



Our ref: JICA (SL) No 1815

Ms Rizna Anees
Director, Training Division
External Resources Department
Ministry of Finance and Planning
The Secretariat
Colombo 01

Japan International Cooperation Agency
10th & 13th Floors, DHPL Building,
No. 42, Navam Mawatha,
Colombo - 2, SRI LANKA.
TEL: (+94)011-2300470 / 2303700
FAX: (+94)011-2300473 / 2303692
URL: <http://www.jica.go.jp/srilanka/english/index.html>

Dear Ms Anees,

SENDING GENERAL INFORMATION

TRAINING PROGRAMME FOR YOUNG LEADERS-"LOCAL GOVERNANCE COURSE"- 2011 JFY

We are pleased to inform you that JICA Sri Lanka office shall accept applications from qualified applicants under the above programme. Nominees in the field of "Local Governance" of Sri Lanka as mentioned below will be considered as eligible to take-part in the captioned program.

Please submit applications according to the following information/ criteria:

01) Target Group-Target group shall be strictly limited to;

Priority 1

- Staff and officials of Local Government Units and the Department of the Interior and Local Government

Priority 2

-Central and Local Government Officers engaged with in Local Governance (Direct Involvement is required)

Priority 3

-Staff of other agencies relevant to Local governance (Direct Involvement is required)

02) Duration of the programme

Programme in Japan from **October 5th -October 22nd, 2011**

03) Number of participants - **19**

04) Target Organization / Institutions considered having Direct Relevance to the program content;

- **Ministry of Provincial Councils & Local Government for All Island Provincial Councils**
- **Ministry of Public Administration for all Island Services**

05) Selection Procedure

In principle, selection will be conducted in line with Clause 4 of General Information Booklet.

In addition, following procedure shall be applied in forwarding the applications to JICA Sri Lanka office;

1. To Shortlist the number of eligible applications to maximum 30 applications through documentation screening in prior to submitting to JICA. In this short listing process, higher priority is required to be given to the balance ratio between Central and Local Governments, while also considering the priority order suggested here-in.
2. To Indicate Government Priority of the nominees by ERD
3. JICA shall conduct interviews and select eligible applicants (among above 30 applications) as per GI requirements, in securing the seats inside the maximum allocation of this program.

Therefore, it is appreciated if you could make necessary arrangements to submit nominations of qualified participants in accordance with the original General Information booklet attached herewith.

You are kindly requested to submit 3 copies of the duly filled applications including the Medical History and the Supplementary Information (attached to application) and "Job Report" and any other requirement as mentioned in GI, to reach JICA Sri Lanka office on or before 1st September 2011 to be considered for the above programme.

Hence, we suggest you to upload the GI and applications to ERD Website and to inform the same to each relevant agency to expedite the nomination process, and in promoting the program to the site level officers.

Please note that uncompleted applications and applications not within the target group mentioned above in item will not be considered and accepted. In addition, please note that nominees with any sort of canvassing will be subject to disqualification.

Thank you.

Yours sincerely,



OTSUKA Takuya
Senior Representative
JICA Sri Lanka Office

Encl: 1) 10 Sets of Original General Information Booklets (GI)
2) 10 Sets of Application Forms

HA/sp.

GENERAL INFORMATION
ON
TRAINING PROGRAM
FOR YOUNG LEADERS
2011
(Sri Lanka)

Course Title: Local Governance Course

地方行政コース

Course No.: J11-40036

Project No.:1198035

Duration: October 5, 2011–October 22, 2011

THE GOVERNMENT OF JAPAN

JAPAN INTERNATIONAL COOPERATION AGENCY



GENERAL INFORMATION
ON
TRAINING PROGRAM FOR YOUNG LEADERS
2011
(Sri Lanka)

1. Training Program for Young Leaders

The "Training Program for Young Leaders" is conducted by JICA (Japan International Cooperation Agency) under a technical cooperation scheme of the Government of Japan with the purpose of promoting human resource development in developing countries.

Under the program, young leaders who will become nation-building leaders in the future are invited to Japan for 18 days to be provided with opportunities to:

- 1) develop their specialties through experiencing and learning technologies and skills in Japan, and
- 2) increase their willingness to resolve issues on their own

2. Course Outline

Please see Appendix 1, Appendix 2 and Appendix 3.

3. Qualifications of Applicants

All applicants must:

- a. be nominated by the Government of Sri Lanka in line with the procedures described in 4-(1) below.
- b. be involved in a field corresponding to the course described in Appendix 1.
- c. be between twenty (20) and thirty-five (35) years of age and be expected to become a leader in their field of specialization in the future.
- d. have a reasonable command of English and good command of spoken and written English.
- e. be in good health, both physically and mentally, for participation in the program.

Note: i) Applicants are requested to submit the Medical History Questionnaire included in the Application Form mentioned in 4-(1) below.

ii) Pregnancy: Pregnant participants are requested promptly to complete the

required procedures before departure in order to minimize any risk to their health. These procedures include ①a letter of consent from the participant that she will bear all economic and physical risks ②a letter of permission from the participant's supervisor ③a letter of consent from your Embassy in Japan, ④a medical certificate. Please ask the National Staff in the JICA office for details.

f. not be serving in the military.

g. not have, in principle, made any previous visits to Japan.

4. Procedures for Application

(1) The Government of Sri Lanka will take the necessary measures to nominate appropriate applicants for the program, and will forward to the JICA representative office in Sri Lanka three (3) copies of the specified Application Form for each applicant not later than thirty five (35) days prior to departure for Japan.(September 1, 2011)

Note: The Government of Sri Lanka is requested to nominate some substitute candidates in case of disqualification of nominated candidates or unexpected vacancies.

(2) The Government of Japan will inform the Government of Sri Lanka through the JICA representative office whether or not the nominee's application has been approved not later than one (1) month prior to departure for Japan.(September 5, 2011) ✓

5. Rules and Regulations

(1) Participants must have an entry visa for Japan, which will be issued by the diplomatic mission of Japan in Sri Lanka.

(2) Participants are requested to confirm the validity of visas for any third countries necessary for travel to and from Japan.

(3) Participants are required by JICA to arrive at the designated place in Sri Lanka on the date designated after confirmation of their acceptance as mentioned in 4-(2) above. Final confirmation of the place and date will be provided by the JICA representative office located in Sri Lanka

(4) Participants should strictly adhere to the program schedule.

(5) Participants may not be accompanied by any member of their family during the

program.

(6) Participants are requested to follow the return trip schedule designated by JICA.

(7) Participants are requested to observe Japanese laws and ordinances. If any violation of the laws and ordinances by participants occurs, they may be required to return part or all of the training expenditures depending on the seriousness of the violation.

6. Allowances and Expenses

The government of Japan will pay through JICA the following allowances and cover the following expenses in accordance with relevant laws and regulations.

(1) Round-trip air ticket between Japan and an international airport designated by JICA.

Note: i) Taxes and fees that may be incurred during the participants trip such as airport taxes, departure taxes or, transit taxes etc. will not be paid by JICA.

ii) Excess baggage charges will not be paid by JICA.

iii) In some cases, participants visiting or leaving Japan may be required to obtain visas for third countries. Where this is the case, it shall be the responsibility of the participant to obtain and pay for these visas. JICA will not pay any costs for third country visas.

iv) JICA is not responsible for the following expenses:

- Excess baggage charges
- Compensation for lost and/or damaged luggage
- Hotel no show charges at transit airports
- Lost ticket fees

(2) Other allowances:

- a. Outfit allowance
- b. Shipping allowance
- c. Living allowance
- d. Accommodation allowance
- e. Stopover allowance (if the expenses incurred due to a stop-over in a third country are not paid by the airline company)

Note: i) The specific amounts for each allowance will be announced after the applicants are officially accepted.

ii) Stopover allowances will be paid to the participants only in the following cases:

- The participant has to obtain a Japanese visa in a third country;
- The participant has to stay in a third country for over six (6) hours due to a flight change.
- The participant is required to show evidence specifying the accommodation where s/he stayed when s/he stays in a third country for over six hours either before or after midnight, but not over midnight.

iii) A participant may receive his/her stopover allowance at any of the following places:

- at the JICA office in the country of departure, provided there is a JICA office in that country;
- at the JICA office in the third country, provided there is a JICA office in that country and no JICA office in the country of departure;
- in Japan after the participant's arrival, provided there is no JICA office in either the country of departure or the third country (in all cases, receipts must be submitted; however, no payment will be made for any amount exceeding the stipulated allowance amount).

(3) Free medical care for participants who become ill after their arrival in Japan

Note: Costs related to a pre-existing illness, pregnancy or dental treatment are **NOT** included under free medical care.

7. Other Matters

- (1) Participants will receive information about the trip to Japan, conditions related to the program, and other matters. A brochure, "KENSHU-IN GUIDE BOOK", and a Japanese language textbook, "NIHONGO 21," will be provided to each participant before departure for Japan.
- (2) Representatives (of the group) will be asked to present a "Job Report" on the main issues concerning the group's specialty during the Specialized Program. It is advisable for participants to prepare their Job Reports in advance. As the time for presentation is not necessarily particularly long, a brief but well structured report is advisable (e.g., not more than three pages of A4 size paper).
- (3) It is suggested that Participants bring some materials to introduce their home country and profession.
- (4) For enquiries and further information concerning the program, please contact the following offices.

JICA Sri Lanka office

10th Floors, DHPL Building, No.42, Navam Mawatha, Colombo02, Sri Lanka
Tel: 94(***)-11(**) 2303700, 2300470 /Fax: 94(***)-11(**) 2303692, 2300473
E-mail: sl_oso_rep@jica.go.jp

JICA Tohoku

15F Sendai Dai-ichi Seimei Tower Bldg.
4-6-1 Ichiban-cho, Aoba-ku, Sendai, Miyagi-ken 980-0811, Japan
Tel: 81(*)-22(**)-223-5775 / Fax: 81(*)-22(**)-227-3090
E-mail: thictad@jica.go.jp

JICA Tokyo International Center

2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
Tel: 81(*)-3(**)-3485-7051 / Fax: 81(*)-3(**)-3485-6092
E-mail: jicatic@jica.go.jp

[*Country code for Japan, **Area code for region, ***Country code for Sri Lanka]

Appendix 1: Specific information on the program

Appendix 2: Model schedule for the program

Appendix 3: Job Report

Example

Course No.	J11-40036
Course Title	Local Governance Course
Duration	October 5- October 22, 2011
Number of Participants	19
Language	English
Target Group	<p>1) Central/Local government officers engaged with in local governance</p> <p>2) Staff and officials of Local Government Units and the Department of the Interior and Local Government,</p> <p>3) Staff of other agencies relevant to local governance</p>
Objectives	<p>Through participation in this program, the participants are expected:</p> <p>1) Program Objective :</p> <p>To deepen knowledge and awareness among young population people who will play a major role as an expected future leaders in addressing issues on local governance</p> <p>2) Output :</p> <ul style="list-style-type: none"> • Participants expand their basic knowledge, with a focus on the administrative systems of local government, and the present situation and problems facing decentralization in Japan. • Participants learn from Japanese Japan's experience or gain an understanding of the Japanese social background in this field through visits to the field sites and discussions with the concerned parties.
Outline of the Program	<p>A provisional schedule for the program is given in Appendix 2. The program will comprise of the following elements. (Note that the schedule is subject to change without notice.)</p> <p>Outline of Japanese Administration; Decentralization in Japan; Local Administration; Officers' Human Capacity Development of Government Officials; Local Administration and Civil Life</p>
Accommodation	<p>1) [October 5– October 6, 2011] :</p> <p>JICA Tokyo International Center (JICA Tokyo)</p> <p>2)[October 6– October 20] : Yamagata Castle Hotel</p> <p>During the program that will be conducted at in Yamagata prefecture,</p>

JICA will arrange hHotel accommodation for the participants.

3)[October 21,] JICA Tokyo

JICA Tokyo International Center (JICA Tokyo)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where "81" is the country code for Japan, and "3" is the local area code)

If there is are no vacancies at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL, <http://www.jica.go.jp/english/contact/>

MODEL SCHEDULE FOR THE PROGRAM (Tentative)

Date	Day	Sub-Program	Contents		Accommodation
			Forenoon	Afternoon	
Oct. 5	Wed	Arrival Program	Arrival		TIC
Oct. 6	Thu		Briefing		
Oct. 7	Fri		Lectures on Japanese society	Transfer to Yamagata/ Orientation	Yamagata Castle Hotel
Oct. 8	Sat	Training Program	Observation	Home stay	Home stay
Oct. 9	Sun		Home stay		
Oct. 10	Mon		Home stay	Free study	Yamagata Castle Hotel
Oct. 11	Tue		Lectures	Lectures / Observation	
Oct. 12	Wed		Visit Yamagata prefectural governor / Lectures	Lectures / Exchange association with the staff of the prefectural government	
Oct. 13	Thu		Lectures / Observation	Observation	
Oct. 14	Fri		Lectures / Observation	Observation	
Oct. 15	Sat		Training	Training	
Oct. 16	Sun		Free study	Free study	
Oct. 17	Mon		Transfer to Shonai / Observation	Lectures / Observation	
Oct. 18	Tue		Observation / Transfer to Yamagata	Lecture about the Tohoku Earthquake	Yamagata Castle Hotel
Oct. 19	Wed		Observation of the stricken area in Miyagi		
Oct. 20	Thu		Presentation of action plans	Evaluation meeting / Closing ceremony	
Oct. 21	Fri	Departure Program	Transfer to Tokyo	TIC	
Oct. 22	Sat	Departure			

Training Program for Young Leaders (Sri Lanka): **“Local Governance Course”**

Job Report

Your name: _____

1. Your organization and your duties/responsibilities

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2. Present situation, current administrative issues in your organization and problems facing with you relating to **local governance**

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Note: Please submit this report to the JICA Philippine Office together with your Application Form. (Please fill in the report using a personal computer.)

