



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### CRITERIA & INDICATORS(C&I) AND FOREST CERTIFICATION FOR ASIA AND LATIN AMERICAN COUNTRIES

地域別研修「アジア・中南米地域 C&I 森林認証」

*JFY 2012*

<Type: Leaders Training Program / 類型: 中核人材育成型>

No. J12-04146 / ID. 1284191

Phases in Japan: From May 28, 2012 to July 5, 2012

This information pertains to one of the Training and Dialogue Programs 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.

# **I. Concept**

## **Background**

Forests are nature's most bountiful and versatile natural resource, providing a wide range of economic, environmental, social and cultural benefits.

In order to keep ensuring such forest resources for the future, the awareness of sustainable forest management should be broadened out worldwide.

Concepts and definitions related to sustainable forest management have been evolving very rapidly during the past several years. In order to facilitate international dialogue on sustainable forest management, a number of significant attempts have been made to define it.

The Montréal Process, one of the attempts, is the Working Group on Criteria and Indicators(C&I) for the Conservation and Sustainable Management of Temperate and Boreal Forests. Japan has been participating in the Process to develop the C&I since its inception in 1994 and currently serves as the liaison country for the Process.

Forest Certification is an effort to link trade to sustainable forest management and a source for information regarding certified forests, products and the varied approaches to evaluating well-managed forests. Japan has been accumulating many field experiences and lessons learnt in this area as well.

This program principally aims at enhancing participants' knowledge and skills for sustainable forest management, through the forest management experiences and system in Japan.

## **For what?**

This program aims to enhance the participants' knowledge of planning and monitoring of C&I and forest certification, thus contributing to ensuring sustainable forest management in developing countries.

## **For whom?**

This program is offered to administrative officials or researchers engaged currently or soon to be engaged in C&I or Forest Certification.

## **How?**

Participants shall have opportunities in Japan to enhance the participants' knowledge of planning and monitoring of C&I and forest certification. Participants are expected to formulate an action plan describing what the participant is going to do after they go back to home country, making the best use of the knowledge and ideas acquired and discussed in Japan.

## ***II. Description***

- 1. Title (J-No.): Criteria & Indicators (C&I) and Forest Certification for Asia and Latin American Countries (J12-04146)**
- 2. Period of program**  
Core Phase in Japan: May 28 to July 5, 2012
- 3. Target Regions or countries**  
Argentina, China(2) Mexico, Myanmar, Thailand, Peru(2), and Viet Nam
- 4. Eligible / Target Organization**  
Administrative officials or researchers engaged currently or soon to be engaged in C&I or forest certification.
- 5. Total Number of Participants**  
9 participants
- 6. Language to be used in this program:** English
- 7. Program Objective**  
The action plan proposed in Japan by participants for development of C&I and forest certification system to enhance sustainable forest management in the respective participants' countries is shared in the participants' belonging organizations. Within three (3) months after the completion of the program in Japan, each participant's belonging organization reports the progress of Action Plan.
- 8. Overall Goal**  
Each participant's belonging organizations take actions based on the action plans, in order to enhance sustainable forest management.

## 9. Expected Module Output and Contents:

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

<b>(1) Preliminary Phase in a participant's home country</b> ( April 2012 to May 2012) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Modules Output	Activities
① To define present condition and issues of sustainable forest management in participants' respective countries	Preparation and submission of Inception Report

### NOTE:

(1) Consultation with Ex-Participants is strongly recommended in order to prevent mismatch between participants' needs and training course.

<b>(2) Core Phase in Japan</b> (May 28, 2012 to July 5, 2012) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>	
Expected Modules Output	Activities
② To obtain basic knowledge and latest information on global trend of C&I and forest certification,	Lecture & Practice
③ To develop a better understanding of good practices piloted in Japan,	Lecture, Practice & Observation
④ To acquire practical knowledge on planning, implementation and monitoring of C&I and forest certification in participants' respective countries.	Lecture & Practice
⑤ To draft Action Plan based on the acquired knowledge and experiences in the training program.	To prepare action plan and make presentation

### Tentative Schedule \*this schedule is subject to changes

Date			Type	Program
May	28	Mon		Arrive in Japan
May	29	Tue		Briefing at JICA <b>Tokyo</b> International Center
				Preparation of Inception Report Presentation
May	30	Wed		Preparation of Inception Report Presentation
				General Orientation
May	31	Thu		Program Orientation by JICA
			Presentation	Inception Report Presentation
June	1	Fri	Lecture	Global Trend of Forest and Forestry
			Lecture	Forest Monitoring Program

June	2	Sat		Free
June	3	Sun		Free
June	4	Mon	Lecture	Forest Certification
			Lecture	C & I for Sustainable Forest Management
June	5	Tue	Lecture	C & I
			Lecture	ITTO; ① Outline of Its Activities ②Outline and Present Status of C&I Project
June	6	Wed	Lecture	Forestry Management for Boosting Social Benefits of FSC Certified Forest
June	7	Thu	Lecture	Outline of Criteria and Indicators of Montreal Process (Report by Country)
June	8	Fri	Lecture	PEFC Asia Promotion's Efforts for Forest Certification
				Marketing Strategy for Products (Furniture, etc.) Made of FSC Certified Wood
June	9	Sat		Free
June	10	Sun		Free
June	11	Mon	Lecture	Method of Determining Criteria and Indicators and Specific Procedures for SGEC*4 Forest Certification-Implementation Status and Problems of On-site Assessment
June	12	Tue	Lecture	Group Exercise "Midterm Review/PCM Method and General Consideration for Preparation of Action Plan"
				Tokyo⇒Sapporo City
June	13	Wed		Briefing
			Lecture	Forest and Forestry in Hokkaido
June	14	Thu	Lecture & Practice	Group Exercise "PCM Method-Participatory Planning"
June	15	Fri	Lecture & Practice	Group Exercise "PCM Method-Participatory Planning"
June	16	Sat		Free
June	17	Sun		Free
June	18	Mon	Lecture	Move to Bibai City, Hokkaido
				Forest Function Assessment and Regional Criteria & Indicators Made by Hokkaido Government and Its Case Study
				Move to Monbetsu City, Hokkaido
June	19	Tue	Lecture & Observation	Forest Management by Sumitomo Forestry Through ISO Certification and SGEC Forest

				Certification
June	20	Wed	Lecture	Present Status and Efforts for SGEC Forest Certification in Western Part of Abashiri City
			Lecture & Observation	L: Efforts leading to Acquisition of SGEC Forest Certification and Future Plan O: Sawmill
June	21	Thu		Monbetsu City⇒Shimokawa Town
			Lecture & Observation	L: Process Leading to Acquisition of FSC Forest Certification and Future Plan O: Managed Forest and CoC Certified Sawmill
				Shimokawa Town⇒Nayoro City
June	22	Fri		Nayoro City⇒Shimokawa Town
			Observation	Forest Technology Succession Forests (Long-Term Cutting and Multi-Storied Japanese Larch Model Forest)
				Move back to Sapporo, Hokkaido
June	23	Sat		Free
June	24	Sun		Free
June	25	Mon	Practice	Group Exercise “Midterm Preparation for Action Plan
June	26	Tue	Lecture	Stand Operation Method Using Operating Techniques of Natural Forest
June	27	Wed	Lecture	Forest Monitoring by Remote Sensing
			Observation	Observation of National Forest
June	28	Thu		School Visit
June	29	Fri	Lecture	World Wood Marketing and Forest Certification
			Lecture	Afforestation Movement by Community and Forest Certification
June	30	Sat		Free
July	1	Sun		Free
July	2	Mon	Discussion	Group Exercise “Preparation of Action Plan”
July	3	Tue	Discussion	Group Exercise “Preparation of Action Plan”
July	4	Wed		Action Plan Presentation
				Evaluation Meeting

				Closing Ceremony
July	5	Thu		Leave from Sapporo, Japan

(2) Participants are requested to make Inception Report Presentation at the beginning of the training course, in order to share the respective countries information in the field of sustainable forest management. Participants are advised to prepare for Inception Report presentation before arriving Japan. It must be written in English, and fifteen (15) minutes will be allocated to each participant for the presentation (including interpretation and discussion). Presentation by using Microsoft Power Point is recommended. If possible, it is also recommended to bring a CD-R etc. in which the Inception Report is saved, that will facilitate report making.

**(3)Finalization Phase in a participant's home country**

*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Modules	Activities
Implementation of the action plan Submission of a final report	Application and implementation of the action plan back in respective home country and submission of a final report describing the progress of implementing respective action plan by October 5, 2012.

(3)JICA Sapporo might suspend the acceptance of candidates for the coming years from those organizations which does not seriously share participants action plan, nor without reporting to JICA within the mentioned period.

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

#### **1. Expectations for 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 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 select nominees who meet the following qualifications.

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

- 1) Current Duties: preferably to be an administrative official or researcher currently or soon to be engaged in C&I or forest certification,
- 2) Experience in the relevant field: should have more than 5 years of practical experience in forest management/research or equivalent,
- 3) Educational Background: should be a university graduate or have an equivalent qualification
- 4) Language: ideally have good command of spoken and written English which is equivalent to TOEFL CBT 200 or more (This program includes active participation in discussions, an action plan (interim report) development. Thus requires good competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: should be in good health, both physically and mentally, to undergo the course of training.

※Pregnancy : Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include;

- ① letter of the participant's consent to bear economic and physical risks
- ② letter of consent from the participant's supervisor
- ③ letter of consent from your Embassy in Japan
- ④ medical certificate.

Please ask National Staffs in JICA office for the details.

- 6) Must not be serving any form of military service.

##### **(2) Recommendable Qualifications**

- 1) Expectations for the Participants:
- 2) Age: be between the ages of twenty-five (25) and fifty (50) years



### 3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the respective country's JICA office.
- (2) **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), please attach it (or a copy) to the application form.
- (3) **Inception Report:** to be submitted to the respective country's JICA Office with the application form. Fill in ANNEX of this General Information, and submit it along with the Nomination Form **by March 23 2012**.

### 4. Procedure for Application and Selection :

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

Closing date for application to the JICA Center in JAPAN: **March 23, 2012**

**Note: Please confirm the closing date set by the respective country's JICA office of your country to meet the final date in Japan.**

#### (2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA 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.*

#### (3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office to the respective Government by **not later than April 25, 2012**.

### 5. Conditions for Attendance:

- (1) to follow the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in accordance with the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) 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.
- (7) to observe the rules and regulations of their place of accommodation

and not to change the accommodation designated by JICA.  
(8) to participate in the whole program including a preparatory phase prior to arrival in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-4.

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

### **1. Organizer:**

**(1) Name:** JICA Sapporo

**(2) Contact:** [jicasic@jica.go.jp](mailto:jicasic@jica.go.jp) and [sictp1-sub@jica.go.jp](mailto:sictp1-sub@jica.go.jp)

### **2. Implementing Partner:**

**Name:** TBA

**Contact:** TBA

**URL:** TBA

### **3. Cooperating Partner**

**Name:** Ministry of Agriculture, Forest and Fisheries of Japan

Forest Agency, International Forestry Cooperation Office

### **4. 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:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

### **5. Accommodation in Japan:**

JICA will arrange the following accommodations for the participants in Japan:

#### **JICA Tokyo International Center (TIC)**

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

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)

#### **JICA Sapporo International Center (SIC)**

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku, Sapporo,  
Hokkaido, 003-8668, Japan

TEL: 81-11-866-8393 FAX: 81-11-866-8382

(where "81" is the country code for Japan, and "11" is the local area code)

If there is no vacancy at JICA Center, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC and SIC at its URL, <http://www.jica.go.jp/english/contact/domestic/index.html>

### **Expenses:**

The following expenses will be provided for 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 after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of 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 country’s JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the program, and other matters.

## V. Other Information

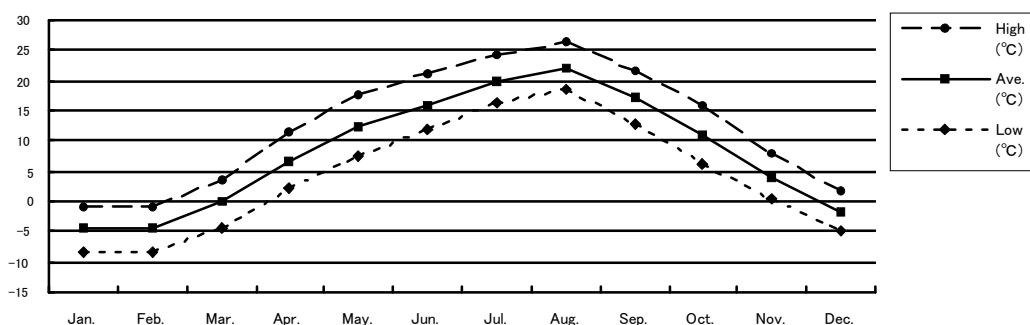
1. Pre-departure orientation is held at JICA office to provide the selected candidates with details on travel to Japan, conditions of training, and other matters. Participants will see a video, "TRAINING IN JAPAN", and will receive a textbook and a cassette tape, "SIMPLE CONVERSATION IN JAPANESE". A brochure, "GUIDE TO TRAINING IN JAPAN" will be handed to each selected candidate before or at the orientation.
2. Participants who have successfully completed the course will be awarded a certificate by JICA.
3. Toward the end of the course, each participant is to draft an Action Plan and present it. The Action Plan is a short to mid-term concrete plan of possible measures to tackle a high priority problem(s) related to introduction or application of C & I/Forest Certification or sound forest management in the participant's capacity as a responsible officer. The participant is expected to fully utilize the ideas and techniques he/she has obtained through the training program in order to formulate "Action Plan" which will hopefully lead to the solution or mitigation of the above-mentioned problem.

<Contents of the Action Plan (Example) >

- a) Background and present status of the selected problem
- b) Purpose of the Plan
- c) Concrete plan of actions (contents of actions and timeframe)
- d) Necessary resources and prospect to secure them

\*In order to make a better Action Plan, it is recommended that each participant bring necessary documents or data from your country.

### 4. Climate in Sapporo



	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
High (°C)	-1	-0.8	3.4	11.4	17.8	21	24.2	26.3	21.7	15.9	7.8	1.7
Ave. (°C)	-4.4	-4.4	-0.2	6.5	12.2	16	19.8	22.1	17.1	11	4.1	-1.6
Low (°C)	-8.4	-8.5	-4.2	2.1	7.3	11.9	16.4	18.7	12.8	6.3	0.4	-5
Snow(cm)	58	83	64	2							5	28

Typical Seasonal Wear: (May- July) Long-sleeves, Short-sleeves, Light Jacket

### 5. Recreation:

1) Participants can use an indoor swimming pool and gymnasium located next to JICA Sapporo. The charges are paid by JICA. JICA Tokyo also has gymnasium for the participants.

2) JICA encourages international friendship exchange between participants and

local communities. Therefore, it would be helpful for participants to bring their national costumes and materials such as slides, videos, and music cassettes, which introduce the culture in their countries.

6. Equipment in JICA Center

JICA Center has following equipment for participants.

<utensils in the private room>

Bed, Prefabricated Bath, Desk, Refrigerator, Hot pot, Bookshelf, Air Conditioning, In-room Safe, TV sets (CNN、NHK (BS) , DVD/VHS Video Player)

\*ATTENTION: There are no slippers and towels. Soap, shampoo & conditioner, toothpaste & toothbrush, razor, detergent, sewing kit and CD-R can be purchased at the front desk.

<Audio-visual equipment for training>

Video recorder, Multimedia Projector (available to use Microsoft Power Point)

## VI. ANNEX:

**J12-04146**

**Criteria & Indicators (C&I) and Forest Certification  
for Asia and Latin American Countries  
(JFY 2012)**

**Inception Report**

Participants are requested to prepare an inception report on the following issues and submit it to JICA Sapporo along with the application form **by March 23, 2012**.

The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 10 pages.

This Report shall be used for selection of participants.

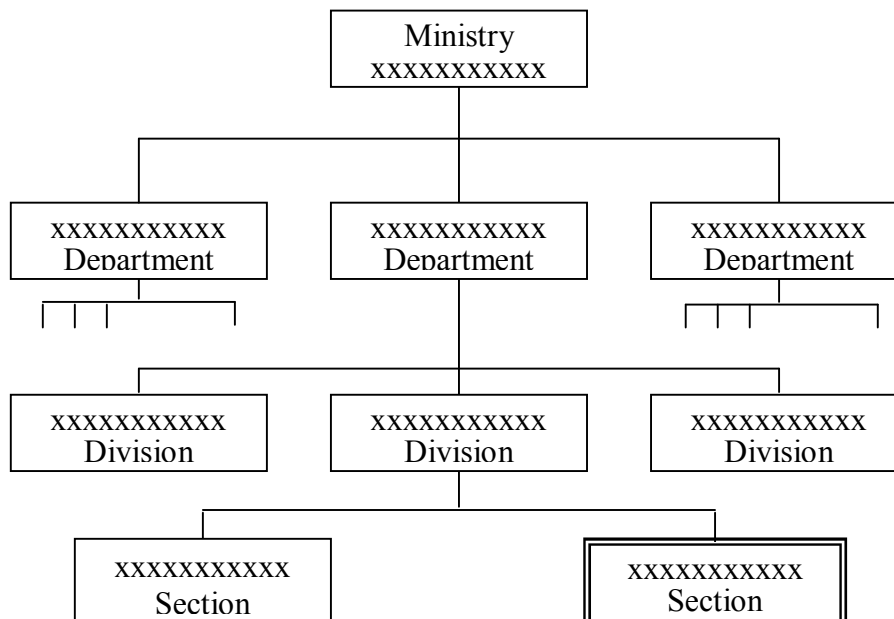
NOTE: Participants are requested to give a 15 minutes presentation and discuss about the situation of C&I and Forest Certification in respective country at beginning of the program.

### 1. Basic information

Name	
Organization	
Position	
Country	

### 2. Outline of the participant's Organization

(example)



### 3. Description of your job experiences

Period	From	to
Organization		
Position		
Outline of duties:		

4. Describe present condition and/or historical trend of forests and forest management with specific figures in the applicant's country, in accordance with the following indicators respectively;

(choose more than 2 indicators from among the following for the description)

- ① area and percent of forest by forest ecosystem types,
- ② area and percent of forest specifically for conservation,
- ③ area, percent and growing stock of plantations by species,
- ④ value and volume of production of wood, wood products and non-wood products,
- ⑤ status of legal and institutional framework on forest planning, policy development and coordination with relevant sectors, and
- ⑥ status of forest inventory, assessment and monitoring.

If there is no national data on the indicators, you can use provincial data or data at the project level as well.

5. Current development of Criteria and Indicators (C&I) in the applicant's country

6. Current development of forest certification in the applicant's country

7. Problems/constraints on the development of forest certification in the applicant's country (Itemize 3 main issues which the applicant directly faces on and describe them.)

8. On-going efforts to specifically cope with the problems mentioned in 7. above. (If any)

9. The applicant's role in C&I development and application in the country.



**10. Knowledge or skills which the applicant intends to acquire from this training program.**

**11. Plans/projects which you are likely to be involved in your country after completing the training, if any**

## ***For Your Reference***

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

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

**JICA Sapporo International Center (JICA Sapporo)**

**Address:** Minami 4-25, Hondori 16-chome, Shiroishi-ku , Sapporo,  
Hokkaido, 003-8668, Japan

TEL: +81-11-866-8393 FAX: +81-11-866-8382