

# ด่วนที่สุด

ที่ มท ๐๘๑๐.๔/ ๖๑๕๗๑



กรมส่งเสริมการปกครองท้องถิ่น  
ถนนนครราชสีมา เขตดุสิต กทม. ๑๐๓๐๐

๑๐ กรกฎาคม ๒๕๕๘

เรื่อง ทูลรัฐบาลญี่ปุ่น หลักสูตร Community Based Disaster Risk Management (B)

เรียน ผู้ว่าราชการจังหวัด ทุกจังหวัด

สิ่งที่ส่งมาด้วย ๑. รายละเอียดเกี่ยวกับผู้สมัครรับทุน (แบบพิมพ์ทุน ๑) จำนวน ๑ ฉบับ  
๒. ข้อมูลประกอบการสมัครรับทุน จำนวน ๑ ชุด

ด้วยกระทรวงมหาดไทย แจ้งว่า กรมความร่วมมือระหว่างประเทศ กระทรวงการต่างประเทศ แจ้งว่า รัฐบาลญี่ปุ่นเสนอให้ทุนแก่รัฐบาลไทย เพื่อส่งเจ้าหน้าที่เข้ารับการฝึกอบรม หลักสูตร Community Based Disaster Risk Management (B) ระหว่างวันที่ ๑๒ ตุลาคม - ๒๑ พฤศจิกายน ๒๕๕๘ ณ JICA Kansai ประเทศญี่ปุ่น โดยแหล่งทุนรับผิดชอบค่าใช้จ่ายต่าง ๆ และค่าเดินทางไป - กลับระหว่างประเทศ และขอให้เสนอชื่อผู้มีความเหมาะสมตามหลักสูตร จำนวน ๑ ราย โดยกำหนดคุณสมบัติเบื้องต้น ดังนี้

๑. รับผิดชอบงานเกี่ยวกับการลดความเสี่ยงจากภัยพิบัติโดยใช้ชุมชนเป็นฐาน และการเผยแพร่แนวคิดองค์กรพึ่งพาตนเองเพื่อลดความเสี่ยงจากภัยพิบัติ และมีประสบการณ์ในงานดังกล่าว ไม่น้อยกว่า ๒ ปี  
๒. สำเร็จการศึกษาในระดับปริญญาตรีขึ้นไปหรือเทียบเท่า  
๓. เป็นข้าราชการพลเรือนตั้งแต่ระดับปฏิบัติการขึ้นไปหรือเทียบเท่า และได้รับการบรรจุหรือโอนมาปฏิบัติงานในหน่วยงานที่เสนอชื่อสมัครรับทุนแล้วไม่น้อยกว่า ๑ ปี (นับถึงวันที่ ๒๐ กรกฎาคม ๒๕๕๘)  
ทั้งนี้ ผู้ที่ได้รับการเสนอชื่อต้องไปเข้ารับการทดสอบภาษาอังกฤษ ในวันพุธที่ ๒๒ กรกฎาคม ๒๕๕๘ เวลา ๐๘.๔๕ น. ณ สถานบันการต่างประเทศเทวะวงศ์วโรปการ ศูนย์ราชการเฉลิมพระเกียรติฯ ถนนแจ้งวัฒนะ กรุงเทพฯ

กรมส่งเสริมการปกครองท้องถิ่น จึงขอความร่วมมือจังหวัดประชาสัมพันธ์ทุนดังกล่าว ให้ข้าราชการ/พนักงานส่วนท้องถิ่นในจังหวัดทราบ หากมีความประสงค์จะสมัครรับทุน ขอให้จัดทำ แบบพิมพ์ทุน ๑ ส่งถึง “ผู้อำนวยการส่วนวิชาการและวิเทศสัมพันธ์ กรมส่งเสริมการปกครองท้องถิ่น ถนนนครราชสีมา เขตดุสิต กทม. ๑๐๓๐๐” ภายในวันพุธที่ ๑๕ กรกฎาคม ๒๕๕๘ ทั้งนี้ สามารถดาวน์โหลดสิ่งที่ส่งมาด้วยได้ที่ [www.dla.go.th](http://www.dla.go.th) หัวข้อ “หนังสือราชการ” รายละเอียดปรากฏตามสิ่งที่ส่งมาด้วย

จึงเรียนมาเพื่อโปรดพิจารณาดำเนินการต่อไป

ขอแสดงความนับถือ

(นายชาญนะ เอี่ยมแสง)

รองอธิบดี รักษาราชการแทน

อธิบดีกรมส่งเสริมการปกครองท้องถิ่น

สำนักพัฒนาและส่งเสริมการบริหารงานท้องถิ่น

ส่วนวิชาการและวิเทศสัมพันธ์

โทร. ๐ ๒๒๔๑ ๙๐๐๐ ต่อ ๒๒๑๒

โทรสาร ๐ ๒๒๔๓ ๑๘๑๒

**รายละเอียดการสมัครรับทุนรัฐบาลญี่ปุ่น**  
**หลักสูตร Community Based Disaster Risk Management (B)**

๑. ผู้สมัครจะต้องมีคุณสมบัติเบื้องต้น ดังนี้
  - ๑.๑ รับผิดชอบงานเกี่ยวกับการลดความเสี่ยงจากภัยพิบัติโดยใช้ชุมชนเป็นฐาน และการเผยแพร่แนวคิดองค์กรพึ่งพาตนเองเพื่อลดความเสี่ยงจากภัยพิบัติ
  - ๑.๒ มีประสบการณ์ในงานตามข้อ ๑.๑ ไม่น้อยกว่า ๒ ปี
  - ๑.๓ สำเร็จการศึกษาในระดับปริญญาตรีขึ้นไปหรือเทียบเท่า
  - ๑.๔ เป็นข้าราชการพลเรือนตั้งแต่ระดับปฏิบัติการขึ้นไปหรือเทียบเท่า
  - ๑.๕ ได้รับการบรรจุหรือโอนมาปฏิบัติงานในหน่วยงานที่เสนอชื่อสมัครรับทุนแล้วไม่น้อยกว่า ๑ ปี (นับถึงวันที่ ๒๐ กรกฎาคม ๒๕๕๘)
๒. ผู้ที่ได้รับการเสนอชื่อต้องไปเข้ารับการทดสอบภาษาอังกฤษ ในวันพุธที่ ๒๒ กรกฎาคม ๒๕๕๘ เวลา ๐๘.๔๕ น. ณ สถาบันการต่างประเทศเทวะวงศ์วโรปการ ศูนย์ราชการเฉลิมพระเกียรติฯ ถนนแจ้งวัฒนะ กรุงเทพฯ
๓. ให้ผู้สมัครส่งแบบพิมพ์รายละเอียดเกี่ยวกับผู้สมัครรับทุน (แบบพิมพ์ทุน ๑) ถึง “ผู้อำนวยการส่วนวิชาการและวิเทศสัมพันธ์ กรมส่งเสริมการปกครองท้องถิ่น ถนนนครราชสีมา เขตดุสิต กทม. ๑๐๓๐๐” ภายในวันพุธที่ ๑๕ กรกฎาคม ๒๕๕๘

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

GENERAL INFORMATION ON  
COMMUNITY BASED DISASTER RISK MANAGEMENT (B)  
課題別研修「コミュニティ防災 (B)」  
JFY 2015  
NO. J1504319 ID. 1584499  
Course Period in Japan: From October 12<sup>th</sup> to November 21<sup>st</sup>, 2015

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**

On January 17th, 1995, the Great Hanshin-Awaji Earthquake shook violently Kobe and nearby cities resulting in losses of more than 6,000 lives and property damage of over 10 trillion yen (US\$ 100 billion). The lessons learnt from the past disasters and the future strategies for disaster reduction were encapsulated in the Hyogo Framework for Action 2005 – 2015 (HFA) which was announced at the United Nations World Conference on Disaster Reduction (UNWCDR) held in Kobe in January 2005. The HFA strongly calls for pro-active measures for disaster risk reduction (DRR) and the holistic and comprehensive approaches to integrate efforts of all the stakeholders involved in DRR. On March 11, 2011, the Great East Japan Earthquake and following Tsunami caused unprecedented level of damages to Japan, and DRR is considered as of prime importance more than ever before. HFA was followed by “Progress and challenges in disaster risk reduction: a contribution towards the development of policy indicators for the post-2015 framework for disaster risk reduction” in 2014, which called for a new paradigm such as land use planning, eco-system management, socio-economic impact assessments, involvement of other stakeholders, and climate change related policies. Besides, “Sendai Framework for Disaster Risk Reduction 2015-2030” was adopted as post-HFA at the UN 3<sup>rd</sup> World Conference on Disaster Risk Reduction in Sendai, Japan, 2015, which is to promote activities on disaster risk reduction worldwide. According to Sendai Framework for DRR, there are 4 priorities for Action.

1. Understanding disaster risk;
2. Strengthening disaster risk governance to manage disaster risk;
3. Investing in disaster risk reduction for resilience;
4. Enhancing disaster preparedness for effective response, and to “Build Back Better” in recovery, rehabilitation and reconstruction.

Kobe city has undertaken community based disaster risk reduction coordinated with welfare services, which is called “Disaster-Safe Welfare Community (BOKOMI).” This activity aims for development of safer (disaster-safe) and comfortable (welfare) community, based on the lessons learnt from the Great Hanshin-Awaji Earthquake in 1995. It is expected that important information will be collected through welfare activities, and that it will be made use of at the time of emergency.

Limitation of “public-help” capabilities was recognized as one of the lessons from 1995, so this activity has put emphasis on “self-help” and “mutual help within a community” under the collaboration between residents, enterprises and local government (fire department plays a central role within local government in this approach of Kobe) both in ordinary time and at emergency.

Importance of community based disaster risk reduction has been emphasized based

on lessons learnt from natural disasters occurred all over the world recently, and it is expected, accordingly, that this program will contribute to promotion of community based disaster risk reduction in each country by introducing and experiencing the Kobe's effort of "Disaster-Safe Welfare Community (BOKOMI)."

**For what?**

The participants will understand the significance of disaster risk reduction for natural disasters and needs of self-help and mutual help, and acquire the concrete method for promotion of community based disaster risk reduction in each country through the activities of self-help organization of residents for disaster risk reduction such as "Disaster-Safe Welfare Community" in Kobe City

**For whom?**

This program is designed for organizations which can play a leading role in promotion of community based disaster risk reduction and dissemination of self-help organization of residents for disaster risk reduction. (e.g. Disaster management planning organization/division, community development organization in central/local government)

**How?**

It is expected to contribute to promotion of community based disaster risk reduction in each country, by introducing Kobe's effort of "Disaster-Safe Welfare Community." In this program, experience and practice will be emphasized; especially you will have some chances to participate in disaster drills in which residents play a leading role.

## **II. Description**

- 1. Title (J-No.):**  
Community Based Disaster Risk Management (B) (J1504319)
- 2. Course Period in JAPAN**  
October 12<sup>th</sup> to November 21<sup>st</sup>, 2015
- 3. Target Regions or Countries:**  
Afghanistan, Antigua and Barbuda, Burundi, Colombia, Dominica, Ghana, Guatemala, Honduras, Mauritius, Myanmar, Nicaragua, Peru, Sudan, Saint Christopher and Nevis, Thailand
- 4. Eligible / Target Organization:**  
This program is designed for organizations which can play a leading role in promotion of community based disaster risk reduction and dissemination of self-help organization of residents for disaster risk reduction.  
(e.g. disaster risk reduction planning organization/division, community development organization in central/local government)
- 5. Course Capacity (Upper limit of Participants):**  
21 participants
- 6. Language to be used in this program:**  
English
- 7. Course Objective:**  
The participants will understand the significance of disaster risk reduction for natural disasters and needs of self-help and mutual help, and acquire the concrete method for promotion of community based disaster risk reduction in each country through the activities of self-help organization of residents for disaster risk reduction such as "Disaster-Safe Welfare Community" in Kobe City
- 8. Overall Goal:**  
Activities of community based disaster risk reduction are strengthened, preparedness in community is improved, and disaster reduction/mitigation is promoted.

### 9. Expected Module Output and Contents:

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

<b>(1) Preliminary Phase in a participant's home countries</b> (September to October 2015) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Preparation of Job Report Presentation	Preparation of Job Report Presentation on present situation and issues of community based disaster risk reduction in your country, which includes contents of the report written at application. Presentations of job report for within 10 minutes will be carried out for comparative studies among the will-be participants. *It is advisable to use audio visual aids such as power-point presentation when presenting the job report to the audience. The job report will be copied and shared with participants and persons concerned.

<b>(2) Core Phase in Japan</b> (October 12th to November 21st) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
General Orientation on Japan	Politics and Administration, Economy, Society, History and Culture of Japan	Lecture
1) To understand the significance of disaster risk reduction	<ul style="list-style-type: none"> <li>- Presentation on Job-report</li> <li>- JICA's approach to community based disaster risk reduction</li> <li>- Community based disaster risk reduction for the consideration on gender</li> <li>- Visit to the Disaster Reduction and Human Renovation Institution</li> <li>- Disaster Risk Management by Central and Prefectural Government</li> <li>- Disaster Risk Management by Kobe City Government</li> <li>- Countermeasure for earthquake and tsunami</li> <li>- Activities of firefighters during the Earthquake</li> <li>- Situation of the Great East Japan Earthquake</li> </ul>	Lecture, Exercise and Observation

<p>2) To understand the concepts of community based disaster risk reduction and the needs of self-help and mutual help</p>	<ul style="list-style-type: none"> <li>- Recovery from the Great Hanshin- Awaji Earthquake</li> <li>- Community and disaster risk reduction</li> <li>- Self-help organization for community based disaster risk reduction in Kobe "Disaster-Safe Welfare Community (BOKOMI)"</li> <li>- Experience on establishing BOKOMI - Experience on activities of BOKOMI (establishment and management)</li> </ul>	<p>Lecture, Discussion and Observation</p>
<p>3) To understand how to operate drills through the activities of community organizations</p>	<ul style="list-style-type: none"> <li>- Techniques for operating drills</li> <li>- Community map for disaster risk reduction and its practical use</li> <li>- Activities for Tsunami warning by BOKOMI</li> <li>- Observation and Participation in the drill organized by BOKOMI</li> <li>- Planning of drill conducted by community</li> <li>- Role of community radio in emergency response and reconstruction</li> <li>- Drills for citizens and disaster preparedness and awareness programs</li> <li>- Equipment and materials for the emergency - Function and role of emergency shelters</li> <li>- Demonstration of disaster risk reduction drills in each country</li> </ul>	<p>Lecture, Observation and Exercise</p>
<p>4) To understand disaster education and the concrete method for its dissemination and enlightenment</p>	<ul style="list-style-type: none"> <li>- Function of community leader</li> <li>- Community based disaster risk reduction and disaster education</li> <li>- Introduction of the Program of disaster education</li> <li>- Disaster education by the Board of Education of Kobe City</li> <li>- Experience of the dissemination of first aid</li> <li>- Activities of Voluntary Fire Corps in the community</li> <li>- Activities of NPO (Disaster education)</li> </ul>	<p>Lecture, Observation and Participation</p>



5) To make an action plan considering the promotion of community based disaster risk reduction in each country	<ul style="list-style-type: none"> <li>- Establishment of a simulated organization for community based disaster risk reduction</li> <li>- Formulation and presentation(including mid-term presentation/consultation) of Action Plan</li> <li>- Preparing simple and effective presentation</li> </ul>	Exercise
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<p><b>(3)Finalization Phase in a participant's home country</b>  (December 2015 to May 2016)  <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i></p>	
Expected Module Output	Activities
Implementation of the action plan	Application and implementation of the action plan back in the participant's country and submission of its final report by May 2016.

**10. Follow-up Cooperation by JICA:**

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

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

#### **1. Expectations from the Participating Organizations:**

(1) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for those specific purposes.

(2) 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.

(3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

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

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

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

1) **Current Duties:** be officials of the organizations which can play a leading role in promotion of community based disaster risk reduction and dissemination of self-help organization of residents for disaster risk reduction. (e.g. Disaster risk reduction planning organization/division, community development organization in central/local government)

- Priority will be given to applicant with willingness/interest and/or with authority/duty on development and dissemination of self-help organizations for disaster risk reduction in communities referring to the Kobe City's efforts of "Disaster-Safe Welfare Community".

2) **Experience in the relevant field:** have more than 2 years' experience in the field mentioned above.

3) **Educational Background:** be a graduate of university or equivalent

4) **Language:** have a competent command of spoken and written English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible.

5) **Must not be serving any form of military service.**

6) **Health:** must be in good health, both physically and mentally, to participate in the Program in Japan, as this program will contain some outdoor skill practice and drills as a participation of evacuation drill.

### 3. Required Documents for Application:

**(1) Application Form:** The Application Form is available at the JICA office (or the Embassy of Japan).

**\*Pregnancy**

Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health:

1. letter of the participant's consent to bear economic and physical risks,
2. letter of consent from the participant's supervisor, and
3. doctor's letter with permission of her training participation.

Please ask JICA Staff for the details.

**(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) Job Report (digest version):** to be submitted with the Application Form. Fill in ANNEX-1 of this General Information, and submit it along with the Application Form. This job report should be typewritten in English and not be more than three (3) pages. Please submit both pdf and word format.

\* Selection of applicants will be conducted based on information in Application Form and this job report.

### 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 August 21, 2015)

**(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.*

**(3) Notice of Acceptance:**

Notification of results will be made by the JICA office (or the Embassy of Japan) not later than September 11, 2015.

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

**(1) Job Report Presentation:**

To be prepared by each participant (not by country). It is recommended to use Microsoft Power Point.

During the training, participants are required to present the contents of the Job Report within 10 minutes in order to share country's information on disaster risk reduction among other participants and Japanese attendants.

Presentation report should be sent to JICA Kansai by October 5, 2015.

E-mail to: Gotouda.Fukiko.2@jica.go.jp

**(2) Materials for the community based disaster risk reduction in your country (If any):**

It is useful to share them among the other participants and Japanese attendants during the training program in Japan. (Ex. Brochures, leaflets, hazard maps, educational kits, etc.)

**(3) Book Report on "The Great Hanshin-Awaji Earthquake as seen by a firefighter":**

Please read the book and write a report comparing with the role and function of the firefighters in your country. The book will be sent to participants from JICA office separately.

**6. Conditions for Attendance:**

- (1) to strictly adhere to the program schedule (including logistic preparation, condition of accommodation, etc.),
- (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, and
- (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: Fukiko GOTOUA (Ms.) JICA Kansai

(2) Contact: Gotouda.Fukiko.2@jica.go.jp and jicaksic-unit@jica.go.jp

### 2. Implementing Partner:

#### Name:

·Kobe City Fire Bureau

·Kobe International Center for Cooperation and Communication (KIC)

#### URL:

·Kobe City Fire Bureau

<http://www.city.kobe.lg.jp/safety/fire/index.html> (Japanese Only)

·For your information: English website of Kobe City is as follows;

<http://www.city.kobe.lg.jp/foreign/english/index.html>

·BOKOMI GUIDEBOOK (Official text of the course)URL:

[http://www.jica.go.jp/kansai/drlc/ku57pq000005kh18-att/01\\_bokomiguide.pdf](http://www.jica.go.jp/kansai/drlc/ku57pq000005kh18-att/01_bokomiguide.pdf)

### 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 Kansai

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: 81-78-261-0386 FAX: 81-78-261-0465

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

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL, <http://www.jica.go.jp/english/contact/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),

and

**(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 Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the Program, and other matters.

## **V. Other Information**

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan(AP), etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where fourteen desk-top computers have the internet access.
4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash / traveler's check in order to spend necessary money for the first 2 to 5 days after your arrival.
5. It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the training program.
6. It would be convenient to bring a small bag for short trips of up to a few days away from JICA Kansai, which are planned in this course. It is also recommended to bring comfortable walking/sport clothes and shoes for traveling.

# VI. ANNEX 1.

## **COMMUNITY BASED DISASTER RISK MANAGEMENT (B)** **Job Report (digest version)**

A. Preparation of Job Report	
This Job Report will be used for the selection of participants.	
Submission: <b>1) To be submitted together with your Application Form.</b> <u>Note: Application that does not submit this Job Report shall not be duly considered for selection.</u>	
<b>2) Please submit Job Report in 2 formats of pdf and word.</b>	

\*Please answer clearly and concisely. You may expand the space of each row and column of the format, if necessary.

### **1 Basic Information**

1	Name of participant (Country)	
2	Name of your organization	
3	Name of your department, division, section and/or unit.	
4	Name of your job title and duty/assignment	
5	Please attach Organization Chart which you belong to (English preferable)	

### **2 General Information on the Country**

1. Responsible Organizations for the following events	
(1) Fire incidents	
(2) Emergency	
(3) Crime	
2. Organization(s) which indicate(s) the Disaster Education toward citizen.	



### 3 Information regarding the program

1. Principal natural disaster in your country

2. Responsible organizations for big natural disaster like earthquake (If the organizations are plural, please describe brief explanation.)

3-1. The functions and authorities of your organization/department, regarding;  
- development / establishment of community based organizations  
- promotion of community based disaster risk reduction

3-2. Please attach explanatory photos of 3-1, showing how community based disaster risk reduction works are carried at your organization.

<example>



*Staff of Fire Bureau conducting emergency training to school children*



*Community organization implementing a fire extinguish drill*

3-3. During the training, participants would have an opportunity to introduce each country's training activity at Japanese local community, which will be demonstrated within 5 minutes.. Please briefly explain one menu of disaster risk reduction training or awareness raising activity in your country, with simple structure/rule, which could be implemented in Japan as well.

<example>



<Evacuation rope for children>

*This method encourage children to evacuate in a smooth manner at emergency situations.*

*-Prepare one rope (string) and mark holding points in equal spaces.*

*- Let children hold each point.*

*-With singing songs, start to move for evacuation.*

4. Present situation and problems/issues in your country regarding;

- development and dissemination of self-help organizations for disaster risk reduction in communities,
- promotion of community based disaster risk reduction

5. What kind of organizations (including community based organization) can be involved in the promotion of community based disaster risk reduction in your country? (e.g., residents' association, young people group, PTA, farmers association, business association, social welfare organization, religious group), and what kind of role they can play?

--

6. What kind of role are you going to play in your country after completing the course, regarding;

- development and dissemination of self-help organizations for disaster risk reduction in communities,
- promotion of community based disaster risk reduction

--

7. Your expectation to this course

**B. Presentation of Job Report <<ONLY for accepted participants>>**

After selection, accepted participants are requested to make preparation for Job Report presentation.

Presentation session would be held at the beginning of the training program in Japan.

Format:

- Please modify your Job Report (made in the section A ) to a presentation file using Microsoft PowerPoint®.
- Please include pictures and maps for easy understanding.
- One presentation per participant.
- Number of slides: about 10~12 slides. (format available: to be sent through JICA office separately.)

Language: English

Presentation time:

- Presentation: 10 minutes.  
(please be punctual with the duration of your presentation)

Submission: to be submitted no later than **October 5, 2015**, prior to your departure to Japan, via email to [Gotouda.Fukiko.2@jica.go.jp](mailto:Gotouda.Fukiko.2@jica.go.jp) .

Presentation Date and Place: To be informed at the beginning of the program in Japan

Others:

- Please bring your presentation data saved in the USB (Flash Drive).
- Please bring material(s) for the community based disaster risk reduction in your country (If any) in order to share them among the other participants and Japanese attendants. (Ex. Brochures, leaflets , hazard maps, educational kits, etc.)

## **ANNEX 2**

(Background information on training program "Community based disaster risk management– Introduction of Kobe's Efforts")

### ● **What is "Disaster-Safe Welfare Community" (BOKOMI)?**

Kobe city has undertaken community based disaster risk reduction coordinated with welfare services, which is called "disaster-safe welfare community" (BOKOMI).

This activity aims for development of safer (disaster-safe) and comfortable (welfare) community, based on the lessons learnt from the Great Hanshin-Awaji Earthquake in 1995.

If mutual-help activities take root in community in ordinary times, emergency response by residents will be effective at the time of emergency.

Firefighting, rescue effort and emergency relief were required simultaneously, which was beyond the capability of public support, at the time of the Great Hanshin-Awaji Earthquake. It is said that the 3/4 of those who were rescued, were rescued by their neighbors. It is also said that communities with strong tie in ordinary times showed remarkable mutual-help activities among residents than other communities.

It is expected that important information will be collected through activities of "Disaster-Safe Welfare Community," especially through welfare activities, and that it will be made use of at the time of emergency. It is also expected that community ties will be strengthened through disaster drills, festivals and other events.

### ● **How to establish "Disaster-Safe Welfare Community" (BOKOMI)?**

#### **1 Organizing people**

- A "Disaster-Safe Welfare Community" will be established based on school area of primary school. This size of organization will be easier for activate mutual-help.
- Secretariat for a "Disaster-Safe Welfare Community" consists of volunteer fire corps, residents' association, ladies' society, society of senior people, social workers, PTA, Council for the Prevention of Juvenile Delinquency,

regional shopping center, enterprises and so on.

Activities on ordinary times	Activities in emergency
<ul style="list-style-type: none"> <li>• Exchanging information among related organizations</li> <li>• Comprehensive drill by Disaster-Safe Welfare Community</li> <li>• Formulation of disaster management plan in community</li> <li>• Cooperation between enterprises and residents</li> </ul>	<ul style="list-style-type: none"> <li>• direction of action within community</li> <li>• direction of helping neighboring community</li> <li>• direction for evacuation to shelter and operation of shelter</li> </ul>

### 2 Tips for formulation of “Disaster-Safe Welfare Community”

- To understand the community
- To promote activities with fun
- To help vulnerable people
- To involve inhabitants as much as possible
- To involve enterprises

### 3 Support Measures by Kobe city government

Kobe city government supports “Disaster-Safe Welfare Community” by the following 4 major items, especially at the occasions of events and festivals.

#### 1) Support for disaster preparedness activities in community

- Providing financial support for activities
- Giving instruction by firefighter at disaster drills
- Keeping cooperation with volunteer fire corps

#### 2) Developing leaders among residents

- Developing leaders for firefighting and rescue effort in community. One leader among 30-50 families is expected.

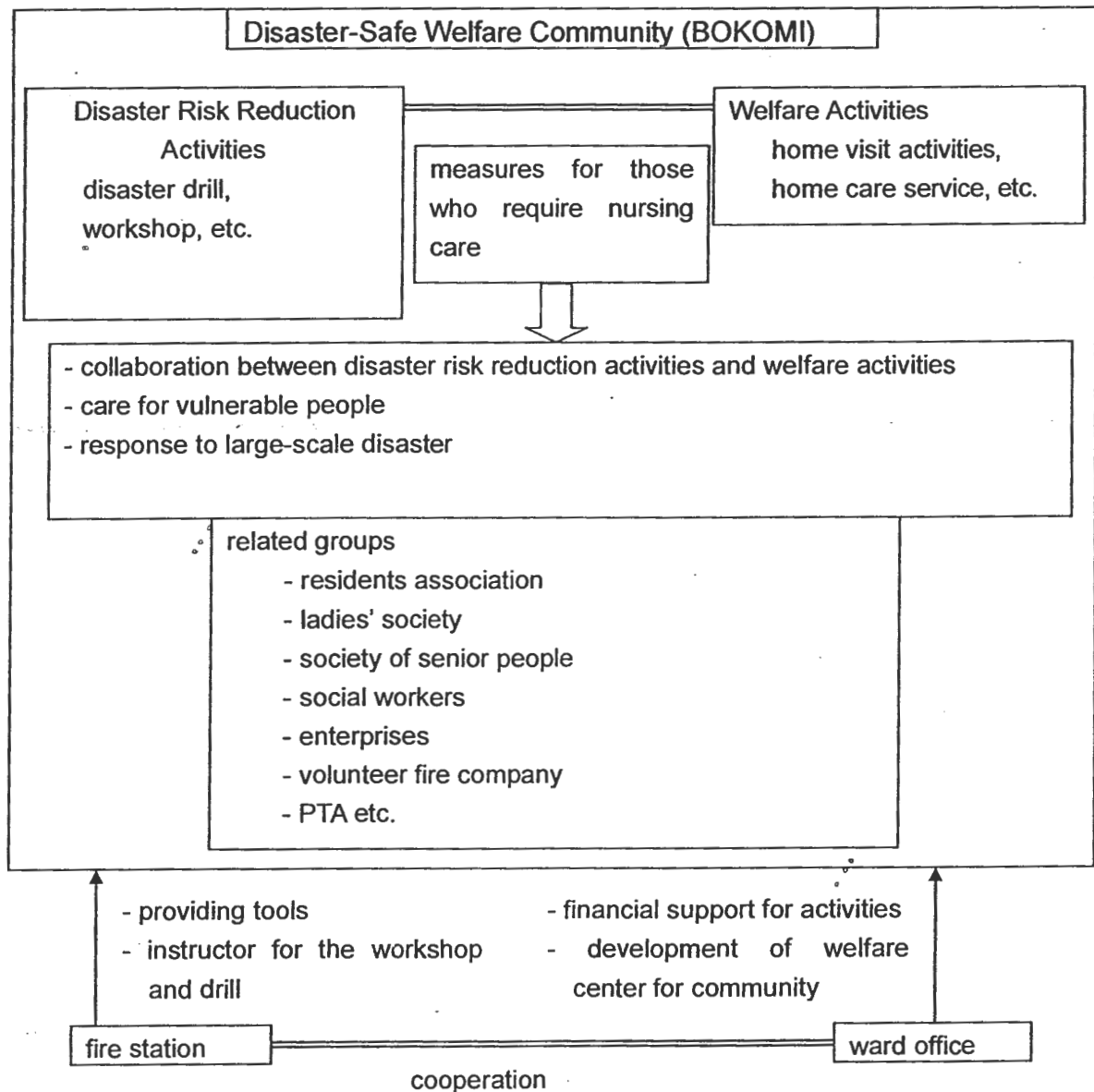
#### 3) Providing equipment

- Providing tools for emergency response such as bar, shovel, jack, saw, ax, canvas bucket etc.

#### 4) Support for welfare activities in community

- development of welfare center for community and support of its activities
- giving financial support for home visit activities and food service
- giving financial support for home care service and social interaction between disabled and non-disabled people

## Simplified schematic diagrams for Disaster-Safe Welfare Community (BOKOMI)



### ● The Role of the fire station

- Coordination among related organizations in community
- Implementing/conducting variety of drills (drills for first aid, fire drill, flood drill, evacuation drill, drill for the use of equipment and materials for disaster risk reduction, drills for preparation of hot meals outdoors (TAKIDASHI) etc.)
- Supervising at the time of formulation of community disaster risk reduction map.

(Information Provided by Kobe City Fire Bureau)

## *For Your Reference*

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.





***CORRESPONDENCE***

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

**JICA Kansai International Center (JICA Kansai)**

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0386 FAX: +81-78-261-0465

แบบพิมพ์ทุน ๑  
กรมความร่วมมือระหว่างประเทศ

คิดรูปถ่าย

รายละเอียดเกี่ยวกับผู้สมัครรับทุน  
(โปรดกรอกรายละเอียดให้ละเอียดและตัวบรรจง)

ส่วนที่ ๑: แหล่งผู้ให้ทุน/หลักสูตร

แหล่งผู้ให้ทุน.....  
ชื่อหลักสูตร/สาขาวิชา/ระยะเวลา.....  
.....  
.....  
ณ ประเทศ.....

สำหรับเจ้าหน้าที่กรมความร่วมมือ  
ระหว่างประเทศ  
ได้ตรวจสอบคุณสมบัติขั้นต้นแล้ว  
 มีสิทธิ์สอบ  ไม่มีสิทธิ์สอบ  
.....

ส่วนที่ ๒: สังกัดของผู้สมัครรับทุน

ชื่อหน่วยงาน (ภาษาไทย).....  
(ภาษาอังกฤษ).....  
ที่อยู่ติดต่อได้.....  
แผนก/ฝ่าย/กอง.....  
โทรศัพท์..... โทรสาร..... โทรศัพท์(บ้าน).....  
โทรศัพท์มือถือ..... E-mail Address:.....  
บุคคลที่ผู้สมัครประสงค์จะให้ติดต่อในกรณีเร่งด่วน : ชื่อ..... โทรศัพท์.....

ส่วนที่ ๓: ประวัติส่วนบุคคลและการศึกษา

ชื่อ (นาย/นาง/นางสาว)..... นามสกุล.....  
Name (Mr./Mrs./Miss)..... Surname.....  
ชื่อ/นามสกุลเดิม (ในกรณีที่มีการเปลี่ยนชื่อ/นามสกุล)  
นาย/นาง/นางสาว..... นามสกุล.....  
Name (Mr./Mrs./Miss)..... Surname.....  
อายุ.....ปี.....เดือน (เกิดวันที่.....เดือน.....พ.ศ.....)  
สถานภาพสมรส:  โสด  สมรส  อื่นๆ.....  
วุฒิการศึกษา/สาขา.....  
.....  
สถาบัน/ประเทศ.....  
.....  
คะแนนรวมซึ่งได้รับจากการศึกษาระดับปริญญาตรี (เฉพาะผู้ขอรับทุนการศึกษา).....

ส่วนที่ ๔: ประวัติการรับทุน

เคยได้รับทุนที่ดำเนินการผ่านกรมความร่วมมือระหว่างประเทศ (เฉพาะ ๒ ครั้งสุดท้าย) คือ

๑. แหล่งผู้ให้ทุน.....เพื่อไป  ศึกษา  ฝึกอบรม  สัมมนา  คูงาน  ประชุม  
สาขาวิชา/หลักสูตร.....  
ระหว่างวันที่.....ณ ประเทศ.....

๒. แหล่งผู้ให้ทุน.....เพื่อไป  ศึกษา  ฝึกอบรม  สัมมนา  คูงาน  ประชุม  
สาขาวิชา/หลักสูตร.....  
ระหว่างวันที่.....ณ ประเทศ.....

นอกเหนือจากการสมัครรับทุนครั้งนี้ อยู่ในระหว่างการสมัครรับทุนจากองค์การ/รัฐบาลอื่นหรือไม่

ไม่อยู่ระหว่างการสมัครรับทุนอื่น

อยู่ระหว่างการสมัครรับทุน.....

ส่วนที่ ๕: ประวัติการทำงาน (อดีตและปัจจุบัน)

ตำแหน่ง	ระยะเวลา (วัน/เดือน/ปี)	หน่วยงาน	หน้าที่ความรับผิดชอบ

ข้าพเจ้าขอรับรองว่า ข้าพเจ้าเป็นผู้มีคุณสมบัติตรงตามคุณสมบัติของผู้สมัครรับทุนที่กรมความร่วมมือระหว่างประเทศได้แจ้งเวียนให้ทราบ และข้อความที่แจ้งไว้ในแบบพิมพ์นี้ถูกต้องและเป็นความจริงทุกประการ หากปรากฏภายหลังว่าไม่เป็นไปตามที่ข้าพเจ้ารับรองไว้ ให้ถือว่าข้าพเจ้าเป็นผู้ขาดคุณสมบัติในการสมัครรับทุนครั้งนี้

(ลงชื่อผู้สมัครรับทุน).....  
(.....)  
...../...../.....