

**Course Guide**  
**For the**  
**Leadership Training Course on Fisheries**  
**Management and Administration**  
**(LTCFMA)**  
**in 2024**



OFCF Japan executives, staffs, university instructors and participants of the LTCFMA 2023



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

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## 1. Course Information

### 1.1 Introduction

#### Objective

The Overseas Fishery Cooperation Foundation of Japan (OFCF Japan) will conduct the “Leadership Training Course on Fisheries Management and Administration (LTCFMA) 2024”. This course is aimed for the development of the fisheries sector in coastal countries, and to strengthen friendly relations between these countries and Japan in the fisheries field.

Since 1973, in response to the urgent needs of the coastal countries to train qualified human resources in the fisheries sector, OFCF Japan has been offering various training courses by accepting overseas trainees in Japan.

The LTCFMA is especially designed to provide expert training programs to 5 government officials and researchers from 5 different countries, each of whom is nominated by their government and is expected to play leading roles in their government sector in the future.

This course aims to enable these participants to acquire deeper knowledge on fisheries administration. Specific training is held at educational organizations and institutions in Japan related to national fisheries.

#### Outline of Course Contents

The LTCFMA is conducted throughout three months (September - December, 2024), and is composed of three periods.

##### 1) General Training Period

During the general training period, participants will take lectures related to fisheries. It would start with outlining Japan’s fishery-related policies and industries (Part 1: Fisheries of Japan). Site study tours to fish markets and fishery-related facilities will be included. Lectures on specialized topics (Part 2: Management of Fisheries Resources) and preparation for the Technical Training (Part 3: Project Preparation) later described will also be provided. Participants will also take Japanese language lessons to acquire basic vocabulary necessary for daily life in Japan.

##### 2) Technical Training Period

After the completion of the General Training, the Technical Training will be provided at Tokyo University of Marine Science and Technology (here in after TUMSAT). The final goal is to have each participant formulating their own project under the supervision of the professors at TUMSAT. These projects should be designed to address and solve the problems in the fisheries sector back in the participants home country. The participants will have access to the TUMSAT faculty facilities (library and laboratories etc) during this period.

##### 3) Pre-Departure Period

Before leaving Japan, participants will go on a trip to visit historical sites in Kyoto City to deepen their understanding on the culture and history of Japan.

## Framework of the Course

Application: Deadline – **March 31, 2024**



Selection at OFCF Japan (April-May)

The selection would take place based on the screening of the application documents. The final approval authority resides with the OFCF Japan. Results would be sent to all applicants and their nominators by email



Arrival in Japan – September 2nd, 2024



General Training Period (September 2<sup>nd</sup>- October 30<sup>th</sup>)

# Fisheries Lectures

- ┆ Part 1: “Fisheries of Japan”
- ┆ Part 2: “Management of Fisheries Resources”
- ┆ Part 3: “Project Preparation”

# Japanese Language Lessons



Technical Training Period (November 1<sup>st</sup>-November 25<sup>th</sup>)

This training is organized and sponsored by OFCF Japan, and conducted by the TUMSAT.

# Preparation for each participant’s project

- Lectures on Problem Analysis, Data Gathering, Project Planning and Presentation Skills
- Study trips to facilities related to Fisheries.

# Presentation on each participant’s project



Pre-departure Period (November 26<sup>th</sup>-November 30<sup>th</sup>)

# Site Study Tour (Kyoto)



Departure (December 2th )

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

## **Language**

The language used in the Course is English.

## **Laptops**

Please bring your own laptops with MS Office installed for the project study.

## **Attainments through the Course**

Following the completion of the LTCFMA, participants will:

- be able to lead the development of administration/research sections in the fisheries sector of their own country;
- attain general knowledge of Japan's fisheries sector;
- attain broad and deep knowledge on the sustainable development and management of the fisheries sector;
- be able to cope with fishery-related problems; and
- be able to communicate with Japanese actors related to fisheries.

## 1.2 Participation Guideline

### Qualification of Participants

The participants for the LTCFMA 2024:

- 1) shall be under the age of 40, with a university graduate degree or an equivalent educational background;
- 2) shall be an administrator or researcher working for a government/government-related office. The office or the applicant's position should be related to the fisheries sector,
- 3) shall have adequate working experience in their current position, and is expected to play a leading role there in the future;
- 4) shall be approved and nominated by their government. Each government is to nominate only one candidate that is most suitable for this course;
- 5) is willing to participate in the LTCFMA for deepening one's knowledge and skills on fisheries administration (particularly on the topics outlined in the course guide). Participants cannot be absent from classes or activities planned within the course without permission;
- 6) shall be proficient in English with a TOEFL iBT score of more than 80, or have an equivalent command of the language; and
- 7) shall attain a certificate of good health through a medical doctor.

### Application Documents

Participants are requested to forward the following documents prepared in English to 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 Passport
- 8) Photographs of the Applicant (3 photos)
- 9) Cover Letter
- 10) Resume
- 11) Job Report
- 12) Country Profile

The Country Profile should be made in a Power Point format (4 sheets), illustrating the general information of the participants country and its fisheries sector. It is advised that this Country Profile is informative, introducing such aspects as the status of fishing industries, management policies, related institutions and actors backed up with appropriate data and statistics.

### 1.3 Training Costs, etc.

#### Expenses

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

- 1) Air fare  
OFCF Japan will procure a round-trip (economy-class) air ticket between Japan (Narita or Haneda International Airport) and the nearest international airport for the participant.
- 2) Initial allowance  
On arrival, OFCF Japan will give a one-time allowance of ¥20,000 for covering the participants preparation costs. This will include visa application costs.
- 3) Accommodations  
OFCF Japan will pay the hotel charges throughout the course (the participants are to stay in their designated hotels. Other costs such as, room services and laundry services are excluded).
- 4) Meal expenses (Board)  
OFCF Japan will cover meal expenses up to ¥2,800 per day (the ¥2,800 will be given to the participants or paid directly to the hotels arranging the meals).
- 5) Miscellaneous expenses (Personal allowance)  
OFCF Japan will give ¥2,100 per day to each participant. This is for private use (laundry service etc)
- 6) Tours & Excursion  
OFCF Japan will bear the expenses for tours and excursions planned in the course.
- 7) Stationary, etc.  
OFCF Japan will provide each participant with stationaries and a backpack.
- 8) Air freight for documents and books  
At the end of the course, the OFCF Japan will bear the air freight for documents up to 10kg for each participant. The documents will be sent to the participants home country through international mailing services. Any overweight charges must be covered by the participant.
- 9) Insurance  
OFCF Japan will bear the insurance premiums for personal accident and sickness of the participants as shown below, in accordance with the regulations of OFCF Japan. However, the insurance does not cover dental treatments, intentional accidents, etc. 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
Coverage period:	From departure of participant from home country to return to home country		

## 2. Course Contents

### 2.1 General Training Period

#### 2.1.1 Fisheries of Japan

##### Objective

The OFCF Japan offers participants lectures on fishery policies, the structure of the supply chains, and management methods taken in Japan. By learning Japan's unique policies, industrial structures and actors that uphold Japan's fisheries sector, the OFCF Japan hopes that it may lead to inspirations and break-throughs that would help solve the problems in the participants' countries. Site tours are included.

##### Contents of Each Lecture

1) Japan's Overseas Fishery Cooperation

This lecture summarizes Japan's Official Development Assistance (ODA), and the concept of Japan's economic cooperation concept focusing on the fisheries sector. It also describes OFCF Japan's overseas fishery cooperation activities.

2) Fisheries Policy in Japan

This lecture outlines the Japanese government's fishery policy and administration structure.

3) Introduction to Japan's Fisheries

This lecture gives a general outline of the evolution and changes in the fisheries industry of Japan since WWII.

4) Fisheries Supply Chain of Japan

This lecture covers the international and domestic fisheries supply-demand balance and the Japanese government policies and private sector measures that uphold the supply chains.

5) Responsible Tuna Fisheries

This lecture introduces the many approaches that are taken to uphold sustainable tuna fisheries.

6) Aquaculture and Stock Enhancement in Japan

This lecture introduces the broad aquaculture and the stock enhancement activities conducted in Japan.

7) Marine food processing in Japan

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

8) Japan's Fisheries Resources Management

This lecture introduces the varieties and the resource situation of the economic fish species in Japan. It also covers the regulations and measures for resource management.

9) Fisheries Cooperatives in Japan,

This lecture introduces the roles of the Fisheries Cooperative Associations (FCAs) in Japan, an important mechanism for resource management.

10) Forecasting of Fishing and Oceanographic Conditions in Japan

This lecture will give an overview of Japan's oceanographic forecasting technology.

11) Practices against IUU Fisheries

This lecture will give an overview of the Illegal, Unreported and Unregulated (IUU) fishing of Japan, and the policies and methods that are taken to prevent them.



12) “Umigyo” Promotion and the Management of Local Resources

This lecture introduces the concept of “Umigyo”, an approach to utilize the ocean and the fisheries industry as a valuable resource for developing sea-side communities.

13) Sustainable Commercial Whaling

This lecture introduces the history, methods and debates concerning commercial whaling in Japan.

## 2.1.2 Management of Fisheries Resources

### Objective

Participants will receive lectures on topics related to fisheries and maritime affairs by university professors. The lectures would be helpful in brushing up the participants knowledge on sustainable fisheries and also help a to smooth entry into the training period at TUMSAT. Site tours are included.

### Contents of Lecture

1) Marine Ecology

This lecture will introduce the ecosystem of the ocean from cost to the offshore.

2) Ocean Environmental Sciences

This lecture will discuss the ocean environment and the effects caused by radioactive materials, oil and the ocean particles.

3) Biology of Fisheries Resources

This lecture introduces the ecosystem and life cycle of economic fish species.

4) Data Collection and Statistics

This lecture introduces the many types data necessary for fisheries management.

5) Introduction of Statistics for Fish Population Analysis

This lecture will introduce the data-analysis methods required for stock assessment and management. (Hands on practice is also included in this lecture)

6) Population Dynamics

This lecture will introduce methods on how to set resource management targets, stock estimation methods, and reproduction fluctuation simulations. (Hands on practice is also included in this lecture).

7) Fishing Methods and Gears

This lecture will introduce fishing techniques utilizing scientific information as well as the wide variety of fishing gears.

8) Introduction of Fisheries Administration

This lecture illustrates the administrative role of the government to uphold a thriving and sustainable fisheries sector.

### **2.1.3 Project Preparation**

Here, advices on each participants Country Profile (which was handed in to OFCF Japan as one of the Application Document) will be provided. The participants are expected to update and prepare their Country Profiles so that it can be presented at the start of the Technical Training through these classes (Project Studies). Information on the life environment of the university and the surrounding area where the participants will stay during the Technical Training Period will also be provided.

## **2.2 Technical Training Period**

### **2.2.1 Technical Training**

#### **Objective**

Under the guidance of the TUMSAT instructors, the participants will experience designing projects that would tackle problems their home countries are experiencing in the fisheries management fields.

#### **2.2.2 Structure and Schedule**

The Technical Training consists of lectures, tutorials, seminars and field trips. A short-term time schedule will be announced periodically, particularly in conjunction with occasional fieldwork.

### **Individual Project Plan Design and Presentation**

In entering the Technical Training Period, each participant will make a presentation on their upgraded Country Profile which they had been working on during the General Training. Through the Technical Training, with the help of the University professors, the participants will further brush up their Country Profile, identify the problems that are seen in their fisheries sector back home, and design a project plan that would help to overcome them. The participants will make a presentation on each of their project plans using power points at the TUMSAT and OFCF Japan office at the end of the course.

### **Field trips & Study tour**

During the Technical Training Period, the participants will visit fisheries related facilities and organizations. (Example: Small bottom trawlers, Conger eel tube trap fishers, Set-net fishers, Fishing port and Fisheries Cooperatives). Participants may also conduct short-term onboard training.

### **2.2.3 Life at University**

Participants will stay at a hotel or apartment near to the University during the Technical Training Period, and will need to govern themselves. They are official trainees of the university, and is expected to act accordingly, utilizing no-class days/hours to prepare for classes and their project plans.

### **2.2.4 Reservation of Rights**

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).

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/>

## Attachments:

Attachment 1: List and check sheet of Application Documents

Attachment 2: The Itinerary of the LTCFMA 2023

# Should you require any further clarification on LTCFMA 2024

Please contact:

HAMA Natsu (Ms.)/ FUJII Hiroko (Ms.)

Course manager

International Exchange Promotion Division

Technical Cooperation Department

E-mail: [ofcf-training@ofcf.or.jp](mailto: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

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Fax: 81-3-6895-5388

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

### List of Application Documents for the LTCFMA 2024

The application documents should be filled in English (in typing)

**Application deadline : March 31, 2024**

**Application Forms**

No	Title	Form	In the name of;	Quantity	notes	Check
1	Letter of Recommendation	Form 1	the Minister / Secretary / Director	1 copy		
2	Applicant Information	Form 2	the Applicant	1 copy <b>(3 pages)</b>		
3	Medical certificate	Form 3	a Medical doctor	1 copy		
4	Employment certificate	Form 4	the Minister / Secretary / Director	1 copy		
5	Academic Background	Form 5	School Principal	1 copy	A copy of your "Graduation Certificate" can be used as a substitute	
6	Overview of the organization to which the applicant belongs	Form 6	the Minister / Secretary / Director	1 copy	see the SAMPLE attached	

**Attachments**

No	contents		details	Check
7	Passport Copy	1 copy	Please copy the page with your photograph, passport number, issuing authority, expiration date *Other official documents that states one's FULL NAME, DATE of BIRTH and REGISTERED ADDRESS can also be accepted	
8	Photograph of the applicant	3 pictures	image data (.jpeg) 4x3cm, upper half of the body	

(continued on the next page)

## Assignment

No	contents	format	Remarks	Check
9	Cover Letter	Word	Please state your personal motivation in applying to the LTCFMA	
10	Resume	Word	Please state your: <ul style="list-style-type: none"> <li>• Professional background</li> <li>• Academic background</li> <li>• Qualifications</li> <li>• Skills</li> <li>• Achievements</li> </ul>	
11	Job Report	Word and Excel	Please state the details of your duties at work. Please also express your ideas of how the policies of fisheries management can play a role for sustainable development.	
12	Country Profile	Power Point (4 sheets)	Describe the overview of the fisheries sector in your country as well as the general information (population, GDP, main industry structure etc). Statistics, charts and photos should be used effectively.	

**ATTACHMENT 2**

Leadership Training Course on Fisheries Management and Administration 2023(LTCFMA)		
DATE	CONTENTS	
<b>General Training</b>		
12-Sep	Tue	Arrival of Participants
13-Sep	Wed	Course Orientation and Guidance
14-Sep	Thu	Japanese language 1
15-Sep	Fri	Japanese language 3
16-Sep	Sat	Japanese language 5
17-Sep	Sun	Day off
18-Sep	Mon	Day off (National holiday )
19-Sep	Tue	Japanese language 6
20-Sep	Wed	Japanese language 7
21-Sep	Thu	Japanese language 8
22-Sep	Fri	TOYOSU Fish Market
23-Sep	Sat	Japanese language 10
24-Sep	Sun	Day off
25-Sep	Mon	Responsibility Works for Tuna Fisheries
26-Sep	Tue	Japanese language 11
27-Sep	Wed	Management of Fisheries Resources in Japan Prt.1
28-Sep	Thu	Japanese language 12
29-Sep	Fri	Project Study
30-Sep	Sat	Japanese language 13
1-Oct	Sun	Day off
2-Oct	Mon	Project Study
3-Oct	Tue	Japanese language 14
4-Oct	Wed	Japanese language 15
5-Oct	Thu	Field Study Tour in Kanagawa Prefecture
6-Oct	Fri	Project Study
7-Oct	Sat	Japanese language 16
8-Oct	Sun	Day off
9-Oct	Mon	Day off (National holiday )
10-Oct	Tue	Japanese language 17
11-Oct	Wed	Marine Ecology
12-Oct	Thu	Marine resource biology
13-Oct	Fri	"Umigyo" Promotion and the Management of Local Resources
14-Oct	Sat	Japanese language 18
15-Oct	Sun	Day off
16-Oct	Mon	Fishing Methods and Gears
17-Oct	Tue	Data Collection and Statistics
18-Oct	Wed	Introduction of Statistics for Fish Population Analysis
19-Oct	Thu	Population Dynamics
20-Oct	Fri	Japan's IUU countermeasures
21-Oct	Sat	Japanese language 19
22-Oct	Sun	Day off
23-Oct	Mon	Introduction of Fisheries Administration
24-Oct	Tue	Japanese language 20
25-Oct	Wed	Project Study
26-Oct	Thu	Field Study Tour in Ibaraki Pref.
27-Oct	Fri	Field Study Tour in Ibaraki Pref.
28-Oct	Sat	Day off
29-Oct	Sun	Day off
<b>Technical Training (Tokyo University of Marine Science and Technology (TUMSAT) )</b>		
30-Oct	Mon	Preparation for Technical Training
31-Oct	Tue	Opening Ceremony for Technical Training
1-Nov	Wed	Project Planning
2-Nov	Thu	Project Planning
3-Nov	Fri	Day off (National holiday )
4-Nov	Sat	Day off
5-Nov	Sun	Day off
6-Nov	Mon	Field Study Trip in Yamagata Pref.
7-Nov	Tue	Field Study Trip in Yamagata Pref.
8-Nov	Wed	Field Study Trip in Yamagata Pref.
9-Nov	Thu	Project Planning
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22-Nov	Wed	Field Study Trip in Chiba Pref.
23-Nov	Thu	Field Study Trip in Chiba Pref.
24-Nov	Fri	Project Planning
25-Nov	Sat	Day off
26-Nov	Sun	Day off
27-Nov	Mon	Project Planning
28-Nov	Tue	Project Planning
29-Nov	Wed	Project Planning
30-Nov	Thu	Presentation of your project at OFCF
1-Dec	Fri	Moving to Harumi from TUMSAT
<b>Preparation for leaving (TOKYO)</b>		
2-Dec	Sat	Day off
3-Dec	Sun	Day off
4-Dec	Mon	Preparation for presentation
5-Dec	Tue	Field Study Trip in KYOTO
6-Dec	Wed	Field Study Trip in KYOTO
7-Dec	Thu	Field Study Trip in KYOTO
8-Dec	Fri	Course Review / Baggage Forwarding
9-Dec	Sat	Departure from Japan