.</i>  <i>Each participating organization assesses or reviews the proposal made in the Interim Report and considers its viability and feasibility. This phase marks the end of the Program.</i></p>	
<b>Modules</b>	<b>Activities</b>
Final Report	Formulation and Submission of Final Report



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

#### **1. Expectations for the Participating Organizations**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems regarding LR (establishment of the own LR system, implementation of LR projects and application of LR among others). Participating organizations are expected to use this 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 program to meet specific requirements of applying organizations and effectively help them solve the urban issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues regarding LR, participating organizations are expected to ensure adequate support for the participants to carry out the activities of the Preliminary Phase described in section II-9.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-9.

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

Applying Organizations are expected to adequately select nominees. Nominees must:

- 1) have university degree or equivalent, with more than 5 years of professional experiences in urban development and/or urban planning in principle,
- 2) be between thirty (30) and forty five (45) years of age in principle,
- 3) be responsible for the formulation of urban development policies or the implementation of urban development programs/projects, especially the practice and design of LR
- 4) have a high level of English language ability, (Note: If you provide evidence of language ability as tested by a registered body, your application would be prioritized against others.)
- 5) be both physically and mentally fit for the training

\*Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

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

#### **(1) Application Form**

The Application Form is available at the respective countries' JICA offices or the Embassies 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) Supplemental Report (Annex 2)**

Each nominee is required to prepare a Supplemental Report on the themes indicated in the Annex 2. The Supplemental Report, which will be used for screening the nominees, should be submitted with the Application Form.

#### **(4) Nominee's English Score Sheet**

If nominees have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the Application Form.

### **4. Procedure for Application and Selection**

#### **(1) Submitting the Application Documents**

Closing date for application to the JICA Tokyo International Center in JAPAN, the organizer of this program: **March 20, 2018.**

Note: Please confirm the closing date set by the respective countries' JICA offices or Embassies of Japan of your countries to meet the final date in Japan.

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

After receiving the document(s) through due administrative procedures in the respective governments, the respective countries' JICA Offices (or Embassies of Japan) shall conduct screenings, and send the documents to the JICA Tokyo International Center. Selection shall be made by the JICA Tokyo International Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. The organization with 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 shall be made by the respective countries' JICA offices (or Embassies of Japan) to the respective Governments by **not later than April 24, 2018**.

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

Inception Report – to be submitted by May 22, 2018:

Before coming to Japan, only accepted candidates are required to prepare an Inception Report (detailed information is provided in the ANNEX 3 "Inception Report".) The Inception Report should be sent to JICA by May 22, 2018, preferably by e-mail to [tictree@jica.go.jp](mailto:tictree@jica.go.jp).

**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 their home countries at the end of the program in Japan 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, and
- 9) to participate in the whole program including a preparatory phase prior to the program in Japan.

## ***IV. Administrative Arrangements***

**1. Organizer:** JICA Tokyo International Center (JICA TOKYO)

**2. Implementing Partner:**

City Bureau, Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

**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 in Japan up to arrival in participants' home countries. In case of a cancellation of third country training program, traveling time outside Japan will not be covered.

## **4. Accommodation in Japan**

JICA will arrange the following accommodation for the participants in Japan.

JICA Tokyo International Center (JICA TOKYO) Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan TEL: 81-3-3485-7051 FAX: 81-3-3485-7904 (where "81" is the country code for Japan, and "3" is the local area code)
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If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodation for the participants. Please refer to facility guide of TIC at its URL: <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

## **5. Expenses**

The following expenses will be provided with the participants by JICA.

- (1) Allowances for accommodation, 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 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 the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

## **6. Pre-departure Orientation**

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

# **V. Other Information**

## **1. Formulation of the reports**

Participants are required to formulate specific proposals in order to solve issues and problems regarding LR tackled by participants or their organizations. For that purpose, participants are required to formulate the following reports by three different steps.

**(1) The first step: Inception Report (See Annex 3)**

An Inception Report should elaborate the supplemental reports submitted with the application form. The report contents are shown in Annex 3.

Participants are required to prepare report document and submit it by May 22, 2018, before coming to Japan.

The contents of the Inception Report are provided in the Annex 3 “Inception Report”.

At the beginning of this program, participants are requested to present their Inception Reports within about 15 minutes. So, the participants are requested to prepare the Inception Report itself as well as visual material such as MS Power Point which needs to be submitting on the first day of the program in Japan.

**(2) The second step: Interim Report**

An Interim Report should be formulated at the end of the program in Japan and the participants are requested to give presentation on it.

The Interim Report includes specific feasible proposals to solve the issues and problems of LR.

The Report is prepared through the training programs. Some consultation for drafting the report will be offered by Japanese advisors in the middle of the program in Japan.

**(3) The third step: Final Report**

After returning to home countries, the participants are required to share their Interim Reports with colleagues as well as the senior management of the same offices. The participants’ organizations are expected to review the Interim Reports and examine the possibility of evolution of the proposals. The returned participants are required to report the result of their organizations’ assessment on their proposals to JICA Tokyo as the Final Report. **The deadline for submission is September 28, 2018.**

**2. Distribution of Material for Preliminary Phase**

The material for preliminary study will be sent after the issuance of acceptance notice to those who are selected as participants of the program.

[Material]

- Urban Planning System in Japan 2nd Edition
- Urban Land Use Planning System in Japan 2nd Edition
- Urban Development Project in Japan

**3. Country Data/Information, Map and Personal Computer**

Since the participants will be required to make the Interim Report showing the

direction of issues and problems of LR in their countries, it is advisable that the participants prepare data and information that may be necessary and useful for making the Interim Report.

Personal computers are available for the use of participants at JICA Tokyo, but the number is limited. It is also advisable that participants bring their own computers from home countries.

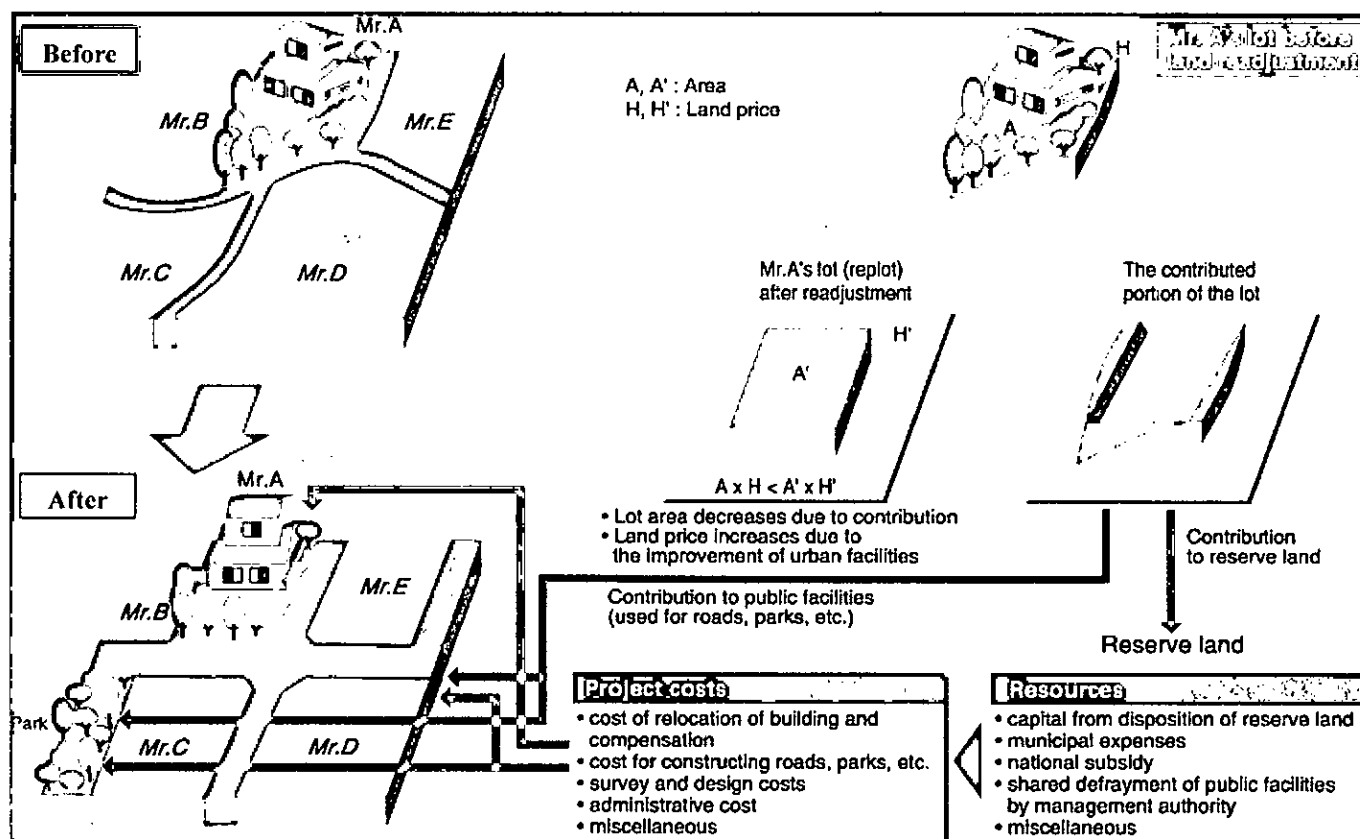
## **VI. ANNEXES:**

1. What is Land Readjustment?
2. Supplemental Report
3. Inception Report

## What is Land Readjustment?

### 1. Overview

Land Readjustment (LR) is one of the measures for urban area development. It is implemented through “replotting”. The conceptual framework of a LR project is shown below, involving a number of unique concepts such as “replotting”, “contribution”, etc. Since landowners and leaseholders equitably contribute a portion of their land in a LR project, a replot (building lot after LR) becomes smaller than the lot before LR. However, urban infrastructure developed under the LR project increases land values with an enhancement of efficient/effective utilization of building lots. This is called an “increase in land use value” between original building lots and replotted lots (replot).



### 2. Characteristics

Characteristics of land readjustment in comparison with the land acquisition method and others are as follows:

(1) Comprehensive urban development with extensive use

Land readjustment is an urban development measure that constructs urban facilities such as roads, parks and utilities, and develops building lots in a project area. And land readjustment is also an urban development measure that is flexible in objective, size, area and development grade.

(2) Fair distribution of development benefits and cost

Each landowner and leaseholder shoulder fairly land and expenses for development of urban facilities. On the other hand, the benefits accruing from the development are also fairly distributed among them. Land readjustment project is oriented to self-financing.

- (3) Preservation of land titles  
Under land readjustment, land titles before a project are transferred to replots. Therefore, land titles are preserved during a project and a previous regional community remains.
- (4) Participation by landowners and leaseholders  
Landowners and leaseholders can participate in a project. Land readjustment is a democratic measure to reflect their views in the project.
- (5) Impartial procedures  
The procedures for a project are regulated, ensuring transparency. In the case of implementation by local government, an advisory council of representatives of landowners and leaseholders follows the procedures. In the case of implementation by cooperative, general meetings of landholders and leaseholders are organized.

### 3. Types

Land readjustment is a measure applied broadly to urban development. It is basically classified into two types in terms of development objectives—"Building Lot Supply Type" and "Urban Infrastructure Development Type." The former is designed to supply a massive amount of building lots in good planned environments. It is used for new town development and prevention of disorderly sprawl. The latter is intended for development of existing built-up areas with inadequate urban infrastructure and for renewal of urban functions.

- (1) New Town Type  
It is implemented in a suburban area massively and quickly in order to meet the brisk demand for housing site, especially resulting from concentration of population and industry in large cities during the period of rapid economic growth. Farmland and forestry areas are developed into building lots.
- (2) Sprawl Prevention Type  
Comprehensive urban development is carried out in peripheral parts of urbanized areas where spotted developments are emerging and the needs for planned development are urgent, in order to prevent disorderly sprawl and create urbanized areas with good environment in advance.
- (3) Urban Renewal Type  
Urban renewal is carried out in existing built-up areas by development of shopping street, station plazas, etc. with adequate urban infrastructure. As projects are implemented in existing built-up areas, it is necessary to involve complex coordination of land titles featuring a much longer project period and a larger amount of project cost.
- (4) Urban Center Development  
This type is located closely to the urban center. Under this type of development, the vacant area caused by the relocation of railroad yards or large-scale factories due to changes in the socio-economic situation is renewed with adequate development of urban infrastructure for the new land use.
- (5) Urban Reconstruction Type  
This type of land readjustment has been used for reconstruction of damaged urban areas after wars or natural disasters. This type was implemented at a large-scale for the first time in 1923 for reconstruction after the Great Kanto Earthquake, World War II and also the Great Hanshin Earthquake.

*(Source: Japan Land Readjustment Association, "Urban Development Project in Japan", 4<sup>th</sup> edition, 2003)*



## Supplemental Report to be attached to the Application Form

Purpose of application of the applying organization and expectation on this program of the nominee will be written in “Application Form for the JICA Training and Dialogue Program”.

In addition to this information, each nominee is requested to attach a Supplemental Report on the following themes to the Application Form.

**The report will be used for screening the nominees.**

### **The report subjects:**

1. Urban problems to be solved in your country/city.
2. Your country’s past achievement of the application of the LR system including progress of the proposals which the previous participants in this program made.
3. Issues and problems of LR that you and your organization are facing.
4. Needs of improvement or application of the LR system in your country/city.

The report should be typewritten in English on A4 size paper (21 cm by 30 cm). The maximum length is 4 pages (35 lines per page in 12-point font with margins of at least 2.5 cm on all sides).

(Note)

The above subjects need to be discussed beforehand from the viewpoint of nominee’s and applying organization’s responsibilities.

Please be specific as much as possible.

## Inception Report

All the participants are required to prepare the Inception Report providing the information on subjects mentioned below. The objective of this program is to find out the direction of solutions to problems and issues of the implementation of urban development making use of the LR method in respective participating countries. In the beginning of the program in Japan, through the Inception Report of each country, the participants and Japanese advisors share the current situation of LR and issues and problems in the participating countries. The purpose of the Inception Report is as follows:

- 1) To identify the issues and problems of LR that participants are facing in their respective works. This will be participants' objectives for participating in this program and expected to be lead to the Interim Report which proposes the solutions to the issues and problems.
- 2) All the participants can share those issues and backgrounds through the presentation.

All participants are also requested to make a 15-minute presentation with visual material (e.g. MS Power Point) in the beginning of the Program in Japan.

The Inception Report should be sent to JICA Tokyo International Center by **May 22, 2018**, preferably by e-mail to [ticttee@jica.go.jp](mailto:ticttee@jica.go.jp).

## Contents

### 1. Your Name / Organization / Country

### 2. About your organization

- (1) Roles and responsibilities of the organization
- (2) Organization chart
- (3) Your responsibilities
  - 1) Your post
  - 2) Outline of the job you are in charge of

### 3. Current situation of LR

#### <Countries that are implementing LR>

#### 3.1 Outline of LR in your country

- Objectives and background of LR in your country
- Current Situation of the LR system (relating laws and regulations, LR technique)
- Organizations in charge of LR
- Mechanism of LR including the land system (ownership and registration)
- History of application of LR to your country

#### 3.2 Outline of a typical LR project(s)

- 3.3 Issues and problems of LR in your country
- 3.4 Your country's past achievement in terms of the solution of the above issues and problems including progress of the proposals which the previous participants in this program made.
- 3.5 Specific purpose of your participation in this program to promote LR in your country

**<Countries that are considering the application of LR to your countries>**

- 3.1 The current situation in terms of LR in your country
  - Possible/Expected objectives and background of LR in your country
  - Organizations in charge of LR
  - History of application of LR to your country
  - Past achievements of the study on LR
- 3.2 Issues and problems to introduce LR to your country including the land system (ownership and registration)
- 3.4 Your country's past achievement in terms of the solution of the above issues and problems including progress of the proposals which the previous participants in this program made.
- 3.5 Specific purpose of your participation in this program to promote LR in your country

**Format**

**1. The Report**

The report should be typewritten in English on A4 size paper (21 cm by 30 cm), formatted in digital data, within 15 pages.

**2. MS Power Point presentation**

The presentation should focus on "Section 3. Current situation of LR, especially Issues and Problems".

(End)

## *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:

Tokyo International Center,  
Japan International Cooperation Agency  
(JICA TOKYO)

Address: 2-49-5, Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051      FAX: 81-3-3485-7904



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## Guía para el Diligenciamiento del Formato de Aplicación JICA Knowledge Co-Creation Program

Lea cuidadosamente las indicaciones de esta guía para poderlo diligenciar correctamente. En caso de alguna inquietud puede consultar con la oficina de JICA en Colombia.

### 1. Partes que conforman el formato de aplicación y que deben ser diligenciadas

Este formato se encuentra orientado para ser diligenciado de manera conjunta tanto por parte del candidato al curso, como por parte de la Institución a la cual pertenece, la cual lo presenta mediante este documento oficialmente ante JICA.

**Official Application:** Una vez diligenciado debe ser firmado por el Representante Legal de la Institución que presenta al candidato.

**Part A. Information on the Applying Organization:** Debe ser diligenciado o en su defecto aprobado por el superior inmediato del candidato que se encuentra aplicando al curso.

**Part B. Information About the Nominee including Medical History and Examination:** Debe ser diligenciado por el candidato al curso.

### 2. Cómo diligenciar el formato de aplicación

Lea detenidamente la información de la convocatoria teniendo en cuenta el folleto proporcionado por JICA "Knowledge Co-Creation Program" (PROGRAMA DE GENERACIÓN CONJUNTA DE CONOCIMIENTO) del curso. Verifique que los objetivos, contenido y requisitos solicitados sean cumplidos y acordes con el área en la cual desempeña su trabajo actual y tenga en cuenta las siguientes recomendaciones:

- Para diligenciar en este formato lo relacionado con el nombre y código del curso por favor refiérase al título y código dados en el folleto de JICA para el curso.
- Diligencie este formato original en idioma **INGLÉS** a máquina o en letra de imprenta legible. No se recibirán formatos con enmendaduras, tachones o mal diligenciados. Utilice "X" para marcar la selección correspondiente a la casilla de chequeo "( )"
- En caso de ser necesario puede agregar páginas anexas si el espacio dado en el formato no es suficiente
- Verifique según las indicaciones dadas en folleto del curso proporcionado por JICA, el tipo de documento que debe acompañar la aplicación (Country Report, Job Report, Questionnaire, etc)

### 3. Políticas de Uso y Confidencialidad

#### 1) Términos de Uso

Toda información referida a la identidad y datos personales contenida en el presente formato, será catalogada, utilizada y/o analizada con el único propósito de adelantar las labores propias de JICA. Para ello JICA se reserva el derecho al uso de dicha información de acuerdo con sus políticas de privacidad.

#### 2) Limitaciones del Uso y Confidencialidad

JICA no divulgará información sobre la identidad de las personas referidas en este formato, con las siguientes tres excepciones:

- En caso que un mandato legal lo solicite expresamente.
- Previa autorización del autor del documento para ser divulgado a un tercero.
- En caso que JICA nombre a un delegado para que procese la información, la misma se utilizará de acuerdo a las áreas requeridas.

#### 3) Nota de Privacidad

JICA tomará las medidas necesarias para evitar la fuga, pérdida o destrucción indebida de la información recibida procurando siempre el manejo adecuado de la misma.

#### 4) Política de Derechos de Autor

Los aspirantes al Programa de Generación Conjunta de Conocimiento de JICA deberían tener en cuenta las siguientes regulaciones referidas a los Derechos de Autor:

Artículo 1. Con relación a la preparación de documentos (reportes, plan de acción etc.) y presentaciones (Reportes de reunión, conferencias, etc.)

1. El contenido de los documentos y presentaciones debe ser de su propia autoría en principio.
2. En caso de requerir el uso de material elaborado por otro autor (video, fotografías, ilustraciones, mapas, figuras, etc.) que se encuentre amparado por las regulaciones locales o internacionales de propiedad intelectual deberá:
  - (1) Obtener las licencias o permisos necesarios bajo su propia responsabilidad. En este caso los términos de dichos licencias o permisos deberán contemplar los requerimientos del artículo 2.
  - (2) Conservar la evidencia de la obtención de los licencias o permisos anteriormente mencionados.
  - (3) En caso de ser necesario, bajo su propia responsabilidad, llegar a los acuerdos económicos necesarios con el autor del material para garantizar la vigencia de las licencias o permisos, de acuerdo con los términos de uso establecidos para ello.

Artículo 2. Con relación el uso del material de capacitación y diálogo

1. La propiedad intelectual de los materiales preparados por los participantes Programa de Generación Conjunta de Conocimiento será de los participantes mismos. La propiedad intelectual del material preparado por otros autores seguirá perteneciendo a los autores mismos.
  2. El manejo de los textos, materiales complementarios y otros materiales entregados dentro del Programa de Generación Conjunta de Conocimiento de JICA a los participantes, deberá cumplir con el propósito para el cual han sido elaborados por parte de cada autor.
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Knowledge Co-Creation Program under Technical Cooperation with the Government of Japan

**Application Form for the JICA Knowledge Co-Creation Program****OFFICIAL APPLICATION**

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

**1. Title:** (Nombre del curso tal como figura en el folleto JICA Knowledge Co-Creation Program)**2. Number:** (Código del curso según el folleto de JICA Knowledge Co-Creation Program))

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**3. Country Name:**

REPUBLIC OF COLOMBIA

**4. Name of Applying Organization:****5. Name of the Nominee: (SURNAME Name)****To be completed by General Director of Institution on behalf of Candidate**

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs

Date: D/M/Y		Signature:	
Name:			
Designation / Position			
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:





**Part A: Information on the Applying Organization**

(To be confirmed by the head of the department / division that candidate belongs to)

**1. Profile of Organization**

1) Name of Organization:

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

**2. Purpose of Application**

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.



- 2) **Objective:** Describe what your organization intends to achieve by participating in the training and dialogue program.

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

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

**Part B: Information about the Nominee**

(To be completed by the Nominee)

NOTE>>>The applicants for Knowledge Co-Creation Program are required to fill in "Every Item". As for the applications for Country Focused Program including Counterpart Program and some specified Programs, it is required to fill in the designated "required" items as is shown below.

**1. Title:** (Nombre del curso tal como figura en el folleto JICA Knowledge Co-Creation Program)


Fotografía tipo documento del nominado  
Tamaño: 4x3 cms  
(Obligatorio)

**2. Number:** (Código del curso según el folleto JICA Knowledge Co-Creation Program)

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**3. Information about the Nominee (nos. 1-9 are all required)****1) Name of Nominee (as in the passport – Use CAPITAL LETTERS)**

1st Surname

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2nd Surname

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First Name

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Second Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2) Nationality		( ) COLOMBIAN	Other nationality	
2a) Place of Birth	City	Province	Country	
3) Sex ( ) Male ( ) Female	3a) Marital Status		5) Date of Birth (please write out the month in English as in "April")	
4) Religion	( ) Single ( ) Married		Date	Month
6) Do you possess Passport?	( ) YES	( ) NOT	Year	Age
6a) Do you possess USA Visa?	( ) YES	( ) NOT		
6b) Passport Expiry (D/M/Y)				
6c) ID Number (Cédula)				

**Adjuntar a esta Aplicación copia de la hoja de datos de su pasaporte vigente. Si es poseedor de VISA USA vigente adicionalmente adjunte copia de la página de la visa.**

**7) Present Position and Current Duties**

Organization							
Department / Division							
Present Position							
Date of employment by the present organization (Fecha de Ingreso)	Date	Month	Year	Date of assignment to the present position (Fecha de inicio en el presente cargo)	Date	Month	Year

**8) Type of Organization**

( ) National Governmental	( ) Local Governmental	( ) Public Enterprise
( ) Private (profit)	( ) NGO/Private (Non-profit)	( ) University
( ) Other		



**9) Outline of duties: Describe your current duties**

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**10) Contact Information**

Office	Address:		City:
	TEL: 57/	Mobile (Cell Phone):	
	FAX: 57/	E-mail:	
Home	Address:		City:
	TEL: 57/	Mobile (Cell Phone):	
	FAX: 57/	E-mail:	
Contact person in emergency	Name:		
	Relationship to you:		
	Address:		City:
	TEL: 57/	Mobile (Cell Phone):	
	FAX: 57/	E-mail:	

**4. Career Record**

**1) Job Record (After graduation)**

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



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

Institution	City/ Country	Period		Degree obtained	Major
		From M / Y	To M / Y		

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

Institution	City/ Country	Period		Field of Study / Program Title
		From M / Y	To M / Y	

**5. Language Proficiency (required)**

1) English Proficiency					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )					
	( ) Excellent	( ) Good	( ) Fair	( ) Poor	

**Excellent:** Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.  
**Good:** Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.  
**Fair:** Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.  
**Poor:** Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

**6. Expectation on the applied training and dialogue program**

**1) Personal Goal: Describe what you intend to achieve in the applied Knowledge Co-Creation program (required)**



**2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied Knowledge Co-Creation program (required)**

**3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied Knowledge Co-Creation program (required)**

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

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

If accepted for the program, I agree:

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

JICA's information security policy in relation to Personal Information Protection

■ JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

■ Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide Knowledge Co-Creation Program to participants from developing countries.
2. To provide Knowledge Co-Creation Program to the participants from developing countries under the Citizens' Cooperation Activities.
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.
  - (i) to observe Japanese laws and ordinances during my stay, if violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the training depending on the extend of the violation.
  - (j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date: D/M/Y	Signature:
	Print Name:





Utilice este modelo de carta de Presentación Institucional para completar la documentación requerida en la aplicación, colocando en él los datos que se indican en letra negrilla y utilizando si es necesario formato membreteado o papelería oficial de su entidad.

Señor

**SATOSHI MUROSAWA**

Representante Residente

Agencia de Cooperación Internacional del Japón – JICA Colombia

Respetado Señor:

En mi calidad de Representante Legal de **(nombre de la entidad)**, atentamente me permito presentar al señor (nombre completo del postulante), quien actualmente se desempeña como **(cargo)** y se encuentra vinculado laboralmente desde **(año/mes/día)**, a fin de que sea considerado para acceder a un cupo en el curso de entrenamiento **(nombre del curso)** a efectuarse en Japón desde el **(año/mes/día)** hasta el **(año/mes/día)**.

Igualmente me comprometo a nombre de **(nombre de la entidad)** a brindarle todo el apoyo y colaboración al candidato en mención, para que en caso de ser elegido pueda llevar a cabo la capacitación durante la totalidad del período del curso, sin interrupciones. Esto contempla también, el llevar a cabo todas las gestiones necesarias ante el Gobierno, para que el candidato se desplace a Japón en las fechas y bajo los itinerarios previstos por JICA.

A su regreso el señor **(nombre del candidato)** será reintegrado a sus labores, sin que su ausencia durante la capacitación sea causa de remoción ni de alteraciones en su vínculo contractual.

El señor **(nombre del candidato)** se compromete a reportarse ante la oficina de JICA en Colombia, dentro de un plazo no mayor a un mes después de su regreso, para rendir un informe de la capacitación y presentar un plan de acción a seguir sobre las labores de multiplicación dentro y fuera de esta entidad, así como también a llevar a cabo otras actividades que JICA le encomiende en su calidad de ex becario.

Este COMPROMISO INSTITUCIONAL se firma a los **XX** días del mes de **XXXXX** de **20XX**.

(firma)

(firma)

\_\_\_\_\_  
(Nombre)  
Representante Legal

\_\_\_\_\_  
(Nombre)  
Candidato CC No.