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

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:** **7** – 18 December 2015 (excluding arrival and departure dates)

4. **Place:** Tokyo, Japan

5. **Abstract and Objectives:**

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 big or small natural disasters continue to hit Asia-Pacific Region. Thus disaster preparedness and prevention using ICT are becoming important interest which brings 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 September, 2014, the Ministerial Meeting of APT adopted the Brunei Darussalam 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, flood, 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 that 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.

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We would therefore like to contribute to the Brunei Darussalam Statement by offering this training course to those concerned with 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 using 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 using 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 using 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 of ICT in participants' own countries.

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:
- ❖ Japan's 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
- ❖ Countermeasures of disaster by national and local administrations, mobile telecommunications carriers, broadcasters and communications satellite operators, etc.
- ❖ Understanding development of disaster management equipments suitable to be used in the nations of Asia-Pacific Regions
- ❖ Introducing projects in which the latest actual disaster management systems 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 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.   **Tentative Schedule:**
Please refer to the attached schedule, Appendix 1, that is subject to change for elaboration and/or adjustment.

7.   **Venue:**
Japan Telecommunications Engineering and Consulting Service (JTEC)
Address: 8-1-14 Nishigotanda, Shinagawa-ku, Tokyo 141-0031, Japan
URL: **http://www.jtec.or.jp/english/index.html**
Tel: +81 3 3495 5215
Fax: +81 3 3495 5219
Person in charge: **Mr. Ken-ichi Sugii (e-mail: k.sugii@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.

Public Transportation and Travel Time:
Narita International Airport (NRT) --- (100min/bus) --- Shinjuku Washington Hotel --- (40min/train) --- JTEC

9.   **Hotel accommodation:**
1:    **Tokyo / Shinjuku Washington Hotel (Main Building)**
3-2-9 Nishi-Shinjuku, Shinjuku-ku, Tokyo 160-8336, Japan
Tel: +81 3 3343 3111
URL: **http://www.shinjyuku-wh.com/english/**
            http://shinjuku.washington-hotels.jp/cn/   (中文)
            http://shinjuku.washington-hotels.jp/th/   **(Thai)**

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

12. Country Report: (New questions might be added later on)

❖ 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 (existing or future plan for disaster preparedness system, network and / or operation plan).

❖ If you have a published annual report of your organization or equivalent, please bring it with you and hand it to the secretariat on the first day of the course.

Part I.   Personal Details of the Participant

1. Name of participant and nationality
2. Name of participant's organization and section
3. Type of organization (choose one of the following)
    a) Governmental organization (excluding public company)
    b) Public company: fully/partly state-owned company (share/ownership percentage in case of partly state-owned company) or private business organization
4. Participant's special interests in his/her professional field

Part II. General Questions

1. Overview of the participant's country
    a) Location with map references
    b) Total population
    c) Name and location of the three largest cities with map references and populations
    d) Kind of typical major natural disasters and features

2. Is there any prevention plan for disasters at the present stage?

3. Is there a management plan at the present stage when a disaster strikes?

4. Are there any telecommunication network system utilizing ICT for disaster countermeasures such as prevention and management?

5. 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.)

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

7. What kind of support/assistance do you want Japanese government or Japanese companies to?

❖ 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), Thursday, December 3ʳᵈ, 2015** (e-mail: **fujita@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 handed to the secretariat on the first day of the course.

❖ Presentation of country reports and discussion session is planned as part of the training course. (**Country Report Presentation is scheduled on the first day of the course, December 7, 2015**).

13. Organization Chart:

❖ The participants are requested to prepare an organization chart based on the attached sample Appendix 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, firearms and other types of weapons and narcotics are strictly prohibited.

❖ For details please refer to the following website of Japanese Customs: **http://www.customs.go.jp/english/summary/passenger.htm**.

15. Weather:

❖ 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"

❖ Please also refer to the following additional advices.

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 is sometimes required to walk certain distance to and from and between training venues.

Rain gears such as umbrellas are also essential in any season of the year.

Please be well reminded that the month of December is **early winter in Japan**.
Refer URL **https://www.youtube.com/watch?v=pLnzo3otLT4**

Although winter in Tokyo is relatively mild compared to other parts of Japan and is dry with little rain, in some cases temperature may drop to a single digit number in Celsius degrees (1 degree to 5 degrees Celsius) or even to the freezing point, especially in the early morning.

A strong northerly wind may blow during this season and the wind-chill effect makes one feel colder than the actual air temperature.

The participants are strongly advised to **bring warm clothes**. (Average lowest and highest temperatures for December - during this course period - range from 0 degrees to 13 degrees Celsius.)

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. **Personal Computer (PC):**
    During Training in Tokyo, all trainees will be making some reports with a PC.
    All trainees will be beginning the presentation on 18th December. JTEC would like to recommend all trainees bringing your own PC with software of Microsoft Power Point for making some reports.

19. **Contact Person:**
    Name: Kazunori FUJITA (Mr.)
    Title: Director, ICT Systems Engineering
                    Japan Telecommunications Engineering and Consulting Service (JTEC)
    Tel: +81 3 3495 5215
    Fax: +81 3 3495 5219
    Email: **fujita@jtec.or.jp**

20. **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 **following dates from September to November 2015** are national holidays in Japan and host organization's office will be closed in addition to Saturdays and Sundays.

September   21st to 23rd
October   12th
November   3rd,23rd

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

21. **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)