



## Guideline for ASEAN-Japan Transport Logistics Capacity Building (A-J TLCB) Ver.1

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## 1. Introduction:

ASEAN member countries and Japan are continuously building partnerships in various fields under the concept of “ASEAN-Japan Comprehensive Economic Partnership” proposed by Japan in January 2002. In the field of transport, ASEAN member countries and Japan share the common understanding that transportation sustains overall economic activities. Subsequently, the “ASEAN-Japan Transport Partnership Framework” was established to promote cooperation between ASEAN member countries and Japan.

In this connection, under the “ASEAN-Japan Transport Logistics Project” (AJTF-1) which aims at realizing the same level of logistics in the region and settlement of logistics bottlenecks, the “ASEAN-Japan Transport Logistics Improvement Plan (Hereinafter A-J TLIP)”, as the collaborative work for logistics issues, which aims at improving logistics and promotion of a seamless logistics system, was established at the 3rd ASEAN-Japan Transport Ministers Meeting, at Vientiane, Lao PDR in November 2005.

A-J TLIP is focusing on the following three main topics, i.e. (i) Realizing the improvement of logistics infrastructures, (ii) Realizing the improvement of logistics related laws and regulations aimed at an efficient logistics system in the region, (iii) Realizing capacity building for experts who are engaged in the logistics field in the public and private sectors. In order to meet (ii) and (iii) through the logistics capacity building program, seminars and workshops are being planned to support governments, associations and companies in the field of logistics.

Ensuring implementation of A-J TLIP, the Ministry of Land, Infrastructure and Transport of Japan (MLIT-Japan), with the cooperation of ASEAN countries, conducted research studies to clarify the concrete local requirements for a capacity building program and made a proposal for an ASEAN and Japan collaborative logistics capacity building project. Following this, ASEAN and Japan reconfirmed the importance of realizing capacity building for logistics experts in the 4th ASEAN-Japan STOM Leaders Conference at Miyazaki in June 2006.

As a current result, the “ASEAN-Japan Logistics Pilot Seminar” in Bangkok (January, 2007) and Hanoi (March, 2007) has invited government officials in charge of transport logistics, as well as, logistics associations and logistics companies to attend.

With the firm cooperation between ASEAN countries and Japan, logistics capacity building programs should be implemented sustainably and effectively based upon this guideline. And this guideline would be amended if necessary.

## **2. Necessity for guidelines:**

Sharing a common understanding for the importance of logistics capacity building, in order to promote this program sustainably and effectively, ASEAN and Japan are to formulate this guideline, which describes the core objectives, the operational method and cooperative system.

## **3. Objective:**

### **Grand objective:**

ASEAN countries need to establish efficient and seamless transport logistics systems, as they are experiencing remarkable economic growth, and because activities of multi-national companies are expanding in the region.

In this connection, cooperation and consensus among three parties, i.e. the Government in charge of transport logistics, Logistics Associations and Logistics Companies, are vital in order to achieve efficient and seamless transport logistics systems. Capacity building programs must therefore be provided to these three parties and enable logistics related personnel to acquire the necessary knowledge and skills to contribute to further economic growth of the ASEAN region.

### **Individual Objectives:**

#### **(1) For governments (In charge of transport logistics):**

The government who is in charge of transport logistics acquires skills for establishing policies, laws and supporting systems for the industry in the ASEAN region.

(2) For logistics associations:

Logistics associations, especially for management people, acquire knowledge and skills for organizational start-up, management and strategies in ASEAN region.

(3) For managers of logistics companies (Truck, Warehousing, Forwarding and etc.):

Management people acquire skills to manage the company effectively, deliver qualified services to the customers and consider environmental aspects. These ideas lead them to a higher stage of management.

(4) For operating staff of logistics companies:

Operating personnel acquire knowledge and operating skills for driving, cargo handling, warehousing, etc. in order to provide safety and reliable just in time services to customers.

#### **4. Operations:**

Based upon cooperation among the ASEAN countries, ASEAN Secretariat and MLIT-Japan, programs are created and operated as follows;

The Government of each ASEAN country who is in charge of transport logistics sends requests and comments to ASEAN Secretariat after it consolidates local requirements for the necessary capacity building program, then ASEAN Secretariat will consolidate each request and comment.

MLIT-Japan will consider programs, schedule, target countries and other issues with ASEAN Secretariat. Depending on the contents of program, ASEAN Secretariat and MLIT-Japan may request any ASEAN countries to support the program such as dispatching instructors to the program. Detailed programs and other related issues would be finalized at the ASEAN Transport Facilitation Working Group (TFWG).

Decisions at TFWG and results of the program are to be reported by ASEAN Secretariat and MLIT-Japan at the ASEAN-Japan Senior Transport Officials Meeting (STOM+Japan) and the ASEAN-Japan Transport Ministers Meeting (ATM+Japan).

A host country, cooperative countries and MLIT-Japan will operate the actual program, and a certification will be delivered to all attendees after the program.

Programs and related issues will be reviewed at the ASEAN-Japan Logistics Expert Group Meeting.

(Please refer attached operational flow.)

## **5. Related Organizations and Responsibilities:**

Capacity building programs will be created with the cooperation of the following three organizations, and each responsibility is described as below;

### **Ministries of ASEAN countries in charge of transport logistics:**

The government of each ASEAN country in charge of transport logistics should acknowledge the requirements for logistics capacity building of its respective country, and will submit a request regarding the program to the ASEAN Secretariat. Also the government of each ASEAN country is requested to support the program, such as by dispatching instructors to the program.

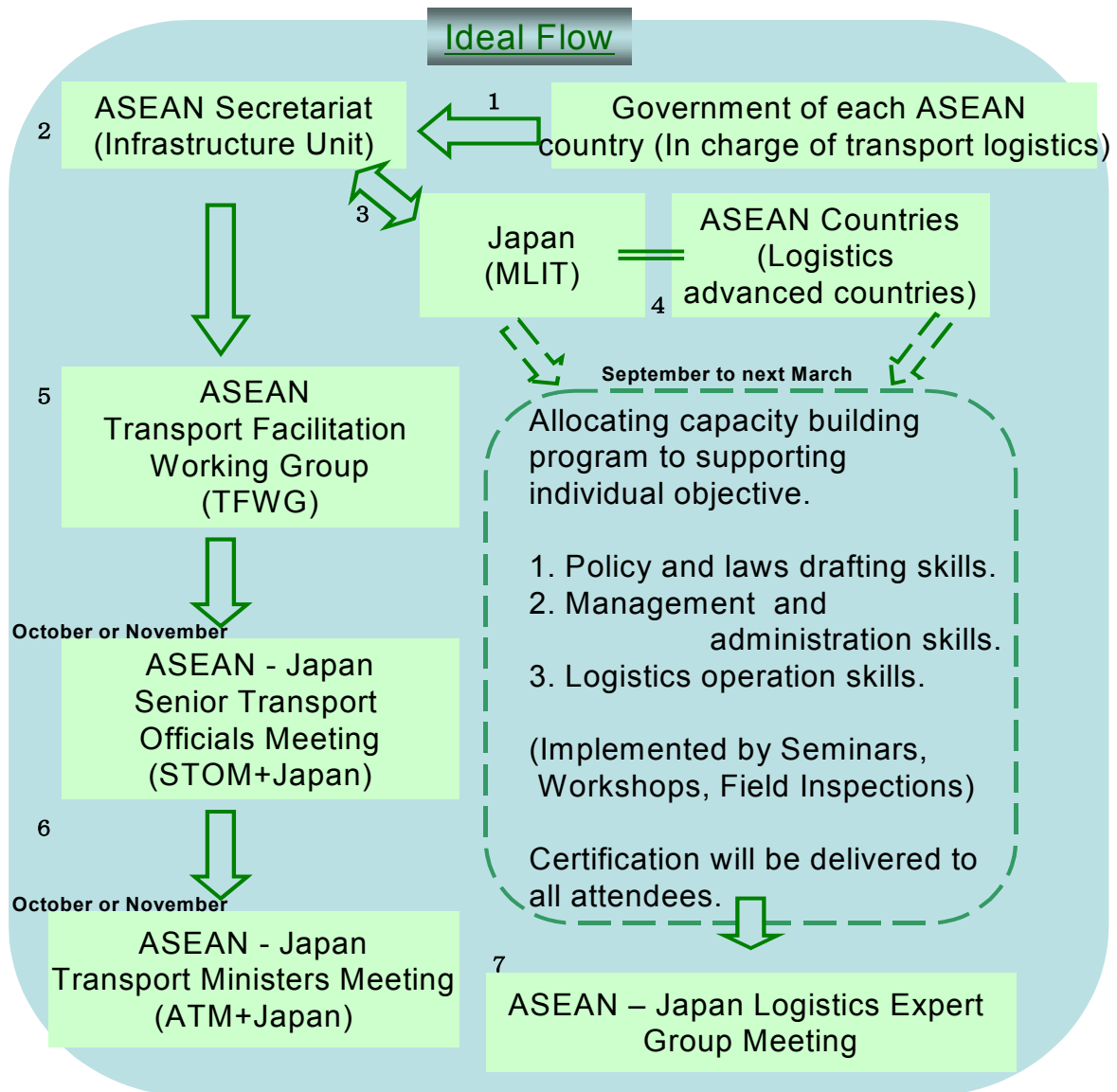
### **ASEAN Secretariat:**

The ASEAN Secretariat acts as an interface and a coordinator for each ASEAN country and decides the framework of the program, schedule, target countries and etc. in TFWG with the cooperation of the MLIT-Japan. The ASEAN Secretariat and MLIT-Japan will also report the progress and results at STOM+Japan and ATM+Japan.

### **Ministry of Land, Infrastructure and Transport of Japan (MLIT-Japan):**

MLIT-Japan will consider and decide the framework of the program, schedule, target countries, etc. with the ASEAN Secretariat in TFWG, and will report the progress and the program results with ASEAN Secretariat at STOM+Japan and ATM+Japan. ASEAN countries, the ASEAN Secretariat and MLIT-Japan will also review the capacity building program at the ASEAN-Japan Logistics Expert Group Meeting.

**Operational Flow:**



1. The government of each ASEAN country who is in charge of transport logistics sends requests and comments to the ASEAN Secretariat.
2. The ASEAN Secretariat consolidates each request and comment.
3. The MLIT-Japan considers programs and other issues in conjunction with the ASEAN Secretariat.
4. The ASEAN Secretariat and MLIT-Japan may request any ASEAN countries (who are logistics advanced countries) to support the program, such as by dispatching instructors.
5. Detail programs and other related issues are finalized at TFWG.
6. Decisions at TFWG and results of programs are reported by ASEAN Secretariat and MLIT-Japan at STOM+Japan and ATM+Japan.
7. Programs and related issues are reviewed at the ASEAN-Japan Logistics Expert Group Meeting to improve the programs.

## Annex: Sample of Capacity Building Programs

### 1. Programs for Administrative people and management people.

(Governments, Associations and Logistics Companies.)

Category	Contents	Method		
		Seminar	Workshop	Field Inspection
Government (In charge of logistics)	Role and responsibility of logistics administration	○		
	Logistics organization and each operation	○		
	Laws related logistics	○		
	Support program prepared by government	○		
Logistics Association	Role and responsibility of logistics associations	○		
	How to start up associations	○		
	How to manage associations	○		
	Contributions to society	○		
Logistics company	What does customer expect for the company ?	○		
	Role and responsibility of logistics company	○		
	Business management and strategies	○		
	Key issues of service agreement with customer	○		
	Operations (Truck, Warehousing, Handling, ICT)	○		

### 2. Programs for logistics operating personnel.

Category	Contents	Method		
		Seminar	Workshop	Field Inspection
Transportation	Transportation business and operations		○	○
	Safety driving operation		○	○
	Operation time management		○	○
	Cargo handling method		○	○
	Advanced case study			○
Warehousing	Warehousing business and related conditions		○	○
	Layout planning		○	○
	How to handle terminals		○	○
	Stock management		○	○
	Advanced case study			○
Cargo handlings	Scope of cargo handlings		○	○
	Services to meet customer requirements		○	○
	Handling schedule and time management		○	○
	Labor management		○	○
Business agreement	Service level agreement with customer		○	○
	Payment issues (price, term, etc.)		○	○