

*For Applicants*

**Course Guide**  
**for**  
**Leadership Training Course on**  
**Fisheries Management and Administration**  
**(LTCFMA)**  
**in 2021**



**Overseas Fishery Cooperation Foundation of Japan**  
**( OFCF )**

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## 1. Course Information

### 1.1 Introduction

#### Objective

Overseas Fishery Cooperation Foundation of Japan (OFCF) conducts Leadership Training Course on Fisheries Management and Administration (LTCFMA) 2021 to contribute to the development of fisheries in the coastal nations with which Japan has relations and to foster international amicable relations in the field of fisheries.

In response to the urgent needs of the related coastal nations for the cultivation of human resources that are expected to play a leading role in developing their fisheries sector, OFCF Japan has been effectively helping to foster capable personnel by inviting the candidates to Japan to participate in its training programs which meet their needs.

LTCFMA is designed to nurture competent personnel in the fisheries field by providing them with expert training programs to acquire a deeper knowledge of fisheries administration.

#### Outline of Course Contents

LTCFMA extends over three months from September to December 2021, which is composed of three periods as follows:

1) General Training Period: 5 weeks

The general training will be conducted in or near Tokyo. In the training, the participants will acquire basic communication skills in Japanese necessary for their daily life in Japan for three months. They will also hear various lectures on fisheries and visit some fisheries-related facilities near Tokyo so as to grasp the outline of Japan's fisheries and the fisheries administration and policy of Japan, and then attend some lectures and practical training of the specialized subjects to be prepared for the technical training at Tokyo University of Marine Science and Technology (TUMSAT).

2) Technical Training Period: 7 weeks

After completing the general training, the participants will move into the technical training at TUMSAT(※) where they will mainly work on the project formulation under the supervision of the professors at the university. The end goal of this training is to formulate the project to solve the problems related to fisheries management to be worked on by the participants after returning home. They will also visit several fisheries-related facilities. The participants are officially registered as visiting researchers at TUMSAT.

※ TUMSAT : Tokyo University of Marine Science and Technology  
(<https://www.kaiyodai.ac.jp/english/>)

3) Preparation Period for Returning Home & Sight tour: 3days

Before leaving Japan, the participants will visit Japanese historical city of Kyoto to come in contact with Japan's history and culture.

## Framework of the Training Course

Application deadline : **May 31, 2021**



<b>General Training Period: 5 weeks</b>
# Japanese Language Lessons and Exercise # Fisheries Lectures # Domestic study trip (tour of fishery facilities) 1. Fisheries of Japan Overseas Fishery Cooperation of Japan, Fisheries Policy of Japan, Introduction to Japan's Fisheries, Distribution of Marine Products, Responsible Tuna Fisheries, Aquaculture and Stock Enhancement in Japan, Seafood Processing in Japan, Fisheries Resource Management in Japan, Fisheries Cooperatives in Japan, Forecasting of Fishing and Oceanographic Conditions in Japan, Sustainable commercial whaling by Japan. 2. Specialized Subjects Marine Ecology, Ocean Environmental Sciences, Biology of Fisheries Resources, Data Collection and Statistics, Introduction of Statistics for Fish Population Analysis, Population Dynamics, Fishing Technology and Introduction of Fisheries Administration 3. Orientation for Technical Training



<b>Technical Training Period : 7 weeks</b>
This training is organized and sponsored by OFCF Japan, and conducted by the faculty of Tokyo University of Marine Science and Technology (TUMSAT) . # Composition of Country Profile and Presentation # Formulation of the Individualized Project and Presentation # Acquisition of knowledge and Skills necessary for the above tasks 1. Word, Excel, PowerPoint 2. Data Gathering through the Internet 3. Project Cycle Management (PCM) and Project Design Matrix (PDM) 4. Presentation # Study Trips Small bottom trawlers, Conger eel tube trap fishers, set net fishers, Fishing port and Fishery Cooperatives



<b>Preparation Period for Returning Home &amp; Sight tour: 3days</b>
# Study Tour (Kyoto)



<b>Leaving Japan for Home</b>
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## Language

The language used in the training is English.

## Goals and Objectives

Following the completion of LTCFMA, the participant will:

- be able to take the lead in the development of administration/research sections in the fisheries sector.
- have a general knowledge of Japan's fisheries and the management of international fishery resources.
- have a wide and deep knowledge on the management of sustainable fisheries with practical experience.
- have a method to identify and solve problems through the task of project formulation work, so that he/she can cope with some challenges related to fisheries in the future.

## 1.2 Application Guideline

### Application Requirements

The participant for LTCFMA 2021

- 1) shall be under the age of 45 and have a bachelor's degree or equivalent educational background.
- 2) shall be fisheries administrator or researcher working in the operational management section of the government or government-owned organization, with due recommendation from his/her government.
- 3) shall have a general knowledge and skills in his/her present working field and be expected to play a leading role in the fisheries in future.
- 4) shall be highly motivated to participate in LTCFMA in order to upgrade his/her knowledge and skills through the learning of LTCFMA.
- 5) shall be proficient in the English language with a TOEFL iBT score of 80 or higher, or have equivalent command of English.
- 6) shall be healthy both physically and mentally with a medical certificate by medical doctor.
- 7) Only one person can apply from each country.

### Application Procedure

The applicant is requested to send in the following documents prepared in English to OFCF Japan by e-mail.

Application Forms (PDF or Excel)

- 1) A letter of recommendation from his/her government
- 2) Applicant information
- 3) Medical certificate
- 4) Employment certificate signed by the relevant government officer with the guarantee of his/her status at work after returning home
- 5) Information on academic background
- 6) Overview of the organization to which the applicant belongs Attachments
- 7) A copy of the applicant's passport
- 8) Photograph (image data, upper body)
- 9) A copy of a diploma or certificate of the completion of a school course

#### Assignment

- ① Curriculum Vitae
- ② Job report
- ③ Country Profile
- ④ Motivation

#### **Privacy policy**

The submitted documents will not be returned to the applicant in any case, even after the completion of the training. OFCF use the obtained data only for training purposes and will properly destroy the documents after storage for several years.

### **1.3 Training Expenses**

#### **Expenses**

OFCF Japan will bear all the expenses for LTCFMA. Among them, personal expenses are shown below:

- 1) Airfare  
OFCF Japan will procure a round-trip economy-class air ticket between the Narita or Haneda International Airport in Japan and the nearest international airport in his/her country. In principle, changes to the itinerary are not permitted.
- 2) Initial allowance  
On arrival in Japan, OFCF will pay ¥27,000 to the participant one time only to reimburse any expenses incurred during the time of preparation for the trip to Japan (including the visa application cost).
- 3) Accommodations  
OFCF will prepare accommodation for participant during their stay in Japan.
- 4) Meal expenses  
OFCF Japan will pay ¥2,800 per day to the participant or directly to the hotels who serve meals.
- 5) Miscellaneous expenses (Personal allowance)  
OFCF Japan will provide ¥2,100 per day for the participant, which can pay for the cost of laundry service, haircut, transportation, etc.
- 6) Study trips  
OFCF Japan will bear the expenses for study trips during the training, such as hotel charges, transportation, etc.
- 7) Stationary  
OFCF Japan will provide the participant with writing materials and a backpack.
- 8) Airfreight for sending documents  
OFCF Japan will bear the cost of sending the documents of up to 10kg by air when the participant leaves Japan. They should be the materials and textbooks obtained during the training. Any surcharges for the package weighing over 10kg must be paid by the participant.

## Insurance

OFCF Japan will bear the insurance premiums for personal accident and sickness for the participant as shown below, in accordance with the regulations of OFCF Japan. However, the insurance does not cover claims for dental treatment, intentional accident, etc.

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 ¥30,000,000
	Accompanying baggage		Up to ¥150,000
	Rescue expenses		Up to ¥3,000,000
Personal liability		Up to ¥10,000,000	
Coverage period:	From the time the participant leaves home country till the time he/she arrives back in home country		

## Accommodations

All accommodations will be provided and paid for by OFCF Japan.

It should be noted that no person other than the participant is permitted to use the accommodation facilities.

## Supported

Only participant will be supported or paid for by OFCF.

OFCF will not support the participant' private objectives.

## Bring own laptop

Participant brings laptops with the following functions.

- OS: windows 10~ or macOSv10~
- Install Excel, Word and Power point (ver. 2016~)

OFCF will lend to participant who do not have a PC with this spec.

## 2. Course Contents

### 2.1 General Training Period

#### 2.1.1 Fisheries of Japan

##### Objective

The objective is to acquire a broad knowledge and develop a different perspective concerning the fisheries of Japan through specialized fisheries lectures given by the experts who have many achievements and experiences in such fields as international cooperation, distribution, resources, processing and management of fisheries.

##### Contents of Each Lecture

###### 1) Japan's Overseas Fishery Cooperation

This lecture summarizes Japan's Official Development Assistance (ODA), explaining about the concept of Japan's economic cooperation. It also outlines OFCF Japan's overseas fishery cooperation activities.

###### 2) Fisheries Policy in Japan

This lecture gives an outline of the fisheries policy of the Japanese government. It also covers the trend of Japan's fisheries of recent years.

###### 3) Introduction to Japan's Fisheries

This lecture gives a general outline of historical changes of Japan's fisheries after WWII, the domestic industry structure and supply-demand balance, the position of Japan's fisheries in the world and its present situation. Japan's fisheries administration and policy and the future outlook are also described.

###### 4) Fish Marketing in Japan

This lecture covers the supply of fishery products in Japan in relation to the world supply-demand balance as well as Japanese government policy and how the private sector copes. It also explains the distribution system at present and for the future, including the mention of transaction through the wholesale market and the trend of consumption, and new distribution mode using the information technology (IT) that has made progress in recent years.

###### 5) Responsible Tuna Fisheries

This lecture introduces the organization and activities of OPRT (Organization for Promotion of Responsible Tuna Fisheries), international NGOs, ecology of tuna, tuna fisheries and market, resource management of tuna and IUU fisheries, etc.

###### 6) Aquaculture and Stock Enhancement in Japan

This lecture gives an overview of the aquaculture of fishes, invertebrates and seaweed in Japan. It also covers the stock enhancement activities such as releasing of seedlings which is widely conducted in Japan.

###### 7) Seafood Processing in Japan

This lecture introduces diverse processed seafood products and processing and preservation techniques applied in Japan.

###### 8) Fishery Resource Management in Japan

This lecture introduces major fishes supplied for food in Japan and reviews the present status of their stocks. It also covers the methods of stock assessment and the resource management measures implemented in Japan.

###### 9) Fishery Cooperatives in Japan

This lecture introduces the organization, functions, roles of the fishery cooperatives and their resource management activities.

10) Forecasting of Fishing and Oceanographic Conditions in Japan

This lecture gives an outline of the fishing and oceanographic forecasting system of JAFIC (Japan Fisheries Information Service Center) and its technologies and services.

11) Sustainable commercial whaling by Japan

Current whaling situation in the world and the Japanese process to start commercial whaling in its Exclusive Economic Zone.

### Study Trips

The participants will visit some fishery-related facilities near Tokyo to supplement the information obtained in the lectures and observe the present situation of fisheries resource management, quality control, regional fishery associations and fisheries research in Japan.

## 2.1.2 Specialized Subjects

### Objective

The objective is to acquire a wide-ranging knowledge and broaden the participants' horizons by attending lectures and practical training given by university lecturers and those who have worked in the administrative agencies and international organizations, so that the participants can make a smooth transition to the technical training at TUMSAT.

### Contents of Each Lecture

1) Marine Ecology

This lecture covers the ecosystem of the surface and bottom layers of open seas, estuary, intertidal zone, mangrove, seagrass beds and coral reefs as well as the topic of marine pollution.

2) Ocean Environmental Sciences

This lecture covers the ocean and its environment, the light environment in the ocean, contamination by radioactive materials and oils, and the action of ocean particles.

3) Biology of Fisheries Resources

This lecture covers the population structure, life history and survival process, age and growth, reproduction, predator-prey relationship and food web, resource fluctuation and the distribution and migration of the fisheries resources.

4) Data Collection and Statistics

This lecture covers the types of necessary data for fisheries, minimum catch statistics to be prepared by the government, means and methods of collecting statistics, sampling design, comparison of landing-site survey and market survey, CPUE, estimation methods of stock status and the data required for ecosystem management.

5) Introduction of Statistics for Fish Population Analysis

In this class, a lecture and practical training are given on the data required for stock assessment and management, stock estimation (De Lury method), growth formulas and population dynamics (MSY etc.).

#### 6) Population Dynamics

In this class, a lecture and practical training are given on catch equations that indicate survival processes, how to set resource management targets, stock estimation methods (cohort analysis), and simulations to imitate resource fluctuations.

#### 7) Fishing Technology

This lecture covers fishing techniques as fish detection, attraction and operation with active and passive types of fishing strategy both for angling and net gears, together with the gear selectivity approaches for solving the by-catch and discard issues.

#### 8) Introduction of Fisheries Administration

This lecture covers the sea areas and land areas, living resources and stakeholders which form the basis of fishing activities, administrative measures to be taken by the participant for the development of the fisheries at home and the formulation, implementation, checking and revising procedures of the measures, including discussions. It also gives an outline of Japanese laws and regulations and administrative organizations for reference information.

### Study Trips

In order to supplement the lectures, the participants will visit some fishery-related facilities near Tokyo and observe the current situation of fisheries resource management, quality control, regional fishery associations and fisheries research in Japan.

### 2.1.3 Orientation for Technical Training

In order for the participants to make a smooth transition to the technical training at TUMSAT, the instructors at the university give a lecture on the outline of the training (composition of the country profile, formulation of the problem-solving project for their respective countries) as well as on the mental preparation. Information on the life in the vicinity of the university is also given.

## 2.2 Technical Training Period

The technical training is a major part of Leadership Training Course on Fisheries Management and Administration (LTCFMA) 2021, focusing on the task to formulate the project to solve the problems associated with the fisheries management which is to be implemented by the participants after returning home. This technical training is organized and sponsored by Overseas Fishery Cooperation Foundation of Japan (OFCF Japan) and conducted by the faculty of Tokyo University of Marine Science and Technology (TUMSAT).

### 2.2.1 Technical Training

#### Objective

The technical training is a major part of Leadership Training Course on Fisheries Management and Administration (LTCFMA) 2021, focusing on the task to formulate the project to solve the problems associated with the fisheries management which is to be implemented by the participants after returning home country. This technical training is

organized and sponsored by Overseas Fishery Cooperation Foundation of Japan (OFCF Japan) and conducted by the faculty of Tokyo University of Marine Science and Technology (TUMSAT).

After completing the General Training period, the participants are engaged in the Technical Training program, as being officially registered as the visiting researcher at TUMSAT. Under the guidance of Professors at TUMSAT, the participants will compose the country profile for identifying the problems related to the fisheries management, and then develop the project action plan for a solution as the end goal of the training. The technical training aims to provide participants with the theoretical and practical skills to design the project through the Project Cycle Management (PCM) approach.

### **Country profile and Project Action Plan**

In the technical training, the participants will firstly compose the country profile under the guidance of the university Professors, by elaborating his/her own country report submitted at the time of application, and make a power point slide-show for seminar class presentation. The country profile must include the general outline of his/her country, followed by statistics and relevant information on the current status of the fishing industry, especially with the major fishing gear / methods and target species, management system of policy and regulations. The presentation materials must be informative to give clear understanding by including relevant maps, photographs and Excel tables / graphics. The participants are strongly requested to prepare all these data and visual materials prior to the start of LTCFMA and get them ready for the technical training.

After that, based on the knowledge and skills acquired in a series of lectures and field visits as well as on the country profile, the participants will work on the formulation of the project to solve the problems concerning the fisheries management for sustainable development in their countries, through the tutorial seminar on the Project Cycle Management (PCM) consisting of Task Analytical Stage and Project Planning Stage.

### **PCM training as the standard procedure to design the project**

Analytical Stage is started with the Stakeholders analysis around the core problem on the sustainable development of fisheries identified in the country profile, for stepping into the Problem analysis by composing the problem tree as the chain relations of the causes and effects. Then, the problem tree is transformed into the objective tree for examining the suitable approach to solve the core problem in the Objective analysis. In the Project Planning Stage, the implementation details are examined with the Project Design Matrix (PDM) as well as the time schedule for the Plan of Operation (PO), in order to discuss the feasibility of the project action plan.

The final stage of the Technical Training is the seminar presentation of the project, with the power point slide-show to explain the action plan contents.

Together with the slide-show presentation, the participants are expected to compose the one-sheet poster to show the project outline, as well as the concept paper for the project proposal to be submitted for implementation support after returning back to his/her home office.

PCM training is conducted through the active learning approach in the seminar-style group discussion under the guidance by professors, to improve the presentation skill and to learn the way of question and answer discussion for graduate course program at TUMSAT.

## Field trips

Several on-site study trips will be scheduled during the Technical Training period for visiting the fishing ports and fishery cooperatives in order to understand the practical fishing activities such as the coastal trawl, conger eel tube trap and set-net fisheries. The participants may also have a chance to join the short-term onboard training in a University research and training vessel.

The guidance will be given prior to each excursion, while the participants are expected to enhance their understanding by self-learning through the internet search on the location of places to visit, fishing gear and methods, and target species. The participants are expected to complete the one-sheet poster for explaining own understandings after completing each field trip.

## 2.2.2 Program Structure and Schedule

The technical training program consists of lectures, tutorials, seminars and field trips, of which schedules may be changed because of the weather and field trip availability. The participants will be notified whenever the schedule changes.

## 2.2.3 Daily Activities at the University

The participants are requested to manage their own studies as official visiting researchers of the university. Although a weekly timetable of the training program will be provided, there will be some few vacancies in the schedule. This does not mean that the participants are free from studying. Such time should be spent for self-learning of their PCM task activities and for preparations of seminar presentation.

## 2.2.4 Reservation of Rights

The data and the research product belonging to Tokyo University of Marine Science and Technology may not be publicly disclosed without permission.

## 2.2.5 Remarks on Project Action Plan

The Project Action Plan is constructed by the participant during the OFCF LTCFMA, while the views and opinions expressed in the Action Plan belong solely to the Author, and do not necessarily reflect the official policy of OFCF, Japan. OFCF Japan is not committed to implementing and supporting of the project prepared by the participant.

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

### 3. Reference: LTCFRMA 2019 schedule

Date		Contents	
		A M (09:30~12:30) Lecture	P M (13:30~16:30) Lecture
2019/9/3	Tu	Arrival	
↓ General Training Period(Training center) ↓			
4-Sep	We	Course Orientation and Guidance	Opening Ceremony
5-Sep	Th	Fisheries of Japan / Japanese Language Lesson	
7-Sep	Sa	Fisheries of Japan / Japanese Language Lesson	
8-Sep	Su	Day off	
9-Sep	Mo	Fisheries of Japan / Japanese Language Lesson	
11-Sep	We	Tour of fishery facilities (Research Institute,IBARAKI)	
12-Sep	Th	Visit central fish market(Toyosu, Tokyo)	
14-Sep	Sa	Japanese Language Lesson	
15-Sep	Su	Day off	
16-Sep	Mo	Fisheries of Japan / Japanese Language Lesson	
21-Sep	Sa	Fisheries of Japan / Japanese Language Lesson	
22-Sep	Su	Day off	
23-Sep	Mo	Fisheries of Japan / Japanese Language Lesson	
28-Sep	Sa	Fisheries of Japan / Japanese Language Lesson	
29-Sep	Su	Day off	
30-Sep	Mo	Specialized Subjects	
2-Oct	We	Tour of fishery facilities (Research Institute,KANAGAWA)	
3-Oct	Th	Specialized Subjects	
4-Oct	Fr	Specialized Subjects	
5-Oct	Sa	Self-Study	
6-Oct	Su	Day off	
7-Oct	Mo	Specialized Subjects	
10-Oct	Th	Making up Preliminary Country Reports	
11-Oct	Fr	Presentation of Preliminary Country Reports	
↓ Technical Training Period (TUMSAT:Tokyo University of Marine Science and Technology ) ↓			
12-Oct	Sa	Preparing to move(Training center→Shinagawa)	
13-Oct	Su	Day off	
14-Oct	Mo	Moving from Training center to Shinagawa, Tokyo	
15-Oct	Tu	Training preparation	Opening ceremony(TUMSAT)
16-Oct	We	Project study planning	Study Trip briefing
17-Oct	Th	Study trip (Fisheries Cooperative, Chiba)	
18-Oct	Fr	Study trip (fishing port, Chiba)	
19-Oct	Sa	Project study planning	
20-Oct	Su	Day off	
21-Oct	Mo	Project study planning	Project study planning
22-Oct	Tu	Holiday	
23-Oct	We	Issue Tree Framework, Project Design Matrix	
26-Oct	Sa	Project goals and problem analysis	
27-Oct	Su	Day off	
28-Oct	Mo	Information session and preparation for boarding a training ship	
1-Nov	Fr	Day off(School festival)	
2-Nov	Sa	Day off(School festival)	
3-Nov	Su	Day off(School festival)	
4-Nov	Mo	Day off(School festival)	
5-Nov	Tu	boarding a training ship	
6-Nov	We	Completion of PDM / Creation of PO	
7-Nov	Th	Study trip (set net fishers, Yamagata)	
8-Nov	Fr	Interim presentation / Individualized instruction	
9-Nov	Sa	Review and modify the presentation	
10-Nov	Su	Day off	
11-Nov	Mo	Review and modify the presentation	
12-Nov	Tu	Completion of presentation	
13-Nov	We	Tour of fishery facilities (Fisheries Cooperative,KANAGAWA)	
14-Nov	Th	Day off	
16-Nov	Sa	Day off	
17-Nov	Su	Day off	
18-Nov	Mo	Preparation for the final presentation	
19-Nov	Tu	Individualized instruction	
20-Nov	We	Individualized instruction	
21-Nov	Th	Training result presentation / Closing ceremony(TUMSAT)	
22-Nov	Fr	Preparation for moving,	Moving to a hotel
23-Nov	Sa	Day off	
24-Nov	Su	Day off	
25-Nov	Mo	Preparation for the final presentation	
26-Nov	Tu	Individualized instruction	
27-Nov	We	Individualized instruction	
28-Nov	Th	Training result presentation / Closing ceremony(TUMSAT)	
29-Nov	Fr	Preparation for moving,	Moving to a hotel
↓ Preparation Period for Returning Home & Sight tour ↓			
30-Nov	Sa	sight trip(Kyoto)	
1-Dec	Su	Training completion ceremony(OFCF)	
2-Dec	Mo	Training completion ceremony(OFCF)	
3-Dec	Tu	Leaving Japan	

※ 2021 training schedule will be notified to participant

# Should you require any further clarification on LTCFMA 2021  
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