



【Online】

Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

National Government Administration
for Senior Officials

課題別研修「上級国家行政」

JFY 2022

NO. 202107684J001

Online Program Period: From November 28, 2022 to December 15, 2022

In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed or shortened.

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

‘JICA Knowledge Co-Creation Program (KCCP)’ as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* We believe that this ‘Knowledge Co-Creation Program’ will serve as a center of mutual learning process.

I. Concept

Background

In many developing countries, it is absolutely imperative to improve their governance capacity that serves as basis of their socioeconomic development.

In terms of public administration issues, as it is seen that some countries have been taking initiatives recent years to make policy. It is becoming taken awareness of the necessity of country-driven policy formulation in developing countries. However, donors still remain involved much in policy making of these countries in reality so that ownership by developing countries is not fully assured. Judging from the fact that structural adjustment approach launched by IMF and World Bank in the 80s hadn't produced expected results yet, it is essential for developing countries to formulate national policies by themselves taking their own fundamentals or conditions into consideration so that their capacity development is required accordingly. Since government and government officials are much expected to play an important role for the socioeconomic development in developing countries, enhancement of ability to make policy at senior officer level is one of the crucial issues.

For what?

The purpose of this course is to consider a role of public administration conducive to flexible and appropriate policy formation and effective policy implementation suited to each level of socioeconomic development, and to improve the policy formation ability of participants.

For whom?

Senior Government Officials

How?

The main theme of this course is how public administration should contribute to the socioeconomic development of developing countries, and it also examines governance fields requiring improvement in order to achieve continuous growth. As a point of reference, this course presents the historical and recent trends of developmental processes in post-war Japan from the perspective of governmental policy formulation due to the historical and social background of that time, while also including the current issues in the policy making process. This discussion of the issues and causes experienced by Japan, together with those currently facing developing countries is applied in the study of paths that will move these developing countries towards development and expansion.

Sustainable Development Goals (SDGs)

The United Nations Sustainable Development Goals (SDGs) were adopted as the 2030 Agenda for Sustainable Development by world leaders in September 2015, which now call for action by all countries. As a development cooperation agency, JICA is committed to achieving the SDGs. This course aims to realize goals 16 and 17 by developing the administrative capacity of the participating countries.



II. Description

1. Title : National Government Administration for Senior Officials
202107684J001

2. Course Period (Online):

November 28, 2022 to December 15, 2022

1st week; November 28 to December 1 (from Monday to Thursday)

2nd week; December 5 to December 8 (from Monday to Thursday)

3rd week; December 12 to December 15 (from Monday to Thursday)

3. Target Countries:

Albania, Bangladesh, Cameroon, Egypt, Ghana, Iraq, Kenya, Madagascar, Mauritius, Nigeria, Pakistan, Papua New Guinea, Philippines, Tanzania and Vanuatu

Time differences between Japan and each country

Country	Time difference	Start at	End at*
Japan		16:00	18:00
Vanuatu	2	18:00	20:00
Papua New Guinea	1	17:00	19:00
Philippines	-1	15:00	17:00
Bangladesh	-3	13:00	15:00
Pakistan	-4	12:00	14:00
Mauritius	-5	11:00	13:00
Iraq	-6	10:00	12:00
Kenya	-6	10:00	12:00
Madagascar	-6	10:00	12:00
Tanzania	-6	10:00	12:00
Egypt	-7	9:00	11:00
Albania	-8	8:00	10:00
Cameroon	-8	8:00	10:00
Nigeria	-8	8:00	10:00
Ghana	-9	7:00	9:00

*The end time will change slightly depending on the daily program.

4. Eligible / Target Organization:

Central Government

5. Course Capacity (Upper limit of Participants):

15 participants

6. Language to be used in this program:

English

7. Course Objective:

The competency of the senior government officials for policy making in each participating country will be enhanced.

8. Overall Goal:

Improvement plan which is formulated through this program will be reflected appropriately in the policy of respective countries and administrative management will be improved.

9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase (September, 2022) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Inception Report	Preparation of Inception Report Presentation in the respective country

(2) Core Phase (Online program) (November 28, 2022 to December 15, 2022) <i>Participants will attend the Online program</i>		
Expected Module Output	Subjects/Agendas (tentative)	Methodology
1. To understand well about the challenges and issues of each participating country by making of the inception report , comparing with those of the other participating countries, and by having an awareness raising lecture	<ul style="list-style-type: none">- Presentation and Discussion of Inception Report- Lecture of the Case Studies in Some Developing Countries	Presentation, Discussion and Lecture

<p>2. To examine their administration and human resource development system, and identify issues/challenges in comparison with those of Japan</p>	<ul style="list-style-type: none"> - Role of National Administration and National Public Employees (1) and (2) (Overall of the post-war development of Japan and the role of the governmental officials in the policy making process including recent challenges. Role of National Administration and National Public Employees to support the governance of a country.) - Difference of roles between the National Government and Local Government of Japan - Good practices related with the execution of policies both in national and local level including the private sector - Policy Making on a Current Issue of Japan (TBD) 	<p>Lectures and Discussions</p>
<p>3. To discuss the issues and challenges that participating countries face and draft an improvement plan for them</p>	<p>Formulation of Improvement Plan, Presentation, Discussions and Wrap-up including an additional lecture on the case studies of some developing countries</p>	<p>Lecture, Wrapping-up discussion, Improvement Plan making and its Presentation</p>

10. Place and Time to attend

(1) Place

In order to properly participate in the program, each participant needs to have certain level of internet access (please refer to 11 below). The place to take the program (Online) will be determined by the internet environment which you may have. Please inform JICA the details of your internet environment by submitting the questionnaire referred to in ANNEX 3 below and which place you would like to take the program (e.g. home, office). If you can't find the proper place to take the program, please consult with JICA Office.

- (2) Time frame for Online program (live stream) (core phase) : from November 28, 2022 to December 15, 2022
The Online program will be live-streamed as above schedule mentioned in ANNEX 1 Course Program for core phase.

11. Circumstance for Internet Connection

The program is conducted through a platform “Zoom Meeting”. It is necessary to ensure a stable and secure internet connection to access the platform. Internet speeds of downloading and uploading are recommended approximately 3 to 5 Mbps. (0.5 to 1.5 Mbps at least).

Please refer to this URL for how to measure internet speed.

<https://www.speedtest.net/>

Mobile phones are not recommended.

[Note] If you are not able to arrange internet connection or necessary devices, please consult with JICA office in your country.

12. Guidance on Online training

Guidance on online training will be held prior to the start of the program on **November 21, 2022.** All the participants are required to attend the guidance.

13. Attendance requirement

Participation in all part of the Online program (core phase) is an essential requirement for the completion of the course. Partial attendance is not allowed, in principle but the non-participation due to any sudden and inevitable reason would be allowed by the notice beforehand.

III. Conditions and Procedures for Application

1. Expectations to the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications:

1. The applicants should be nominated by their government.
2. Present position, assignment: Applicants must be senior government officials of a corresponding ministry of the central government equal to or above the level of director (preferably director-general/deputy director-general level) and must be involved in policy formulation.
3. Occupational Background: have experience of policy formulation and coordination for more than five (5) years.
4. Academic Background: have a university or equivalent (or above) academic degree.
5. Language: **be proficient in spoken and written English.**
(be able to actively discuss and to write a report)
6. Health: must be in good health, both physically and mentally, to complete the program.
7. This program is intended for personnel who have the will and intention of working as a civil servant for five years or more after the completion of this program.
* Those who have not participated in JICA training courses in the past will be given priority during the selection process.

(2) Recommended Qualifications

- 1) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

3. Required Documents for Application:

(1) Application Form: The Application Form is available at **the JICA office (or the Embassy of Japan)**.

(2) Inception Report: The applicant is required to prepare an Inception Report together with the Application Form. It will be used for selection of participants and will be used for the scheduled session “Presentation & Discussion (Presentation of Inception Report)” in the Course. The instructions of the Inception Report are shown in the ANNEX 2. The Instructions of Inception Report.

(3) Organization Chart: The applicant is required to prepare an **organization chart of the whole government and of the applicant’s organization** and to submit it together with the Application Form. Please clearly indicate the applicant’s position on the chart. Submission of the Organization Chart is considered to be an important factor in the selection process of participants.

(4) Questionnaire (Internet learning environment): to be submitted with the application form. Please use the form, ANNEX 3.

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan)**.

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by **October 3, 2022**)

【Note】 Please inform JICA office the details of your internet environment by submitting the questionnaire referred to in 3(4) above and your preferred place to take the program (both On Demand and Online).

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration of their duties, positions in the organization,

and other relevant information in a comprehensive manner.

(3) Notice of Acceptance:

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than October 31, 2022**.

5. Conditions for Attendance:

- (1)** to strictly adhere to the program schedule.
- (2)** not to change the program topics.
- (3)** to attend all the program: partial attendance is not allowed.
- (4)** a certificate will be given to participants who have completed the all On Demand and Online programs and achieved expected results by participating the programs.
- (5)** to respect intellectual property rights and rights of privacy or publicity which belong to lecturers and all the participants of the Online seminar, such as copyright and portrait rights. To refrain from recording and sharing the video material, audio material, text, images, graphics and other content available during the program except for cases with specific permission.
- (6)** to refrain from engaging in any political activities, or any form of employment for profit or gain.

IV. Administrative Arrangements

Organizer:

(1) Name: JICA TOKYO

(2) Contact: Ms. HISAEDA Makiko (tictip@jica.go.jp)

※Please include the course number “202107684J001” in the subject line of your e-mail.

1. Implementing Partner:

1) Name: Japan International Cooperation Center (JICE)

2) URL: <https://www.jice.org/en/index.html>

2. Adviser:

1) Name: International Affairs Division, National Personnel Authority

2) URL: <https://www.jinji.go.jp/en/index.html>

3. Expenses:

The following expenses will be provided for the participants by JICA:

(1) A round-travel expense to the place where participants take this program in case if any participant is required to travel to a place designated by JICA, which must cause payment of travel expense on the side of participant. For the details, kindly ask at JICA office.

(2) Reasonable charges or expenses to improve your Internet connection to meet the technical standard required to participate in the program. For the details, kindly ask at JICA office.

4. Others:

In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed or shortened.

V. ANNEX 1

Course Program for core phase (Tentative)

(The order and the titles of the sessions will subject to change due to the convenience of the lecturers.)

Date		Program	Output
28-Nov	Mon	Program Orientation Presentation of Inception Report (1)	1
29-Nov	Tue	Presentation of Inception Report (2)	1
30-Nov	Wed	Presentation of Inception Report (3)	1
1-Dec	Thu	Role of National Administration and National Public Employees (1): Overall of the post-war development of Japan and the role of the governmental officials in the policy making process including recent challenges	2
o 2-Dec	Fri		
3-Dec	Sat		
4-Dec	Sun		
5-Dec	Mon	Role of National Administration and National Public Employees (2): Role of National Administration and National Public Employees to support the governance of a country	2
6-Dec	Tue	Difference of rolls between the national government and local government of Japan	2
7-Dec	Wed	Good Practice of Public Service of a Local Government including the Dialogue with the Top Management of a Local Government	2
8-Dec	Thu	Competency Development of National Governmental Officials, how to build up the sense of leadership and the awareness of a public servant (TBD)	1
9-Dec	Fri		
10-Dec	Sat		
11-Dec	Sun		
12-Dec	Mon	Policy Making on a Current Issue of Japan (TBD)	2
13-Dec	Tue	Review the Program by a lecturer of this program and Wrap up Discussion among the Participants for Making of Improvement Plan	1,3
14-Dec	Wed	Presentation of Report (1)	3
15-Dec	Thu	Presentation of Report (2) Evaluation Meeting, Closing	3

VI. ANNEX 2

The Instructions of Inception Report

Every applicant is required to prepare an Inception Report in accordance with the instructions below. Inception reports will be shared among the participants. The Report should be typewritten, double spaced on A4 size paper (21cm by 30cm) and submitted together with the Application Form to JICA overseas office (or the Embassy of Japan). A total number of pages of the report are preferably 1 or 2 pages. It is highly recommended that the Report be created in MS Word.

The report will preferably contain those subjects in accordance with the following structure.

Contents of the Inception Report

1. Basic Information
 - (1) Name of Participant
 - (2) Name of Country
 - (3) Name of Organization / Department /Position
 - (4) Policies that you are in charge of formulating and implementing, if any.

2. Explain National issues and Challenges which your organization/department should tackle
3. Regarding above 2, describe Duties and Responsibilities of your belonging department and your role as a senior government official.
4. Your organizational (ministry/department) administrative challenges regarding above 2 & 3.
5. Taking into considerations of above 2,3 & 4, describe your idea (within 10 lines) on "Change/Reform/Improvement that should be urgently carried out in your official responsibilities" for the development of your country.

6. Expectations to the Course Program
 - (1) What do you expect to learn from the Course Program?
 - (2) What do you expect to learn/ What advice you'd like to get from other participants in the Course Program?

Presentation of the Inception Report

At the beginning of the course program, each participant will make a presentation based on the inception report submitted with his/her application form. These presentations give the participants an opportunity to understand the situations in other participants' countries, compare the actual trends, systems and practices of their countries in regard

to the roles of public administration to contribute to the socioeconomic development. Each participant will have about 20 minutes for his/her presentation including discussion with the floor. It is not desirable to merely read out the report in the presentation. After the notification of results, those who were accepted will be required to submit MS PowerPoint material for the presentation. The details will be announced later.

VII. ANNEX 3:

Questionnaire (*Internet learning environment*)

*Submit this questionnaire together with the Application Form.

Name:

Country:

Please answer the following question. If you need any assistance for preparation of the learning environment, please consult with JICA office.

1. Learning Place (From where you are going to attend this Online program.)

- () Home
() Workplace
() JICA Office
() Other place ()

2. Device & Network (Please describe your device and network.)

- (1) Device: *ex) Personal Computer, Tablet, etc.*
()
(2) Operating System: *ex) Windows10, MacOS X, MacOS 10.9.X, etc.*
()
(3) Browser: *ex) Internet Explorer11+, Edge12+, Chrome 30+, etc.*
()
(4) Network: *ex) Wi-Fi, Wired LAN, etc.*
()

3. Application (Please let us know about the application.)

- (1) You can download and sign in "Zoom" application. (Yes/No)
Download from <https://zoom.us/download>
(2) You can view "YouTube" video. (Yes/No)
Sample: <https://www.youtube.com/watch?v=wJkyQZRmSes>

4. Other information

If you have any specific Online environment, please describe them in detail.

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For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and

technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

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TEL: +81-3-3485-7051 FAX: +81-3-3485-9655