General Information on APT Training Course
(Funded by Extra Budgetary Contribution of Japan (J1))

1.   **Title of Training Course:**   Strengthening Disaster Preparedness in Asia-Pacific Region Utilizing ICT for Public Safety

2.   **Organization (hosted by):**   Japan Telecommunications Engineering and Consulting Service (JTEC)

3.   **Duration:**   17 – 28 February, 2014 (excluding arrival and departure dates)

4.   **Place:**   Tokyo, Japan

5.   **Objectives and Outline of the Course**

Asia-Pacific region with vast oceans and seas, many island nations, many volcanoes, earthquake belts and complex oceanographic, atmospheric and geophysical structure, is a disaster-prone area.

Needless to mention of the serious aftermath of the Great East Japan Earthquake and subsequent mega tsunami in 2011, other natural disasters big or small continue to hit Asia-Pacific Region. Thus disaster preparedness and prevention utilizing ICT are becoming important interest which bring about the benefit of reassurance and safety to the people of the region.

In response to growing necessity in Asian-Pacific region towards the construction of effective information and communications bases which could be fully utilized in the event of disastrous emergency, in November, 2009, the Ministerial Meeting of APT adopted the Bali Statement incorporating the provisions aimed at strengthening the activities by member states and regions to building, maintaining and utilizing of ICT infrastructures for the objective of public safety and disaster management including its countermeasures, restoration from its damages, and, to carry out rescue and relief activities in the event of emergency.

Here in Japan, with frequent occurrences of diverse types of disasters including earthquakes, volcanic eruptions, typhoons, inundations, tsunami, disastrous snowfalls, measures for prevention and reduction of disasters have actively been sought for many years and the emergency communications systems were being established.

Now they have developed into well established networks with technology for maintaining disaster prevention communications necessary for life saving and relief activities in the event of disasters.

Such disaster prevention and reduction knowhow utilizing ICT, Japan have nurtured over the years, is considered to be effective for the solution of social problems of the Asia-Pacific nations suffering from the same kind of disasters.

We would therefore like to contribute to the Bali Statement by offering this training course to the persons related to and have interest in disaster prevention communications authorities and institutions in the APT member nations and regions.

The Objectives of this training course is to enable the participants, by experiencing the forefront of infrastructure and operational technology of the one of the most advanced

countries of the disaster prevention communications in close details through lectures and observations, to become aware of the necessity to apply and utilize the disaster prevention ICT in participants' own countries and to become able to turn the knowledge acquired in advantage when the participants plan and prepare the disaster prevention ICT in their own countries.

In addition, the course does not only limit the flow of information given in one direction from lecturers to the participants, but also encourages the interactive flow of information by presentations and discussions regarding the present state and future plans of disaster prevention ICT in participants' own countries among participants themselves and with the Japanese specialists, exchanging and sharing the knowledge and information mutually, enabling the participants to feed the result found and acquired in those sessions back to the planning the usage of ICT in disaster prevention in participants' own countries.

With the experiences of that great earthquake and subsequent mega tsunami of 2011, the course will include a tour to the actual earthquake and tsunami affected area to witness the outcome of the disaster and learn how the emergency announcement system had worked, once destroyed communications network had been restored in emergency and later reconstructed, and, how the ICT helped the disaster affected people.

In general, we intend to present the good understanding of participants the ways to adapt disaster prevention systems using ICT to their own environment by introducing many newest examples in Japan and ideas for realizing them in the developing countries and areas. Comprehend the role of ICT in each of the "Disaster Preventions Related Organizations", "Gathering and Grasping of Information", "Processing of Information", "Decision Making" and "Announcing and Diffusing of Information" stages, especially the means and technology of announcing information to the area in need.

The course includes the following items:
- Japanese policy for utilizing ICT for prevention of disasters
- Disaster prevention related organizations and systems in Japan (Including observation visits)
- Lessons Learned through the Experiences of the Great East Japan Earthquake (Including visit to the actual earthquake and tsunami affected area)
- Counter disaster measures by national and local administrations, fixed and mobile telecommunications carriers, broadcasters and communications satellite operators, etc.
- Understanding development of disaster management equipment suitable to be used in the nations of Asia-Pacific Regions
- Introducing projects in which the latest actual disaster management system are adopted in the nations of Asia-Pacific Region.
- Discussion sessions with Japanese specialists for finding optimal disaster management system and its installation projects in coping with different cases specific to nations of Asia-Pacific Region.
- Sharing information, finding together the best solution to specific needs required in the region and the countries of each participant, building professional relationship between participants, and between participants and specialists for enhancing disaster management system and ICT as a whole in the Asia-Pacific Region.

6.   Schedule:

Please refer to **Attachment 1**

7. Venue:

Japan Telecommunications Engineering and Consulting Service (JTEC)

Address: 8-1-14 Nishigotanda, Shinagawa-ku, Tokyo 141-0031

URL: http://www.jtec.or.jp/english/index_en.html

Training Department: Tel: +81 3 3495 5215   Fax: +81 3 3495 5219

Person in Charge: Mr. Kei Nomoto (e-mail: **nomoto@jtec.or.jp**)

8. Reception at the Airport:

- On their arrival at Narita International Airport the participants will be met by the host organization's travel agency staff and guided to their hotel.

- At the time of check-in at their hotel, the participants will be given necessary information by the host organization.

9. Hotel accommodation:

Shinjuku Washington Hotel (Main Building)

3-2-9 Nishi-Shinjuku, Shinjuku-ku, Tokyo 160-8336   Japan

Tel: +81 3 3343-3111   Fax: +81 3 3342-2575

http://www.shinjyuku-wh.com/english/

10. Immigration Requirements:

All foreign visitors entering into Japan must have a valid passport.

- Participants requiring visa should apply to Japanese diplomatic mission (embassies and consulates etc.) in their own countries (or to Japanese diplomatic mission directly in charge of the participant's country) as soon as possible.

- Kindly check current visa requirement with the Embassy of Japan or Travel Agent before traveling, or visit the website of the Ministry of Foreign Affairs of Japan at URL: **http://www.mofa.go.jp/j_info/visit/visa/index.html**

- For your smooth visa application, visa supporting letters written in Japanese will be provided by JTEC and will be sent directly to the participants.

11. Photograph:

The participants are requested to bring **one copy of a recent photograph** (within 6 months) in a size of 3 centimeters by 3 centimeters for a participant list.

12. Country Report:

- The participants are requested to prepare a report on present status and future plan of

national telecommunication and their country's disaster preparedness utilizing ICT (should their be any existing or future plan for disaster preparedness system, network and / or operation plan).

- The country report should include the answers to following questions regarding how your country use ICT (information and communications technology) for disaster countermeasures.

  1) Is there any prevention plan for disasters at the present stage?

  2) Is there a management plan at the present stage when a disaster strikes?

  (For above two items, especially those related to telecommunications and ICT networks or those using such networks for disaster countermeasures.)

  3) Is there any plan for (or existing) disaster-resistant network (redundant network, re-routing of network or quick restoration plans in the time of disaster, use of satellite links, etc.)

  4) What would be the most wanted disaster countermeasures using ICT in the participant's country or area surrounding it ?

  For what kind of disaster, in which part of the country or surrounding area, etc.?

- The report should be made as **Microsoft Power Point presentation format**.
- The report should be forwarded to the host organization prior to the participants' arrival to Japan. It is requested that the country reports are **to be submitted to JTEC by attached files to e-mail by noon Japan Standard Time (UTC +9 hours), Wednesday, February 12, 2014** (e-mail: **nomoto@jtec.or.jp**).
- In case where participant have a published country report and/or annual report of participant's organization or equivalent, it is kindly advised that it (they) be brought with the participant and hand it to the secretariat on his/her arrival.
- Presentation of country reports and discussion session is planned as part of the training course. **Participants are asked to prepare for the presentation of their country report prior to their arrival in Japan**)

13. Organization Chart:

- The participants are requested to prepare an organization chart based on the attached sample **(Attachment 2)**.
- It would help us very much if participant adds organization and / or inter-relation chart of disaster management organizations of participant's country.

14. At Japanese Custom Office:

- Japanese customs is fairly lenient and allows bringing in items necessary for personal use, however, strictly prohibited are firearms and other types of weapons and narcotics.
- For details please refer to the following website of Japanese Customs: **http://www.customs.go.jp/english/summary/passenger.htm**.

15. Weather:

Please be well reminded that the month of **February is winter** in Japan. The lowest temperature in Tokyo during the stay could drop **below zero degree** in Celsius. The participants are strongly advised to **bring warm clothes**.

Although winter in Tokyo is relatively mild compared to other parts of Japan, dry with little chances of rain or snow, in some cases temperature may drop as low as single digit number in degrees Celsius (1 degree to 9 degrees Celsius) or even to the freezing point especially in the early mornings and after the sunset and **chances of snow** or cold rain cannot be totally denied. Strong northerly wind may blow during this season and the wind-chill effect makes one feel colder than the actual air temperature.

Especially that in this course a visit to the former disaster sites of the Great East Japan Earthquake and the tsunami that followed around Sendai, located in the North-Eastern Japan, the participants are strongly advised to follow the above instructions.
(Average lowest and highest temperatures for the normal years during the course period in **Tokyo** range from **2.9 degrees to 10.4 degrees Celsius** and in **Sendai** from **-1.5 to 5.9 degrees Celsius**.)

Also, rain gear such as umbrella are also essential. In Japan, it can rain, sometimes all through the day, in any season of the year.

The latest weather information will be obtained at: **http://www.jma.go.jp/en/yoho/index.html**
(See the weekly forecast to obtain the weather, highest and lowest temperatures expected of each day of the corresponding week. – "Get more information on this area" -> pull down menu -> select "One-week forecasts")

16. Additional Advices

It is advised that participants **bring shoes suitable and comfortable for walking**, as in principle, public transportation system (Metro, Trains and Buses) will be used during the training and it sometimes requires certain distance of walking to and from and between stations, bus stops and training venues and hotel of participants' accommodation.

17. Electric Current:

Please note that commercial electricity in Tokyo is at **AC 100V 50Hz** with American type outlet plugs (**Type A Class II**). We ask that participants **bring transformer and plug adapter (American type outlet plug)** if they wish to use their own PCs in Japan.

18.   Secretariat:

Contact person: **(Mr.) Kei Nomoto**

Training Department

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7-25-9 Nishigotanda, Shinagawa-ku, Tokyo 141-0031, Japan

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19.   Notes:

The host organization's business hours are from **9:00AM to 5:30PM**, from Monday to Friday. They do not work on Saturdays and Sundays. Messages sent to them will be received only during working hours.

Also beware of the **time difference**, Japan is ahead of most other countries.

(Japan Standard Time is **UTC +9 hours**. Japan does not observe daylight saving time.)

That means their office will be closed earlier than in the cases of most of the participants' countries.

Please also note that **December 23, January 13 and February 11 are national holidays** in Japan and host organization's office will closed in addition to Saturdays and Sundays.

Offices also close from December 28 to January 5 for end of the year and new year holidays in the end of 2013 and beginning of 2014.

Japanese Embassies and Consulates in the applicants' countries may also close on Japanese national holidays.

20.   Regulation:

- not to bring any member of his/her family;
- not to change accommodation during training period;
- to participate in the course from the beginning to the end; and
- to return his/her home country at the end of their training course according to the international travel schedule designated by APT.

Participants are required to comply with instructions given by APT and the local host. (Further information on the requirement is found in the "Guidelines for APT fellowships under HRD Programme (2013)" and other related document)