

for applicants

Course Guide

For the

Leadership Training Course on Fisheries Management and Administration (LTCFMA)

2026



Photo: Participants of the LTCFMA 2025



Overseas Fishery Cooperation Foundation of Japan
(OFCF Japan)

1. Course Information

1-1 Introduction on the OFCF Japan

Since its foundation in 1973, the Overseas Fishery Cooperation Foundation of Japan (OFCF Japan) has been committed to establishing, maintaining, and strengthening mutually beneficial relationships in the fisheries sector between Japan and coastal countries. Through the implementation of overseas fishery cooperation projects, OFCF Japan has contributed to the development and promotion of fisheries industries in these coastal nations, as well as to the effective management of international marine resources by Regional Fisheries Management Organizations (RFMOs).

1-2 Aim of the LTCFMA

One of OFCF Japan's key initiatives is providing various training courses and inviting participants to Japan. The "Leadership Training Course on Fisheries Management and Administration (LTCFMA) 2026" is a program specifically designed to support individuals who are currently in, or are expected to assume, leadership roles in addressing fisheries-related challenges in their respective countries.

The course is structured to equip participants with knowledge, practical experience and diverse perspectives through introducing fisheries administration and resource management policies and methods in Japan, with the goal of enhancing their problem-solving capabilities.

1-3 Participants of the Course

This course is offered to five administrators or researchers from five different countries who work for a government or government-related office and are 45 years old or younger as of the start of the program (September 2nd, 2026).

Applicants must be officially nominated by their respective offices.
(Refer to the "Qualifications of Participants" below for details.)

1-4 Course Schedule

SEP 2nd 2026 - NOV 27th 2026 【87 days】

1-5 Course Language

All lectures and activities, announcements will be made in ENGLISH.

1-6 Course Outline

The LTCFMA consists of three phases: the General Training Period, followed by the Technical Training Period, and concluding with the Pre-Departure Period.

1) General Training Period:

The General Training Period will take place in Tokyo and consists of lectures and field trips related to Japanese fisheries administration and management methods and policies,

as well as sessions on ocean environments and ecosystems (a list of planned lectures and field trips can be found at the end of this Course Guide).

Additionally, participants will attend lectures introducing the basic concepts of Project Cycle Management (PCM) and Project Design Matrices (PDM) to prepare for their project development assignments during the Technical Training Period.

During this period, participants will also take Japanese language lessons to acquire basic vocabulary necessary for daily life in Japan.

2) Technical Training Period:

The Technical Training Period will be held at the Tokyo University of Marine Science and Technology (TUMSAT). In addition to field trips, each participant will work on formulating a project proposal for the development of their country's fisheries sector, utilizing the PCM and PDM methods.

Under the supervision of professors at TUMSAT, participants will analyse their fisheries sector, identify key challenges, and practice delivering effective presentations.

Tokyo University of Marine Science and Technology (Shinagawa campus)
4-5-7 Konan Minato-ku, Tokyo 108-8477
Website : <https://www.kaiyodai.ac.jp/english/>

Please note that the data produced during the technical training will belong to the TUMSAT. Publication of the reports made through the Technical Training is prohibited. (Usage for educational/training purposes within one's organization is exempted).

3) Pre-Departure Period:

During this period, participants will take a trip to Kyoto City to visit historical sites and deepen their understanding of Japanese culture and history.

1-7 Presentation

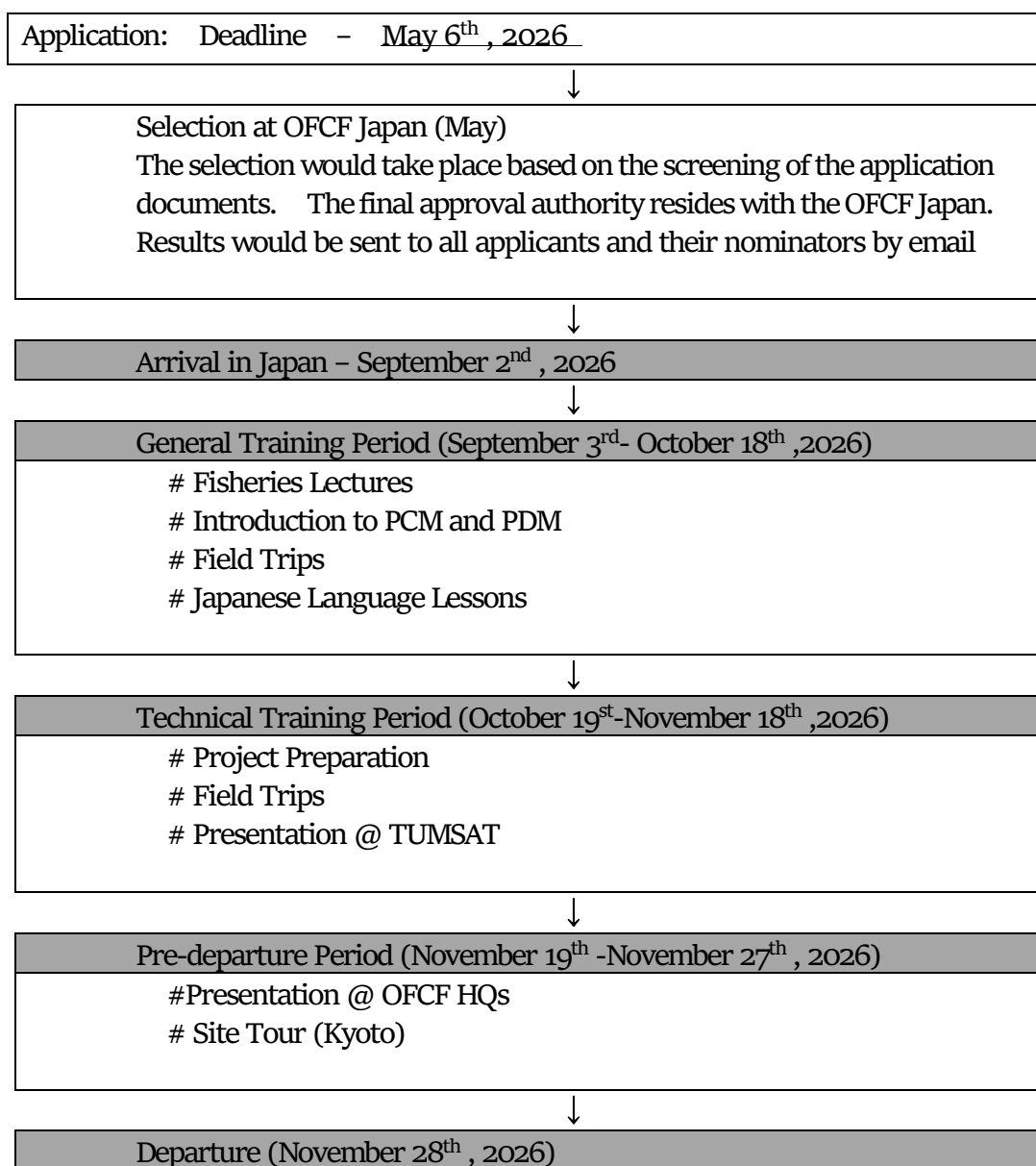
All participants will give two presentations during the course.

The first presentation will take place at TUMSAT. At the end of the Technical Training Period, each participant will present their project proposal to TUMSAT professors and students.

The second presentation will be held at OFCF Japan's headquarters. Participants will refine their presentations from TUMSAT and deliver them to OFCF Japan's officials and staff. Both presentations will include a Q&A session.

Participants are strongly advised to prepare relevant data and images for their presentations before traveling to Japan.

1-8 Framework



There may be changes in the schedule plan.
Participants will be informed accordingly.

For all applicant's reference, "Attachment 1" of this Course Guide outlines the planned lectures and site visits, while "Attachment 2" contains last year's lecture schedule to help applicants better understand the overall structure of the program.

2. Participation Guidelines

2-1 Eligibility Requirements

The participants for the LTCFMA 2026:

- 1) Must be 45 years old or younger at the start of the program and hold a university degree or an equivalent educational background.
- 2) Must be an administrator or researcher working for a government or government-related office. The applicant's position must be related to the fisheries sector.
- 3) Must have sufficient work experience in their current position and be currently playing or expected to play a leadership role in the future.
- 4) Must be approved and nominated by their government. Each government may nominate one candidate who is most suitable for this course.
- 5) Must be willing and prepared to fully participate in the LTCFMA. Participants are not allowed to be absent from classes or activities planned within the course without prior permission.
- 6) Must be proficient in English, with a TOEFL iBT score of 80 or higher, or possess an equivalent level of English proficiency.
- 7) Must be in good health to be able to join and complete all programs, including boarding fishing vessels and early morning site visit, and must obtain a certificate of good health from a medical doctor.
- 8) Must bring their own laptop with MS Office installed for lectures and project work. All lecture materials and handouts will be provided in digital format.
- 9) Must acknowledge that while OFCF Japan respects each participant's customs, beliefs/religions, and values, certain requests may not be accommodated due to scheduling constraints or procurement difficulties in Japan.

2-2 Application Documents

Those who are willing to apply to the LTCFMA will hand in the following documents (made in English) to the OFCF Japan. For detailed information, please refer to the Attachment 3 (Please note that the submitted documents will not be returned)

- 1) Letter of Recommendation (Attached Form 1)
- 2) Applicant Information (Attached Form 2)
- 3) Medical Certificate (Attached Form 3)
- 4) Employment Certificate (Attached Form 4)
- 5) Academic Background (Attached Form 5)
- 6) Overview of the organization which the Applicant belongs (Attached Form 6)
- 7) A copy of the applicants Passport
- 8) Photographs of the Applicant (in JPEG form, 100KB or larger)
- 9) Assignment 1: Cover Letter
- 10) Assignment 2: Resume
- 11) Assignment 3: Job Report
- 12) Assignment 4: Country Profile (10 sheets)

Please check the list of details below. Any missing, incomplete, or irrelevant forms, documents, or assignments will result in point deductions.

Details on the Application Forms 1-6

Forms:		Notes:
1	Letter of Recommendation	Should be filled and signed by the nominator of the applicant. (Minister, Secretary or Director)
2	Applicant Information	Should be filled by the applicant.
3	Health Certificate	Should be filled and signed by a medical doctor.
4	Certificate of Employment	Should be filled and signed by the nominator of the applicant. (Minister, Secretary or Director)
5	Educational Background	Should be filled and signed by the principal/head master of the applicant's final academic institute. A school graduation certificate may be handed in instead.
6	General Outline of the Applicants Organization	Should be filled and signed by the nominator of the applicant (Minister, Secretary or Director). Please refer to the SAMPLE attached and fill in as indicated.

Details on the Documents

Documents:	Notes:
A copy of the applicant's passport	<p>Should include the photo page, passport number, issuing authority, and expiration date.</p> <p>If the applicant holds a visa relevant to transit or has records of previous entries into Japan, please scan and submit those pages as well.</p>
<p>Photograph of Applicant</p> <p>(In electronic data (jpg, etc.))</p>	<ul style="list-style-type: none"> ● Should be clear and identifiable (Data size should be over 100KB). ● Should be taken within the last 3 months. ● Should have a blank background.

Details on Assignments 1-4

Assignments:		Quantity:	Should Include:
1	Cover Letter	1 -2 page (Word)	<ul style="list-style-type: none"> ● Your motivation for applying to the LTCFMA, including <ul style="list-style-type: none"> ➢ A discussion of your future vision as a leader in fisheries administration or resource management, focusing on how you aim to contribute to building a robust fisheries sector. ➢ An outline of your envisioned roadmap, and how the participation in the LTCFMA will help you achieve your goals.
2	Curriculum Vitae	Free of Style	<ul style="list-style-type: none"> ● List of your academic and employment history ● List of training programs overseas that you have attended ● List of other relevant qualifications or experiences
3	Job Report	1- 2 Pages (Word)	<ul style="list-style-type: none"> ● A description of your current work in fisheries administration and how your duties contribute to: <ul style="list-style-type: none"> ➢ Effective fisheries management ➢ Sustainable fisheries resource management in your country ● Identification of a critical issue that you face in your duties that requires urgent resolution. <ul style="list-style-type: none"> ➢ Analyze the root causes of the issue ➢ Discuss potential solutions and what measures you believe are necessary for its resolution
4	Country Profile	Under 10 Power Point sheets	<ul style="list-style-type: none"> ● General information on the status of the fisheries sector in your country. The following information should be included within the slides: <ul style="list-style-type: none"> ➢ Overview of the sector (including the fish species, fishing gears and methods, the scale and trends of the fisheries/aquaculture production) ➢ The overview of the fisheries management system (including key institutions and laws/regulations responsible for maintaining the system) ➢ Challenges your fishery sector is facing <p>*Photos, diagrams, tables and graphs should be used efficiently</p> <p>*The front and back cover can be excluded from the 10 pages</p>

2-3 Training Costs

OFCF Japan will cover the following expenses for LTCFMA participants. Any other expenses shall be borne by the participants.

- 1) Airfare
OFCF Japan will provide a round-trip (economy-class) air ticket between Japan (Narita or Haneda International Airport) and the nearest international airport of the participant.
- 2) Initial Allowance
Upon arrival, OFCF Japan will provide a one-time allowance of ¥20,000 to cover initial preparation costs, including visa application fees.
- 3) Accommodations
OFCF Japan will cover hotel charges throughout the course. Participants must stay at the designated hotels. Other costs, such as room service and laundry services, are not included.
- 4) Meal Expenses (Board)
OFCF Japan will cover meal expenses up to ¥2,800 per day. This amount will either be provided directly to participants or paid to hotels arranging the meals.
- 5) Miscellaneous Expenses (Personal Allowance)
OFCF Japan will provide ¥2,100 per day to each participant for personal use (e.g., laundry services).
- 6) Tours & Excursions
OFCF Japan will cover all expenses for tours and excursions planned as part of the course.
- 7) Stationery & Supplies
OFCF Japan will provide each participant with stationery items and a backpack.
- 8) Air Freight for Documents & Books
OFCF Japan will cover air freight costs for up to 10 kg of documents per participant. These will be sent to the participant's country via international mailing services. Overweight charges must be covered by the participant.
- 9) Insurance
OFCF Japan will cover insurance premiums for personal accident and sickness as per its regulations. However, the insurance does not cover dental treatments, intentional accidents, or other exclusions. Participants should check the insurance terms and conditions in advance.

The terms and conditions of the insurance should be checked in advance.

Insurance coverage:	Injury	Death & Physical impediment	Up to ¥5,000,000
		Medical expenses	Up to ¥3,000,000
	Sickness	Death	¥5,000,000
		Medical expenses	Up to ¥3,000,000
	Accompanying baggage		Up to ¥150,000
	Rescue expenses		Up to ¥3,000,000
	Personal Liability		Up to ¥10,000,000
Period:	From departure of participant from home country to return to home country		

2-4 Prohibitions

- Participants must refrain from any activities or actions that may interfere with the training. This includes being late or absent from the program without prior permission.
- Participants must respect and comply with all Japanese laws and regulations.
- Participants are strictly prohibited from driving any vehicle in Japan, even if they hold an international driver's license.
- Unauthorized overnight stays outside the designated accommodations are not permitted. Additionally, non-participants are not allowed to stay overnight at these accommodations.
- Participants must respect all other participants, lecturers, OFCF Japan staff, and everyone involved in the program, and cooperate to ensure the smooth operation of the course.

Attachments:

Attachment 1: List of lectures and study trips

Attachment 2: The Itinerary of the LTCFMA 2025

Attachment 3: Application Forms

Should you require any further clarification on LTCFMA 2026

Please contact:

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International Exchange Promotion Division
Technical Cooperation Department
E-mail: ofcf-training@ofcf.or.jp

Overseas Fishery Cooperation Foundation of Japan
(OFCF Japan)

Toranomon 30 Mori BLDG.,2-2,Toranomon 3,
Minato-ku, Tokyo 105-0001 JAPAN

Phone: 81-3-6895-5383

Fax: 81-3-6895-5388

<https://www.ofcf.or.jp/pages/107/>

Attachment 1: List of Lectures and Field Trips

The planned lectures during the General Training Period are as follows:

Japan's Overseas Fishery Cooperation

This lecture provides an overview of Japan's Official Development Assistance (ODA) and its approach to economic cooperation, with a focus on the fisheries sector. It also covers OFCF Japan's overseas fishery cooperation activities.

Fisheries Policy in Japan

This lecture outlines the Japanese government's fisheries policy, including key regulations and management strategies.

Introduction to Japan's Fisheries

This lecture presents a general overview of the evolution and transformation of Japan's fisheries sector and administrative system.

The Fisheries Market System of Japan

This lecture explains Japan's domestic fisheries market system and its distribution channels.

Responsible Tuna Fisheries

This lecture introduces the unique characteristics of Japan's tuna industry and the various approaches taken to ensure sustainable tuna fisheries.

Aquaculture and Stock Enhancement in Japan

This lecture provides an overview of Japan's aquaculture industry and stock enhancement activities.

Marine Food Processing in Japan

This lecture explores the diverse techniques used in Japan for processing marine food products.

Japan's Fisheries Resource Management

This lecture examines Japan's major commercial fish species and the regulations and management measures in place to sustain them.

Fisheries Cooperatives in Japan

This lecture discusses the role of Fisheries Cooperative Associations (FCAs) in Japan, a historical and essential system for coastal resource management.

Smart Fisheries in Japan

This lecture introduces emerging trends in smart fisheries and provides an overview of Japan's oceanographic forecasting technology.

Measures Against IUU (Illegal, Unreported, and Unregulated) Fisheries

This lecture provides an overview of IUU fishing issues in Japan and the policies and measures implemented to combat them.

"Umigyo" Promotion and the Management of Local Resources

This lecture introduces the concept of "Umigyo", an approach that utilizes the ocean and fisheries industry as a key resource for the development of fishing communities.

Sustainable Commercial Whaling

This lecture discusses the history, methods, and ongoing debates surrounding commercial whaling in Japan.

Marine Ecology

This lecture explores the ocean's circulation system, interconnected ecosystems, and marine food webs, as well as the impact of global warming on marine life.

Ocean Environmental Sciences

This lecture provides a molecular-level breakdown of the ocean's environmental characteristics and examines changes caused by microplastics, radioactive materials, oil spills, and other pollutants.

Biology of Fisheries Resources

This lecture introduces the ecosystem and life cycles of economically significant fish species, including factors affecting their sex determination.

Data Collection and Statistics

This lecture encourages participants to critically examine how to select, use, and effectively communicate fisheries-related data.

Introduction to Statistics for Fish Population Analysis

This lecture covers data analysis methods for stock assessment and fisheries management, including hands-on practice.

Population Dynamics

This lecture introduces resource management target-setting methods, stock estimation techniques, and reproductive fluctuation simulations, including hands-on practice.

Fishing Methods and Gear

This lecture examines various fishing techniques and gear used in Japan and worldwide, while discussing issues such as overfishing and bycatch.

Fisheries Administration System in Japan

This lecture explores the structure of Japan's fisheries administration system, its historical development, unique features, and emerging challenges.

Project Studies

These lectures introduce the basic concepts of Project Cycle Management (PCM) and the Project Design Matrices (PDM), which will be applied in the Technical Training at TUMSAT.

The planned site visits throughout the LTCFMA course are as follows:

Tokyo Prefecture

Participants will visit the Toyosu Fish Market, Japan's largest fish consumer market, renowned for its fresh and frozen tuna auctions. Visits to Japanese companies specializing on *katsuobushi* (traditionally consumed dried skipjack flakes) are also planned to deepen the participants understandings on Japanese culinary culture and utilization on tuna-like species.

Kanagawa Prefecture

Participants will travel to Kanagawa Prefecture to visit the Fisheries Cooperative Association (FCA) office to learn about trans-prefectural resource management in Tokyo Bay. Visits to the Japan Fisheries Research and Education Agency (FRA) are also planned.

Ibaraki Prefecture

Participants will travel to Ibaraki Prefecture, known for both marine and freshwater fishing/aquaculture. The itinerary includes visits to fisheries research institutes, sea farming centres, and discussion sessions with FCA fishers.

Yamagata Prefecture

Participants will travel to Yamagata Prefecture, located in north-western Japan. The visit will include onboard training at set-net operation sites, visits to salmon hatcheries, local fish markets, sea farming centres and fishery high schools.

Chiba Prefecture

Participants will travel to Chiba Prefecture, known for its large tuna markets and economically important fish species, such as alfonso. The itinerary includes tuna markets, marine product processing companies, and discussions with FCA members on local fisheries management of alfonso.

Please note that there may be changes in the plan.

Attachment 2: The Itinerary of the LTCFMA 2025

As for REFERENCE

Leadership Training Course on Fisheries Management and Administration 2025 (LTCFMA)

DATES		LECTURES		
		AM (09:30~12:30)	PM (13:30~16:30)	
2025/9/2	TUE	Arrival in Japan		General Training Period: Training @ L stay & grow Harumi 3-8-1, Harumi, Chuo-ku, Tokyo, Japan Tel: +81-3-3532-6030
2025/9/3	WED	Orientation	Opening Ceremony @ OFCF HQs	
2025/9/4	THU	Japanese Language	Japan's Overseas Cooperation for Fisheries	
2025/9/5	FRI	Introduction to Japanese Fisheries	Japanese Language (Practical)	
2025/9/6	SAT	Japanese Language		
2025/9/7	SUN	Day Off		
2025/9/8	MON	Japan's Fisheries Resource Management		
2025/9/9	TUE	Responsible Tuna Fisheries		
2025/9/10	WED	Fishing Methods and Gear		
2025/9/11	THU	Fisheries Cooperatives in Japan	The Fisheries Market System of Japan	
2025/9/12	FRI	Site Visit to Toyosu Market		
2025/9/13	SAT	Japanese Language		
2025/9/14	SUN	Day Off		
2025/9/15	MON	Japanese Language	Japanese Language	
2025/9/16	TUE	Fisheries Policy in Japan	"Umigyo" Promotion and the Management of	
2025/9/17	Wed	Japanese Language	Marine Food Processing in Japan	
2025/9/18	THU	Measures Against IUU Fisheries		
2025/9/19	FRI	Site Visit to Kanagawa Prefecture		
2025/9/20	SAT	Day Off		
2025/9/21	Sun	Day Off		
2025/9/22	Mon	Japanese Language	Japanese Language	
2025/9/23	TUE	Japanese Language	Japanese Language	
2025/9/24	WED	Project Studies		
2025/9/25	THU	Japanese Language	Smart Fisheries in Japan	
2025/9/26	FRI	Ocean Environmental Sciences		
2025/9/27	SAT	Japanese Language		
2025/9/28	SUN	Day Off		
2025/9/29	MON	Japanese Language	Sustainable Commercial Whaling	
2025/9/30	TUE	Introduction to Statistics for Fish Population Analysis		
2025/10/1	WED	Population Dynamics		
2025/10/2	THU	Project Studies		
2025/10/3	FRI	Japanese Language	Aquaculture and Stock Enhancement in Japan	
2025/10/4	SAT	Day Off		
2025/10/5	SUN	Day Off		
2025/10/6	MON	Marine Ecology		
2025/10/7	TUE	Project Studies		
2025/10/8	WED	Japanese Language	Sex Determination Factors of Fish	
2025/10/9	THU	Site Visit to Ibaraki Prefecture (Day 1)		
2025/10/10	FRI	Site Visit to Ibaraki Prefecture (Day 2)		
2025/10/11	SAT	Day Off		
2025/10/12	SUN	Day Off		
2025/10/13	MON	Japanese Language	Japanese Language	
2025/10/14	TUE	Project Studies		
2025/10/15	WED	Lecture on RMFOs	Visit to TUMSAT	
2025/10/16	THU	Data Collection and Statistics		
2025/10/17	FRI	Fisheries Administration System in Japan		
2025/10/18	SAT	Day Off		
2025/10/19	SUN	Moving to TUMSAT		
2025/10/20	MON	Opening Ceremony @ TUMSAT		
2025/10/21	TUE	Project Studies		
2025/10/22	WED	Project Studies		
2025/10/23	THU	Project Studies		
2025/10/24	FRI	Project Studies		
2025/10/25	SAT	Day Off		
2025/10/26	SUN	Day Off		
2025/10/27	MON	Project Studies		
2025/10/28	TUE	Project Studies		
2025/10/29	WED	Site Visit to Yamagata Prefecture Day 1		
2025/10/30	THU	Site Visit to Yamagata Prefecture Day 2		
2025/10/31	FRI	Site Visit to Yamagata Prefecture Day 3		
2025/11/1	SAT	Day Off		
2025/11/2	SUN	Day Off		
2025/11/3	MON	Day Off		
2025/11/4	TUE	Project Studies		
2025/11/5	WED	Project Studies		
2025/11/6	THU	Project Studies		
2025/11/7	FRI	Presentation Practice		
2025/11/8	SAT	Day Off		
2025/11/9	SUN	Day Off		
2025/11/10	MON	Project Studies		
2025/11/11	TUE	Project Studies		
2025/11/12	WED	Site Visit to Chiba Prefecture Day 1		
2025/11/13	THU	Site Visit to Chiba Prefecture Day 2		
2025/11/14	FRI	Project Studies		
2025/11/15	SAT	Day Off		
2025/11/16	SUN	Day Off		
2025/11/17	MON	Project Studies		
2025/11/18	TUE	Project Studies		
2025/11/19	WED	Presentation @ TUMSAT	Closing Ceremony @ TUMSAT	
2025/11/20	THU	Moving to L Stay & Grow Harumi		
2025/11/21	FRI	Presentation @ OFCF HQs		
2025/11/22	SAT	Day Off		
2025/11/23	SUN	Day Off		
2025/11/24	MON	Day Off		
2025/11/25	TUE	Visit to KYOTO Day 1		
2025/11/26	WED	Visit to KYOTO Day 2		
2025/11/27	THU	Visit to KYOTO Day 3		
2025/11/28	FRI	Closing Ceremony @ OFCF		
		Leaving Japan		

Technical Training Period

 Training @
 Tokyo University of Marine Science
 and Technology (Shinagawa
 campus)
 4-5-7 Konan Minato-ku, Tokyo
 108-8477

Pre-departure Period

Staying @
 L stay & grow Harumi

Participants will be informed of the detailed schedule of lectures and site visits for LTCFMA FY2026 in due course.