

for applicants

Course Guide

For the

Leadership Training Course on Fisheries

Management and Administration

(LTCFMA)

in 2025



Photo: Participants of the 2024LTCFMA



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) 2025" 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 **four** administrators or researchers from **four** different countries who work for a government or government-related office and are **45 years old or younger**.

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

1-4 Course Schedule

2nd SEP 2025 – 31st NOV 2025 【89 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

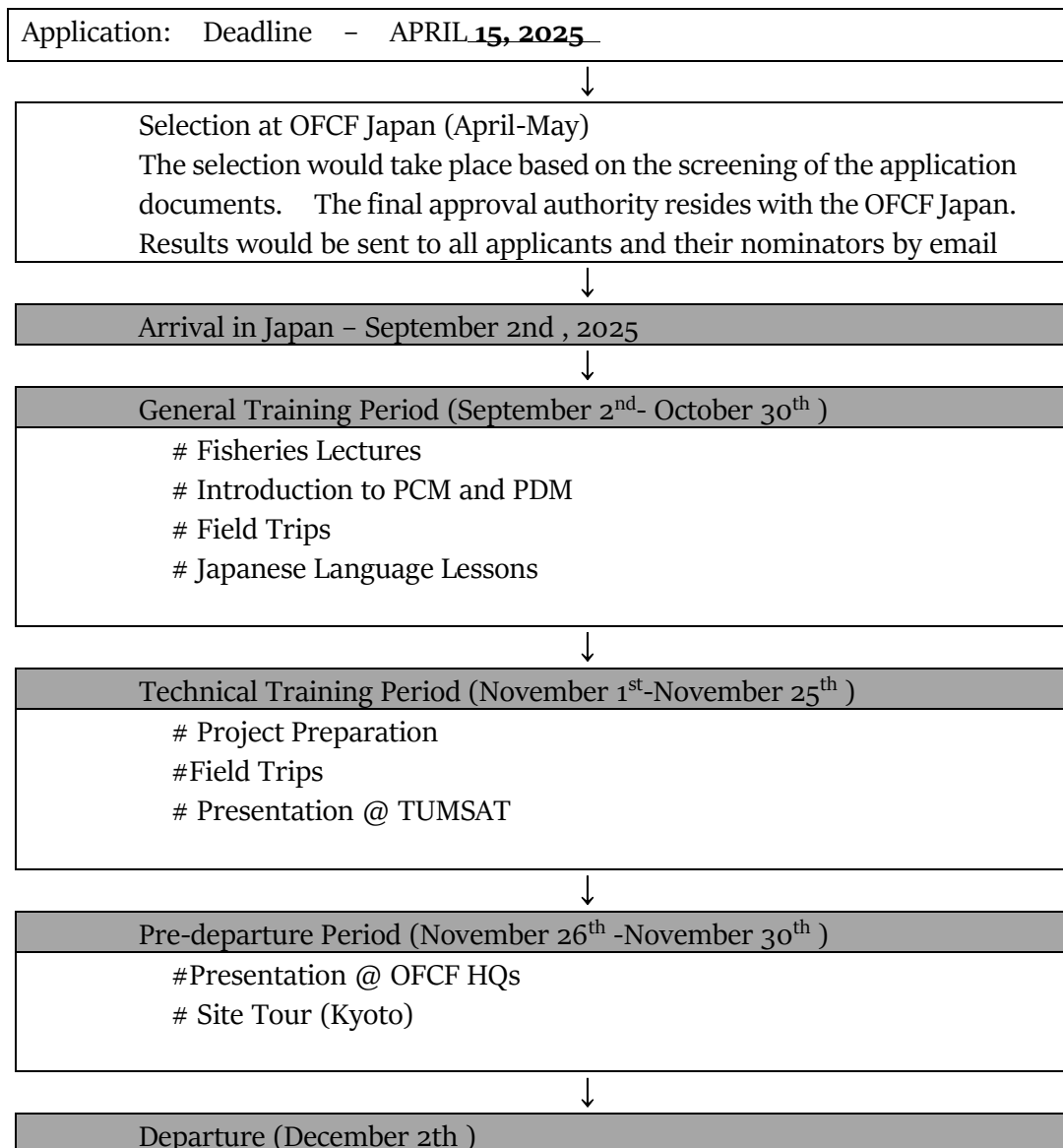
All participants will give two presentations during the course.

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.**

2. Participation Guidelines

2-1 Eligibility Requirements

The participants for the LTCFMA 2025:

- 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 office or 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 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 1 (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 (4 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	Should include the photo page, passport number, issuing authority, and expiration date. 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.
Photograph of Applicant (In electronic data (jpg, etc.))	<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 as a fisheries administrator/researcher 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 4 Sheets (Power Point)	<ul style="list-style-type: none"> ● General information on the status of the fisheries sector in your country, covering: <ul style="list-style-type: none"> ➤ The scale and trends observed in the sector ➤ Relevant laws and regulations governing the fisheries industry ➤ Key stakeholders and institutions responsible for maintaining the system <p>*Photos, tables and graphs should be used efficiently</p> <p>*The front and back cover can be excluded from the 4 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 2024

Attachment 3: Application Forms

Should you require any further clarification on LTCFMA 2025

Please contact:

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(OFCF Japan)

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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 since World War II.

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.

Kanagawa Prefecture

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

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, which has one of the largest salmon catches in the country. The visit includes set-net operation sites, salmon hatcheries, and local fish markets.

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 2024

SCHEDULE						
Leadership Training Course on Fisheries Management and Administration 2024(LTCFMA)						
DATE		CONTENTS				
		AM (09:30~12:30)		PM (13:30~16:30)		
		Lecture		Lecture		Accommodation
2-Sep	Mon	Arrival in Japan (Arrival date may differ according to the flight schedule)				TOKYO
↓ General Training at L Stay & Grow HARUMI ↓						
3-Sep	Tue	Course Orientation and Guidance		Courtesy Call on the OFCF President		TOKYO
4-Sep	Wed	Japanese language 1		Japan's Overseas Fishery Cooperation		TOKYO
5-Sep	Thu	Japanese language 2		Introduction to Japanese Fisheries		TOKYO
6-Sep	Fri	Japan's Fisheries Distribution				TOKYO
7-Sep	Sat	Japanese language 3		PM off		TOKYO
8-Sep	Sun	Day off		Day off		TOKYO
9-Sep	Mon	ResponsibleTuna Fisheries		Japanese Tuna culture		TOKYO
10-Sep	Tue	Japanese language 4		Fisheries Information and Smart Fisheries		TOKYO
11-Sep	Wed	Japanese language 5		Propagation and Culture of Aquatic Resources in Japan		TOKYO
12-Sep	Thu	Management of Fisheries Resources in Japan		Management of Fisheries Resources in Japan		TOKYO
13-Sep	Fri	Day trip to TOYOSU Fish Market				TOKYO
14-Sep	Sat	Japanese language 6		Japanese language 7		TOKYO
15-Sep	Sun	Day off		Day off		TOKYO
16-Sep	Mon	Day off (National holiday)		Day off (National holiday)		TOKYO
17-Sep	Tue	Japanese language 8		Japanese Fisheries policy and administration		TOKYO
18-Sep	Wed	Marine food processing in Japan		Japan's Fisheries Cooperative Association		TOKYO
19-Sep	Thu	Japan's IUU countermeasures		Japan's IUU countermeasures		TOKYO
20-Sep	Fri	Fishing Methods and Gears		Fishing Methods and Gears		TOKYO
21-Sep	Sat	Japanese language 9		Japanese language 10		TOKYO
22-Sep	Sun	Day off		Day off		TOKYO
23-Sep	Mon	Day off (National holiday)		Day off (National holiday)		TOKYO
24-Sep	Tue	Japanese Language 11		"Umigyo" Promotion and the Management of Local Resources		TOKYO
25-Sep	Wed	Day trip to Kanagawa Pref.				TOKYO
26-Sep	Thu	Marine Ecology		Marine Ecology		TOKYO
27-Sep	Fri	Project Study		Project Study		TOKYO
28-Sep	Sat	Day off		Day off		TOKYO
29-Sep	Sun	Day off		Day off		TOKYO
30-Sep	Mon	Japanese language 12		Japanese language 13		TOKYO
1-Oct	Tue	Marine resource biology		Marine resource biology		TOKYO
2-Oct	Wed	Project Study		Project Study		TOKYO
3-Oct	Thu	Japanese language 14		Biology of Fisheries Resources		TOKYO
4-Oct	Fri	Japanese language 15		Sustainable commercial whaling		TOKYO
5-Oct	Sat	Day off		Day off		TOKYO
6-Oct	Sun	Day off		Day off		TOKYO
7-Oct	Mon	Japanese language 16		Japanese language 17		TOKYO
8-Oct	Tue	Data Collection and Statistics		Data Collection and Statistics		TOKYO
9-Oct	Wed	Population Dynamics		Population Dynamics		TOKYO
10-Oct	Thu	Introduction of Statistics for Fish Population Analysis		Introduction of Statistics for Fish Population Analysis		TOKYO
11-Oct	Fri	Project Study		Project Study		TOKYO
12-Oct	Sat	Day off		Day off		TOKYO
13-Oct	Sun	Day off		Day off		TOKYO
14-Oct	Mon	Day off (National holiday)		Day off (National holiday)		TOKYO
15-Oct	Tue	Introduction of Fisheries Administration		Introduction of Fisheries Administration		TOKYO
16-Oct	Wed	Field Study Tour in Ibaraki Pref.		Field Study Tour in Ibaraki Pref.		Ibaraki pref.
17-Oct	Thu	Field Study Tour in Ibaraki Pref.		Field Study Tour in Ibaraki Pref.		Ibaraki pref.
18-Oct	Fri	Project Study		Project Study		TOKYO
19-Oct	Sat	Day off		Day off		TOKYO
↓ Technical Training (Tokyo University of Marine Science and Technology [TUMSAT]) ↓						
20-Oct	Sun	Checking out of hotel, and moving to Shinagawa				Shinagawa
21-Oct	Mon	Opening Ceremony @ TUMSAT		Orientation for Technical Training		Shinagawa
22-Oct	Tue	Project Planning		Project Planning		Shinagawa
23-Oct	Wed	Project Planning		Project Planning		Shinagawa
24-Oct	Thu	Project Planning		Project Planning		Shinagawa
25-Oct	Fri	Project Planning		Project Planning		Shinagawa
26-Oct	Sat	Day off		Day off		Shinagawa
27-Oct	Sun	Day off		Day off		Shinagawa
28-Oct	Mon	Field Study Tour in Yamagata Pref.		Field Study Tour in Yamagata Pref.		Yamagata Pref.
29-Oct	Tue	Field Study Tour in Yamagata Pref.		Field Study Tour in Yamagata Pref.		Yamagata Pref.
30-Oct	Wed	Field Study Tour in Yamagata Pref.		Field Study Tour in Yamagata Pref.		Yamagata Pref.
31-Oct	Thu	Project Planning		Project Planning		Shinagawa
1-Nov	Fri	Project Planning		Project Planning		Shinagawa
2-Nov	Sat	Day off		Day off		Shinagawa
3-Nov	Sun	Day off		Day off		Shinagawa
4-Nov	Mon	Project Planning		Project Planning		Shinagawa
5-Nov	Tue	Project Planning		Project Planning		Shinagawa
6-Nov	Wed	Project Planning		Project Planning		Shinagawa
7-Nov	Thu	Midterm presentation		Midterm presentation		Shinagawa
8-Nov	Fri	Project Planning		Project Planning		Shinagawa
9-Nov	Sat	Day off		Day off		Shinagawa
10-Nov	Sun	Day off		Day off		Shinagawa
11-Nov	Mon	Project Planning		Project Planning		Shinagawa
12-Nov	Tue	Field Study Tour in Chiba Pref.		Field Study Tour in Chiba Pref.		Chiba Pref.
13-Nov	Wed	Field Study Tour in Chiba Pref.		Field Study Tour in Chiba Pref.		Chiba Pref.
14-Nov	Thu	Project Planning		Project Planning		Shinagawa
15-Nov	Fri	Project Planning		Project Planning		Shinagawa
16-Nov	Sat	Day off		Day off		Shinagawa
17-Nov	Sun	Day off		Day off		Shinagawa
18-Nov	Mon	Project Planning		Project Planning		Shinagawa
19-Nov	Tue	Project Planning		Project Planning		Shinagawa
20-Nov	Wed	Presentation @ TUMSAT		Closing Ceremony @ TUMSAT		Shinagawa
21-Nov	Thu	Checking out of hotel, and moving back to L Stay & Grow Harumi				TOKYO
↓ Preparation for leaving (TOKYO) ↓						
22-Nov	Fri	Preparation for presentation		Final Presentation @ OFCF HQs		TOKYO
23-Nov	Sat	Day off		Day off		TOKYO
24-Nov	Sun	Day off		Day off		TOKYO
25-Nov	Mon	Field Study Trip in KYOTO		Field Study Trip in KYOTO		Kyoto Pref.
26-Nov	Tue	Field Study Trip in KYOTO		Field Study Trip in KYOTO		Kyoto Pref.
27-Nov	Wed	Field Study Trip in KYOTO		Field Study Trip in KYOTO		Kyoto Pref.
28-Nov	Thu	Course Review		Closing ceremony @ OFCF HQs		TOKYO
29-Nov	Fri	Departure from Japan (Arrival date may differ according to the flight schedule)				

Attachment 3: Application Forms

Application deadline : April 15, 2025

The application documents should be filled out in English (typed)

No	Title	Form
1	Letter of Recommendation	Form 1
2	Applicant Information	Form 2
3	Medical certificate	Form 3
4	Employment certificate	Form 4
5	Academic Background	Form 5
6	Overview of the organization to which the applicant belongs	Form 6

Please note that Documents and Assignments are required in addition to the these Forms.