# TABLE OF CONTENTS

1. **HARMONIZING HUMAN DEVELOPMENT**
   i. Message 3

2. **CITYNET YOKOHAMA PROJECT OFFICE**
   i. Introduction 4
   ii. Objectives 4
   iii. Focus Areas 4

3. **ACTIVITY REPORTS**
   i. Training on Structural & Seismic Engineering 5
   ii. Community Based Solid Waste Management Project 6
   iii. Teacher Training on Primary Education 8
   iv. Disaster Prevention Education & Material Development Project 9
   v. 10th CITYNET Disaster Cluster Seminar 10
   vi. 22nd CITYNET Japan Forum: Tackling Solid Waste Management in Asia 11
   vii. CITYNET Colombo Congress 11
   viii. CITYNET Youth Japan Field Trip – Nepal 12
   ix. List of CYO Programs & Activities* 2017 - 2018 12

4. **FINANCIAL SUMMARY REPORT** 13

5. **PUBLIC RELATIONS** 14

6. **CITYNET Yokohama in Photos & by the Numbers 2017** 15

* Cover Photo: Sue Henderson
1. HARMONIZING HUMAN DEVELOPMENT

MESSAGE

The year 2017 was an important year for CITYNET Yokohama Project Office (CYO). A major highlight was the CITYNET Congress in Colombo (Sri Lanka) where we presented reports of CYO's activities for the past four years to the General Council as well as to the Executive Committees.

A number of new ideas were proposed for CITYNET projects in 2017, these included disaster-related activities, as well as environment, climate change and infrastructure projects. CYO continues to seek external partners to collaborate with, in order to make these ideas reality. I am confident that the City of Yokohama, along with the vast resources available in Japan, will be able to deliver the required services to CITYNET members. Both CYO and Yokohama are eager to work with members on new ideas.

This year we successfully concluded the Community Based Solid Waste Management Project through PIEDAR and HELP-O in Pakistan and Sri Lanka respectively. Similarly, our project, Teacher Training for Primary Education was well-received by participating teachers in Colombo. Also, we continue to work with Kathmandu (Nepal) on our Structural and Seismic Engineering Training, which will conclude in 2018.

We would like to extend our sincere appreciation to all members of CITYNET who have worked with us over the past year to implement activities that are more sustainable and effective in addressing the growing demands from the public.

Looking ahead, the CITYNET Yokohama Project Office will be engaging in new activities within the Disaster Cluster. As we strive to make cities and communities more resilient, our work through city-to-city cooperation is becoming more crucial than ever. CYO intends to create more opportunities for CITYNET members to engage in bilateral cooperation with the development of further customized assistance.

We hope to continue delivering services from Japan and look forward to another fruitful year with CITYNET.

Sincerely,

Teruhiko Okada,
Head of Office
2. CITYNET YOKOHAMA PROJECT OFFICE

i. Introduction

CITYNET Yokohama Project Office (CYO) plays an integral part in providing services and solutions for CITYNET members. It does this in the context of a wide range of urban issues faced by cities in the Asia-Pacific region. CYO focuses on services from Japan, particularly with the support of the City of Yokohama.

ii. Objectives

a. Transfer of knowledge, expertise and experience from Japan, particularly from Yokohama, to members of CITYNET;
b. Respond to inquiries on CITYNET activities, particularly from cities, organizations, and the private sector in Japan;
c. Improve communications and networking, as well as seek working relations, between Yokohama, Japanese cities/organizations, the private sector, and CITYNET with regards to CITYNET matters;
d. Work with the members of CITYNET to increase the sense of ownership, responsibility, and integrity of members CITYNET members;
e. Decentralize the operations of CITYNET for better outreach and strategic support in order to improve human settlements in Asia and the Pacific.

iii. Focus Areas

CYO has three focus areas:

a. Project Planning & Implementation
   – To work with Japanese counterparts, particularly with the City of Yokohama, and develop meaningful projects and viable solutions for CITYNET members.

b. Field Visits & Training
   – To share technical expertise, experience and knowledge to ensure appropriate and sustainable improvements to member cities.
   – To gain direct access to some of the best practices in addressing urban issues in Japan.

c. Outreach
   – To obtain and share information on relevant programs with members:
     – Facilitating better knowledge exchanges
     – Connecting with reliable partners
     – Securing support for new program developments
3. ACTIVITY REPORTS

i. Training on Structural & Seismic Engineering

Location: Yokohama, Kathmandu

Funding sources: City of Yokohama, Kathmandu Metropolitan City (KMC)

Objective: To provide a capacity building program for the engineers of Kathmandu Metropolitan City Office and support reconstruction efforts in response to the Great Gorkha Earthquake that devastated Nepal on April 25th, 2015.

Background:
In 2012, as the lead city of the CITYNET Disaster Cluster, the City of Yokohama made a commitment through the “Yokohama Declaration” to support Asian cities in Disaster Risk Reduction (DRR) activities. As a part of this commitment, in 2016, Yokohama signed a Memorandum of Understanding (MOU) with Kathmandu following the 2015 earthquake. The goal of the MOU was to support reconstruction efforts in Kathmandu for three years within the context of a CITYNET city-to-city cooperation project.

Yokohama hosted the first training called “Structural and Seismic Engineering Training” for engineers from Kathmandu as a follow-up activity designed to assist reconstruction efforts. As of November 2017, a total of six trainings have been completed, out of which, two were in Yokohama.

Activities:
In 2017, the topics covered at the trainings included:

Training IV, March 2017, Yokohama
- Utilization of heritage buildings
- Yokohama’s earthquake measures and steel frame structures
- Quality management of public buildings
- Awareness-raising activities in DRR
- Introduction to urban redevelopment project, incorporating DRR
- Site visits: Seismic isolation device, steel frame manufacturing plant, elementary school construction site, model wooden residential house, urban redevelopment area

Training V, July 2017, Kathmandu
- Essentials of constructing safe RC buildings in Japan
- Localizing lessons from Japan for “building back better” – from a technological and managerial perspective
- Resilient urban planning and implementation – case study from Japan
- Designing a resilient city infrastructure
- Inspection process during construction
- Site visits: Construction sites of two residential buildings

Training VI, November 2017, Kathmandu
- Differences between construction process in Japan and Nepal
- Earthquake-resistant building design and its application in construction
- Understanding and addressing the gap in resilient construction practice
- Building design and construction practices in urban areas of Nepal
- System for quality improvement and accuracy

Through trainings, site visits and discussions in 2017, it became evident that municipal engineers have a high technical knowledge that is up to date. However, there remains the challenge of transferring the technical knowledge of engineers to local laborers and masons. This includes implementing quality control of construction materials, safety precautions, and inspection processes.

The Nepalese building code is based on Indian standards and although it was not developed with data of seismic variables in the region, the code incorporates necessary features to make buildings resilient in both urban and rural areas.

A recent rise in demand for housing and real estate has aggravated the need to build faster and cheaper. Due to the earthquake in 2015, this housing market trend continues to rise, especially in the urban areas.
ii. Community Based Solid Waste Management Project

Locations/Support: Galle (with HELP-O), Islamabad, Rawalpindi (with PIEDAR)

Funding Source: CITYNET Yokohama Project Office

Background:
Four cities and three organizations applied for the Community Based Solid Waste Management Project in May 2016. Through the screening process, HELP-O and PIEDAR were granted the funds to conduct activities stated in their applications. Regular and close monitoring of the project activities have resulted in several concrete achievements. Some major highlights are mentioned below.

Project in Galle

Project Background:
Galle is the third largest city in Sri Lanka and it generates 40-50 tons of waste daily. Open dumping is negatively impacting the environment and the surrounding communities. Managed by the City Government, proper waste collection and disposal of the increasing volume of waste generated daily is increasingly more difficult.

Objective:
To establish a well-developed, community-driven mechanism for waste management by changing social attitudes and building partnerships among stakeholders.

Activities:
The project focused on the target area China Garden, a community within the Galle municipality.

Notable activities conducted during the project term:
i. Data collection on waste segregation in China Garden
ii. Assignment of ‘Green Leaders’ to awareness-raising activities
iii. Collection of glass waste
iv. Cleaning programs at the local hospital and beach
v. Tree planting program
Project in Islamabad & Rawalpindi

Project Background:
Pakistan’s municipalities are in charge of Municipal Solid Waste (MSW), which includes a number of challenges. A common practice in Pakistan includes open burning of waste, including plastics. Due to extreme volumes of waste, particularly in larger cities, private sectors have been assigned to collect and transfer the waste.

Objective:
To teach children between 3.5 and 17 years of age about Sustainable Materials Management (SMM) and its best practices within a regional context.

Activities:
i. Awareness-raising programs through visual aids
ii. Making dustbins out of recycled material
iii. Segregation of leftover food
iv. Focused group discussions with teachers about SMM

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Pakistan Cambridge School</th>
<th>Behbud Primary School</th>
<th>Brightland School</th>
<th>Rising Star School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Corridors</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Dustbins</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>1.2 Cleanliness</td>
<td>Good</td>
<td>Excellent</td>
<td>No</td>
<td>Good</td>
</tr>
<tr>
<td>1.3 Cleaning</td>
<td>2*Weekly</td>
<td>Daily</td>
<td>2*Weekly</td>
<td>Daily</td>
</tr>
<tr>
<td><strong>2. Classrooms</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 Dustbins</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>2.2 Proper use of dustbins</td>
<td>100%</td>
<td>V. good</td>
<td>90%</td>
<td>V. good</td>
</tr>
<tr>
<td>2.3 Cleanliness</td>
<td>Fair</td>
<td>Daily</td>
<td>Good</td>
<td>Good</td>
</tr>
<tr>
<td>2.4 Cleaning</td>
<td>Daily</td>
<td>2*Daily</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td><strong>3. Toilets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 Dustbins</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>3.2 Cleanliness</td>
<td>Good</td>
<td>Excellent</td>
<td>Fair</td>
<td>Good</td>
</tr>
<tr>
<td>3.3 Cleaning</td>
<td>Daily</td>
<td>2*Daily</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td><strong>4. Segregating Materials</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 Separate Dustbins</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>4.2 Proper use of dustbins</td>
<td>-</td>
<td>Yes</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4.3 Re-Use/Recycling</td>
<td>Re-Use</td>
<td>Yes</td>
<td>-</td>
<td>Yes</td>
</tr>
<tr>
<td>4.4 Composting bio-materials</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>4.5 Proper final disposal</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Notes on the options in the questionnaire:
1. Dustbins (Yes/No/Some)
2. Cleanliness (Bad, Fair, Good, Very Good, Excellent)
4. Proper use of dustbins (%)
5. Re-use/Recycling (Y/N)
6. Composting of bio-degradable materials (Y/N)
7. Proper final disposal (Y/N)
iii. Teacher Training on Primary Education

Location: Colombo

Funding sources: Toshiba International Foundation

Objective:
To strengthen the capacity of teachers in Colombo, particularly at the primary level to develop new teaching material and incorporate better classroom practices from Japanese elementary schools.

Contrary to Japanese schools, public schools in Sri Lanka are free nationwide until university, with subsidies for meals, teachers’ salaries and other expenses covered by municipal authorities in urban areas.

II. Target Schools
The Colombo Municipal Council selected schools by giving priority to those located in low-income communities. A total of nine schools, four private and five public pre-primary schools were selected, from which at least one teacher from each school participated in the training program.

Participating Schools
1. Dharma Jayanthi School
2. Ekamuthu School
3. Kaja Raja Udayam School
4. Kelani Nadee School
5. N.M. Perera School
6. Peterson School
7. Saimyoji Udara School
8. Saman Abeygunarathna School
9. Wekananda School

Sri Lanka puts high emphasis on education and with increasing pressure to provide quality education, the skills of teachers need to be developed further to meet the growing demand.

Japanese teachers undergo specific training in working with children, developing learning material, including music skills. While all aspects of Japanese teacher training program may not be applicable to the Sri Lankan context, many of the locally adaptable strategies could enhance learning opportunities for students.

Additional workshops, including lesson studies are essential for strengthening skills and quality improvement of educational material development, as well as to maintain the motivation of the teachers.
Two schools (one private and one public school) from each municipality were selected by their respective municipalities to be pilot schools. The schools identified appropriate teachers to undergo intensive workshops to develop new learning material.

Methodology:

Before starting project activities background work is crucial for understanding the circumstances during disasters in any given area. With the support of INSEC, data, including interviewing disaster victims, were collected, analyzed and compiled to develop workshop material so that it would be effective in the local setting.

First, teachers were exposed to various disaster prevention tools and kits being used around the world and in Japan through Plus Arts. Based on hazard types or risks faced in a selected area, participating institutions have developed localized materials that are relevant to local residents. Additional workshops, including lesson studies, are essential for strengthening skills and quality improvement of educational material development, as well as to maintain the motivation of the teachers.
v. 10th CITYNET Disaster Cluster Seminar

Location: Yokohama

Funding sources: CYO, CITYNET Secretariat, World Bank, CLAIR, City of Yokohama

Participating cities & partners: Baguio, Bangkok, Colombo, Daegu, Dehiwala, Dhaka North, Kathmandu, Lalitpur, Legazpi, Makati, Muntinlupa, Iloilo, Kathmandu, Quezon, Taipei, City of Victoria, Yokohama, Informal Sector Service (INSEC), Mahidol University (Thailand)

Objectives:

i. To share better practices among CITYNET Disaster Cluster members
ii. To strengthen city-to-city (C2C) cooperation in DRR
iii. To understand local contexts to enhance applicability

Outputs:

This year’s theme focused on urban disaster prevention and response, which included community-level disaster education, and private sector involvement in disaster mitigation. Mr. Katsunori Watanabe, Deputy Mayor of the City of Yokohama, welcomed participants and stressed the importance of international cooperation in the increasing need for disaster risk reduction work. He also highlighted Yokohama’s full involvement with CITYNET since its establishment and its continued support for cities in Asia.

This year’s disaster risk profile survey of participating cities shows that training and management needs are top priorities, since the intensity and unpredictability of otherwise common disasters vary each year. Even with the latest and most sophisticated monitoring systems, many areas in Japan have faced unprecedented levels of landslides triggered by torrential rains and floods. With widespread damages to agriculture and livelihood, these disasters highlight the vulnerability of Asian cities and the need for mitigation, and the need to strengthen human resources and improve critical infrastructure.
**vi. 22nd CITYNET Japan Forum: Tackling Solid Waste Management in Asia**

**Sources of funding:** CITYNET Yokohama Project Office

**Objective:**
To disseminate CITYNET Yokohama Project Office activities to the public and stakeholders in Japan.

**Description:**
The annual CITYNET Japan Forum demonstrates CITYNET’s international cooperation activities with the City of Yokohama. Held on March 15 in Yokohama, the 22nd CITYNET Japan Forum highlighted the Community Based Solid Waste Management Project in Islamabad/Rawalpindi and Galle, through PIEDAR and HELP-O respectively.

PIEDAR worked with four schools, targeting 1,186 elementary students. They trained them in Sustainable Material Management (SMM) through litter collection, waste segregation, composting, and arts and crafts made from recycled materials. As a result, around 95% of school littering was reduced, 75% of the waste sorting achieved, and total waste generated was reduced by 50%.

HELP-O held their activities in China Ward, a community in Galle of approx. 1,118 where waste collection, segregation and awareness was fairly low, HELP-O organized tree planting, clean-up and glass recycling programs, and distributed garbage bags made from recycled rice bags to residents. After 18 months there was an increase in waste segregation and compliance with garbage collection schedules.

**vii. CITYNET Colombo Congress**

The CITYNET Yokohama Project Office took part in the CITYNET Colombo Congress and reported its project activities to the Executive Committee and the General Council. Full reports may be obtained through the CITYNET Secretariat.

The CITYNET Yokohama Project Office also assisted in organizing the Disaster Cluster Meeting where the Cluster committee shared its plans for 2018.

A representative from Makati City (Cluster co-lead) stated that sharing best practices among CITYNET’s member cities is one of the most effective ways to improve DRR in cities. Makati has long been a leading city in DRR and they are interested in collaborating with the private sector and NGOs to promote their resiliency efforts.

Dhaka North, Lalitpur, Makati City and Quezon City (Disaster Cluster members) presented their best practices in DRR.

A discussion of Cluster plans for the coming years followed:

- More efforts for external funding support from development institutions like World Bank and JICA; with a leverage of other clusters for external support
- Prospects of improving the knowledge platform into a replication and mentoring facility.
- Closer alignment of Cluster activities with the Sendai Framework.
- A Disaster Cluster seminar to be held in Iloilo in 2018.
viii. CITYNET Youth Japan Field Trip – Nepal

CITYNET Youth Japan (CYJ), a group composed of university students in Japan, embarked on their annual overseas field trip in March 2018 to Nepal.

The purpose of the field visit was to assist in a DRR education event hosted by a local school. Plus Arts, through the Disaster Prevention Education and Material Development Project, introduced the event, which is organized by target schools, several times a year.

CYJ also met and exchanged perspectives with a local youth association on Sustainable Development Goals (SDGs) and disaster at a discussion session. CITYNET Yokohama Project Office encourages youths in Japan to proactively engage in development issues so that further knowledge exchange can strengthen the collaborative spirit of the younger generations in Asia.

CYJ has previously traveled to the Philippines and Nepal.

ix. List of CYO Programs & Activities* 2017 - 2018

<table>
<thead>
<tr>
<th>Dates</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6</td>
<td>Yokohama</td>
<td>ADB 50th Anniversary, Youth Forum</td>
</tr>
<tr>
<td>June 5-10</td>
<td>Kathmandu</td>
<td>Disaster Prevention Education &amp; Material Development Project</td>
</tr>
<tr>
<td>June 12-17</td>
<td>Galle</td>
<td>Monitoring Visit: Community Based Solid Waste Management Project</td>
</tr>
<tr>
<td>July 24-29</td>
<td>Kathmandu</td>
<td>Training on Structural &amp; Seismic Engineering - V</td>
</tr>
<tr>
<td>Aug. 31-Sept. 3</td>
<td>Yokohama</td>
<td>10th CITYNET Disaster Cluster Seminar</td>
</tr>
<tr>
<td>September 18-22</td>
<td>Colombo</td>
<td>Teacher Training on Primary Education</td>
</tr>
<tr>
<td>October 23-30</td>
<td>Kathmandu</td>
<td>Disaster Prevention Education &amp; Material Development Project</td>
</tr>
<tr>
<td>November 3-8</td>
<td>Colombo</td>
<td>CITYNET Congress</td>
</tr>
<tr>
<td>November 9</td>
<td>Colombo</td>
<td>Teacher Training on Primary Education</td>
</tr>
<tr>
<td>Nov. 27-Dec 1</td>
<td>Kathmandu</td>
<td>Training on Structural &amp; Seismic Engineering - VI</td>
</tr>
<tr>
<td>December 18-20</td>
<td>Makati</td>
<td>DRRM Academy Assessment</td>
</tr>
<tr>
<td>Feb. 26-Mar. 2</td>
<td>Kathmandu</td>
<td>Assessment of E-learning</td>
</tr>
<tr>
<td>March 19-23</td>
<td>Yokohama</td>
<td>Training on Structural &amp; Seismic Engineering – VII</td>
</tr>
<tr>
<td>March 20-23</td>
<td>Kathmandu</td>
<td>CITYNET Youth Japan Field Trip</td>
</tr>
</tbody>
</table>
CITYNET Yokohama Project Office (CYO) operates its finances based on the Japanese fiscal year starting in April and ending in March the following year.

For fiscal 2017 (April 2017-March 2018), the total budget allocations were as follows:

**The total expenditure for fiscal 2017 was $353,696.64**

out of which $160,520.94 (45.3%) was for programs and activities while $193,175.70 (54.6%) was spent for administrative purposes, including personnel costs.

Programs and activities were mainly funded through the subsidy of Yokohama and through funds received from CITYNET Secretariat, Toshiba International Foundation, CLAIR, World Bank, Pius Arts and KDDI Foundation.

Apart from program activities, the City of Yokohama supports the administrative budget for CITYNET Yokohama, in addition to the allocation of office space, utilities and necessary equipment for daily operations.

CYO is audited annually by the City of Yokohama.

*All amounts are in USD.*
5. PUBLIC RELATIONS

CITYNET Yokohama Project Office disseminates information through its website, social media, publications, and e-News articles both in English and Japanese. Project-related brochures and posters have also been produced for raising awareness.

i. 2017-2018 Publications

- CITYNET Yokohama Project Office Annual Report 2016-2017
- Training on Structural & Seismic Engineering - 2017 Report
- Community Based Solid Waste Management Report 2016-2018
- 10th CITYNET Disaster Cluster Anniversary Report

Interested parties can view printed and online material at www.citynet-yh.org or send feedback and requests regarding any of our public relations material to info@citynet-yh.org.

ii. Internships

Interns have played a very important role at CYO in terms of assisting project-related activities including research, database creation as well as information dissemination.

CYO has internship agreements with Temple University Japan and the University of Victoria—Center for Asia Pacific Initiatives for student placements. Throughout the year, depending on vacancies, CYO receives interns from other Japanese and non-Japanese institutions who apply for specific terms and assignments.
6. CITYNET Yokohama in Photos & by the Numbers 2017

<table>
<thead>
<tr>
<th>Number of Participating Cities &amp; Partners</th>
<th>Number of Activities</th>
<th>Number of Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>14</td>
<td>4</td>
</tr>
</tbody>
</table>

![Image of CITYNET Yokohama activities and photos]
CITYNET is an expanding network connecting local governments and urban stakeholders across the Asia-Pacific region. CITYNET promotes capacity building and city-to-city (c2c) cooperation for people-friendly cities.