

[2024-2026 Multi-year Program]

2026 KOICA Course Information

Capacity Building for Local Government on Human Rights Administration Enhancement Education in Asia

('24-'26)



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People/ Peace/ Prosperity/ Planet/ Partnership/

KOICA Korea International
Cooperation Agency



Korea International Cooperation Agency

Korea International Cooperation Agency (KOICA) was established as a government agency dedicated to grant aid programs in April 1991. To achieve the 2030 Agenda for Sustainable Development Goals (SDGs), KOICA has set 5Ps - People, Prosperity, Peace, Partnership and Planet - as its core values, promoting mutual development cooperation for peace and prosperity centered on people ensuring no one behind.



KOICA Fellowship Program, CIAT

CIAT is pronounced [síat], which means seed in Korean. It aims to plant seeds of hope across partner countries. CIAT is a cooperation program where policymakers, public servants and experts from developing countries are invited for technical course and knowledge sharing.



CIAT has established partnerships with numerous public organizations, research institutes, universities, and others in Korea to offer quality course programs. These efforts have resulted in high levels of satisfaction among participants. After completing the program, CIAT participants play a significant role in spreading Korea's commitment and goodwill towards their societies.



FOR APPLICANTS

PROGRAM OVERVIEW

TITLE: Capacity Building for Local Governments on Human Rights Administration Enhancement Education in Asia ('24-'26)

DURATION: 2024-2026

GOAL: To increase the capacity of human rights administration to strengthen the accountability of local government officials and promote human rights awareness and sensitivity, aiming to establish a human rights culture within the organization

	FIRST-YEAR COURSE (2024)	SECOND-YEAR COURSE (2025)	THIRD-YEAR COURSE (2026)
TARGET GROUP	High-level local government officials from Kyrgyzstan, Bangladesh, Sri Lanka, Pakistan, Turkmenistan	Mid-level local government officials from Kyrgyzstan, Bangladesh, Sri Lanka, Pakistan, Turkmenistan	Working-level local government officials from Kyrgyzstan, Bangladesh, Sri Lanka, Pakistan, Turkmenistan
OBJECTIVES	- To promote human rights understanding and sensitivity to establish human rights culture within the affiliated organization - To strengthen the understanding of human rights and enhance human rights administration - To establish goals for building a human rights-based organizational culture	- To stabilize the human rights culture within the organization and identify the scope of trainees' own responsibilities and roles - To strengthen the understanding of human rights and enhance human rights administration - To establish a human rights education plan for strengthening the human rights administration capacity	- To empower the trainees to create and implement a concrete plan for enhancing human rights administration - To strengthen the understanding of human rights and enhance human rights administration - To develop human rights education program
ACTIVITIES	- Invitational Course -Lectures -Study Visits -Extracurricular Activities	- Invitational Course -Lectures -Study Visits -Extracurricular Activities	- Invitational Course -Lectures -Study Visits -Extracurricular Activities
OUTPUT	2024 Action Plan	2025 Action Plan	2026 Action Plan

(Selecting a good Action Plan and implementing on-site program)

Accomplishing the program's goals through capacity building and contributing to the sustainable socio-economic development of partner countries

COURSE OVERVIEW

1. OBJECTIVES

- 1) To promote human rights understanding and sensitivity
- 2) To help establish a human rights culture within the affiliated organization
- 3) To strengthen the implementation of human rights norms and standards and enhance human rights administration within the affiliated organization
- 4) To establish an action plan for building a human rights organizational culture

2. COURSE DURATION

- Invitational Course: October 18 (Sun) - October 31 (Sat), 2026
- * Course duration (Work Days): October 19 (Mon) - October 30 (Fri), 2026
- ** All of the above-mentioned times are based on KST (Korea Standard Time)

3. COURSE TYPE

- Invitational Course (course in Korea)

4. LANGUAGE: *English

- * Unless otherwise requested by the recipient country's government or recipient organization officially, all courses should be conducted in English. The official request from the recipient country's government or recipient organization must be evidenced by (an) official document(s). Conducting a course in a foreign language other than English, without both prior consultation and approval from KOICA is prohibited.

5. LOCATION

- 1) Course: KOICA International Cooperation Center (ICC) / Jeonnam-Gwangju Special Metropolitan City Hall
 - 2) Accommodation: KOICA International Cooperation Center (ICC) / UTOP Boutique Hotel & Residence
- *Subject to Change
 - **Given the training theme of strengthening local government capacity in human rights administration, a three-day program is planned in Gwangju to provide participants with an opportunity to learn from the city's experience and practices in human rights administration.

6. PARTICIPANTS: 15 people

- * Bangladesh (3), Kyrgyzstan (3), Pakistan (3), Sri Lanka (3), Turkmenistan (3)

7. ELIGIBILITY REQUIREMENTS

MANDATORY	1. Be nominated by their local government; 2. Be in good health, both physically and mentally, enough to take the course; 3. Have a willingness to show a high level of participation and commitment throughout the course and contribute to the capacity building of their organization after the completion of the program; 4. Have not participated in the same KOICA Fellowship Program for the past three years, unless otherwise specified; (Key individuals may participate in the same programs again if there is an official request from the recipient country's government or recipient organization and the request is approved by KOICA. The process of request and consultation with KOICA must be evidenced by (an) official document(s)) 5. (Original place of employment) Local government in Kyrgyzstan, Bangladesh, Sri Lanka, Pakistan, Turkmenistan; 6. <u>(Position) Be a local government official working on a working-level position related to organization management and/or training;</u> 7. (Relevant work experience) At least 5 years of experience required; 8. (Language capability) Sufficient proficiency in written and spoken English to actively participate in seminars and write an Action Plan 9. (Full-time participation) Be able to attend the KOICA Fellowship Program full-time 10. (IT literacy) Have working knowledge of computers and related digital technology to perform basic tasks such as operating software systems, platforms and other communication programs (Windows, MS Office, email, etc.);
PREFERABLE	1. (Relevant work experience) 8 years of work experience would be preferable.
RECOMMENDED	N/A

※ This course is designed for participants meeting the above qualifications. Ineligible participants may have difficulty understanding the course.

8. CURRICULUM

MAIN LECTURES & DISCUSSIONS	FIELD VISIT
Module 1. Understanding of Human Rights	
- History and Underlying Concepts of Human Rights - Human Rights-Based Culture within Organization	
Module 2. Human Rights Mechanisms	
- Mechanisms - International Mechanism - Regional Mechanism - National Mechanism	
Module 3. Key Human Rights Issue	
- Climate Change and Human Rights - Ethical and Effective Use of AI for Public Good	Environmental Corporation of Gwangju
Module 4. Human Rights Administration	
Human Rights in Public Administration and Professional Responsibilities	
Module 5. Local Governments and Human Rights	
- The Role of the Local Governments as Human Rights Cities - Local Government's Human Rights Policies and Human Rights Administration Case Studies	
Module 6. Human Rights City Gwangju	
Human Rights Administration, Case of Gwangju City	Jeonnam-Gwangju Special Metropolitan City Hall
Module 7. Country Report and Action Plan	
- Country Report Presentation - Action Plan Methodology - Action Plan Workshop 1-5 - Action Plan Presentation	
Field Visit	
5.18 Archives - Former Jeollanam-do Provincial Office - Jeonnam-Gwangju Special Metropolitan City Hall - Environmental Corporation of Gwangju	
Extracurricular Activity	
- Mangwon Traditional Market - Seoul City Tour (Gyeongbokgung Palace, COEX Complex)	

9. Implementing Organization: Gwangju International Center (www.gic.or.kr)

Gwangju International Center (GIC) is a non-profit international exchange organization located in Gwangju, South Korea, and operates various projects to help local and foreign residents join hands and collaborate on community building. Projects include *Gwangju News*, the first public English monthly magazine in Korea published by volunteers, programs for cultural exchange between locals and foreigners, and employment training for foreigners. In addition, GIC provides information necessary for everyday life through counseling for foreigners, local guidebooks, and supports local communities to operate on their own.

Since 2014, GIC has organized the World Human Rights Cities Forum (WHRCF), currently co-hosted by Jeonnam-Gwangju Special Metropolitan City, UNESCO, and the UN Office of High Commissioner for Human Rights (OHCHR), along with the Raoul Wallenberg Institute of Human Rights and Humanitarian Law (RWI) and the UCLG-CSIPDHR. Human rights city officials, human rights organizations, activists, and citizens across the world participate in the WHRCF, which became a representative venue for human rights exchanges in the international community, and discuss ways to promote human rights. The WHRCF contributes to strengthening the international capabilities of the region through various collaborative projects with partner organizations.

GIC has also conducted the UNESCO Master Class Against Racism and Discrimination, an educational program designed by UNESCO to nurture the youth as agents of change to fight against the discriminations at schools and local communities. GIC created and conducted the UNESCO Master Class Gwangju Series since the year 2022, aiming to strengthen human rights education and enhance it for the future generation.

Together with the partners from RWI, OHCHR, and UCLG-CSIPDHR, GIC had already conducted the KOICA Fellowship Program online in years 2021 and 2022 under the topic of “Human Rights Education Training Program for Sustainable and Inclusive Communities”, aimed at high- and mid-level government officials from Kenya, with lectures focusing on regional human rights mechanisms, local governments’ roles in and examples of promoting human rights, human rights-based approaches, and sustainable development goals.



10. DETAILED PROGRAM SCHEDULE

Date/Time	Program Description	Remarks
Oct. 18 (Sun)	Arrival	*Arrival Times differ by country
TBC	Arrival to Incheon International Airport (T1/T2) Transfer to KOICA International Cooperation Center (KOICA ICC)	
Oct. 19 (Mon)	KOICA Orientation & Welcome Event	
09:00 – 10:10 10:30 – 12:00 13:30 – 17:00 18:00 – 19:30	Welcome Ceremony KOICA Orientation Country Report Presentation Welcome Dinner	
Oct. 20 (Tue)	Lecture	
09:00 – 09:20 09:20 – 12:00 13:30 – 14:30 15:00 – 17:00	Ice-Breaking Activities (Lecture 1) History and Underlying Concepts of Human Rights Action Plan Methodology Action Plan Workshop 1	
Oct. 21 (Wed)	Lecture	
09:00 – 11:00 11:20 – 11:50 13:30 – 15:00 15:30 – 17:30	(Lecture 2-1) International Mechanism (Lecture 2-2) Regional Mechanism (Lecture 2-3) National Mechanism Action Plan Workshop 2	
Oct. 22 (Thu)	Lecture/ Extracurricular Activity	
09:30 – 11:30 13:00 – 15:00 16:30 – 19:30	(Lecture 3) Human Rights-Based Culture within Organization (Lecture 4) Ethical and Effective Use of AI for Public Good (Extracurricular Activity 1) Mangwon Traditional Market	*Mangwon Traditional Market
Oct. 23 (Fri)	Lecture	
10:00 – 12:00 12:00 – 14:00 14:00 – 16:00 16:30 – 17:30	(Lecture 5) Human Rights in Public Administration and Professional Responsibilities Lunch and Prayer Break (Lecture 6) Climate Change and Human Rights Action Plan Workshop 3	
Oct. 24 (Sat)	Extracurricular Activity & Transfer to Gwangju	
11:00 – 12:30 13:30 – 17:00 17:00 – 21:30	(Extracurricular Activity 2) Gyeongbokgung Palace Tour (Extracurricular Activity 3) COEX Complex Visit Transfer to Gwangju	*Outdoor activities subject to change due to weather conditions

Oct. 25 (Sun)	Field Visit / Extracurricular Activity	
10:00 – 12:30 13:30 –	(Field Visit 1) 5.18 Archives, Former Jeollanam-do Provincial Office Free Time	
Oct. 26 (Mon)	Field Visit / Lecture	
09:00 – 10:40 11:00 – 12:00 13:30 – 14:00 14:30 – 16:00	(Lecture 7) Human Rights Administration, Case of Gwangju City (Field Visit 2) Meeting with High-Level Representatives of Jeonnam-Gwangju Special Metropolitan City (Field Visit 2) Gwangju City Hall Tour (Field Visit 3) Environmental Corporation of Gwangju	
Oct. 27 (Tue)	Transfer to KOICA ICC / Lecture	
08:00 – 12:00 14:30 – 16:00	Transfer to KOICA ICC (Lecture 8) Role of the Local Governments as Human Rights Cities	
Oct. 28 (Wed)	Lecture	
09:00 – 12:00 13:30 – 15:00 15:30 – 17:00	(Lecture 9) Local Governments' Human Rights Policies and Human Rights Administration Case Studies Action Plan Workshop 4 Action Plan Workshop 4	
Oct. 29 (Thu)	Action Plan Writing Workshop	
10:00 – 12:00 14:00 – 17:00	Action Plan Workshop 5 Action Plan Workshop 5	
Oct. 30 (Fri)	Action Plan Presentation / Closing Ceremony	
09:00 – 09:20 09:40 – 12:00 13:30 – 15:00 15:30 – 17:00 18:30 – 20:00	KOICA Departure OT Presentation of the Action plan and feedback Presentation of the Action plan and feedback Closing Ceremony Farewell Dinner	
Oct. 31 (Sat)	Departure	
TBC	Transfer to Incheon International Airport (T1/T2) Departure from Incheon International Airport (T1/T2)	* Departure times differ by country

※The above schedule is subject to change.

HOW TO APPLY

APPLICATION DEADLINE : 28th of Aug, 2026

Step 1. CHECK COURSE INFORMATION CAREFULLY.

- Applicants must review Program Overview and Course Overview details to ensure the course is relevant to their work and that they meet the qualifications for application.

Step 2. FILL OUT AND SUBMIT AN APPLICATION.

- Applicants must submit it no later than the deadline.

※ Instructions for filling out an application ※

- 1) Fill in all entries of the application form, including email address **accurately and without omission** (The selection process of qualified applicants will start based on the information provided).
- 2) Applicants are required to fill out an application clearly and legibly.
(The course application result or follow-up activities after completion of the course will be notified through the email address of an applicant written in the application.)
- 3) Make sure to submit all the documents required for application.

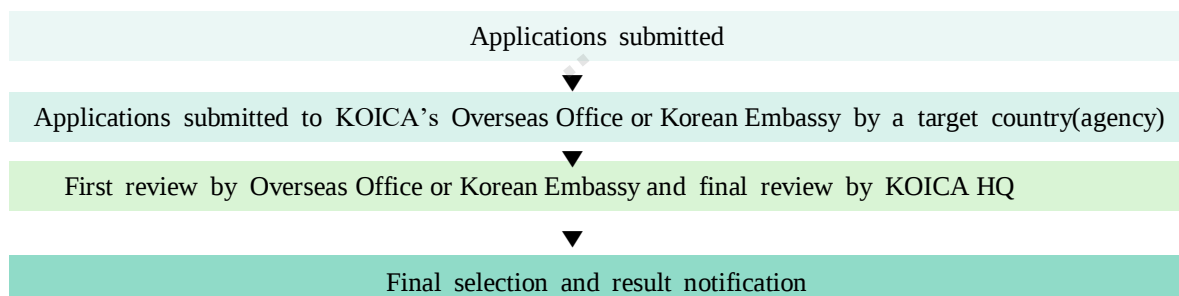
※ Passport, Medical Reports are required for Invitational Course.

- ▶ For inquiries regarding application submission, please contact KOICA's Overseas Office or the Korean Embassy (if KOICA Office is unavailable).

Step 3. RECEIVE NOTIFICATION OF SELECTION RESULTS.

- KOICA (or the Course Institute) will notify successful candidates of their selection via email.

※ Overview of the Selection Process ※



< Information for Successful Candidates >

- Successful candidates are required to submit a Country Report by the deadline (For details, see Country Report section).;



FOR PARTICIPANTS

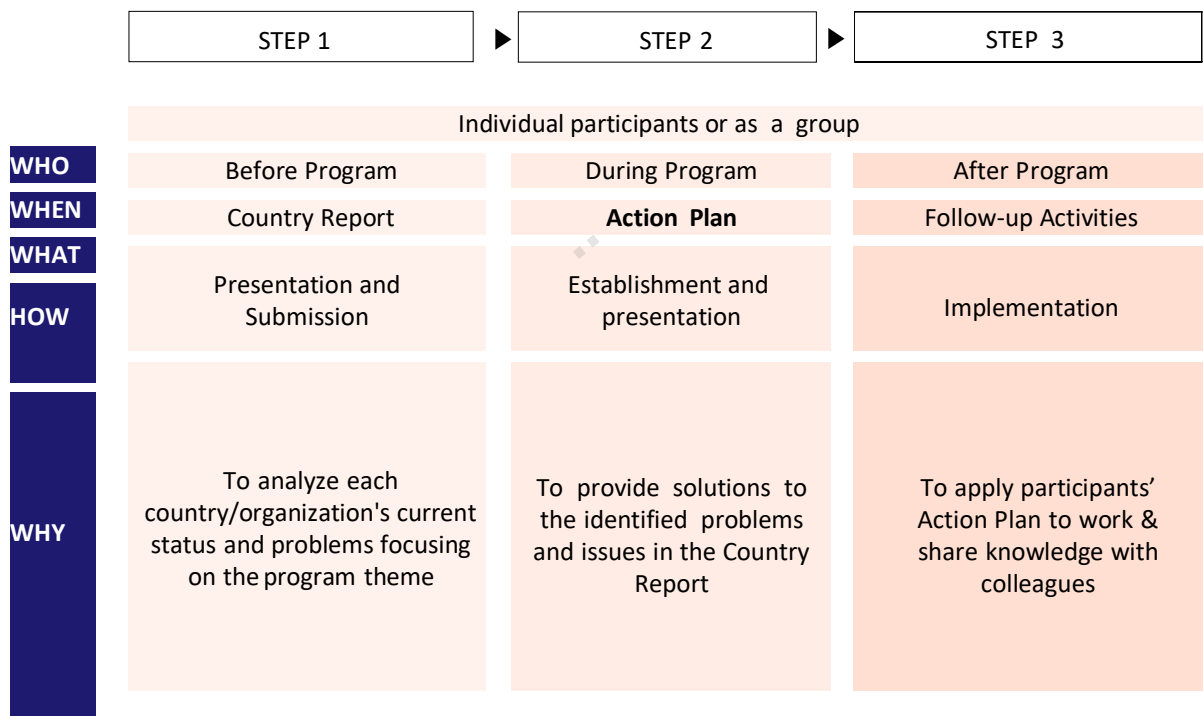
PARTICIPANT'S MAJOR ACTIVITIES

All participants are requested to establish and present an Action Plan towards the end of the program. The Action Plan is a crucial program activity to which KOICA gives top priority. It is intended, firstly, to help program participants to come up with alternatives and solutions to the current issues and major challenges which participants' country/government/organizations are facing and, secondly, to plan what action the participants should take in order to solve those challenges.

For a successful Action Plan, **the first step is to prepare a Country Report.** In preparing a Country Report before joining the KOICA course, participants will have an opportunity to analyze their own countries' current issues, challenges as well as circumstances surrounding them. Preparation and presentation of a Country Report is part of the Action Plan building process in which participants will be involved throughout the program.

The second step is to build an Action Plan. With the Country Report in mind, participants are encouraged to develop an Action Plan by incorporating the observations, experiences, and findings from the program, specifically from lectures and discussions. During the Program Orientation Session, the Action Plan guidelines, including a PPT template for presentation, will be provided to participants with instructions on how to formulate concepts and ideas for composing a practical and feasible Action Plan.

The third step is to implement the Action Plan. After the completion of the course, participants should implement the Action Plan according to its specifics and timeline. Participants are advised to do follow-up activities such as knowledge-sharing workshops or presentations with colleagues.



[STEP 1] COUNTRY REPORT

1. WHAT IS A COUNTRY REPORT?

A Country Report is a pre-assignment prepared and submitted by participants before the course starts. Participants analyze their own countries' current issues, challenges as well as circumstances surrounding them, and share the findings with other participants and Korean experts in an effort to provide solutions to the identified problems and issues for their own countries.

2. HOW AND WHAT TO PREPARE

Participants are requested to prepare the Country Report individually or as a group and must submit it by the deadline specified below, so that it can be shared with lecturers before the program starts and also with fellow participants, moderators, discussants and Korean experts during the program in an effort to provide solutions to the identified problems and issues.

By when	<u>October 9, 2026</u>
In what format	Microsoft PowerPoint, PDF
To whom	Program Manager Soeun Park / hr_training@gic.or.kr
Which contents?	Objective: - Following up on and improving the plan created by year 1 trainees to enhance the understanding and solidify the importance of human rights administration within the organization Chapter 1. Current State - Analyze the year 1 program's conduct and present the current state of human rights education programs within the respective organization/department Chapter 2. Challenges - Explore the challenges of fostering a human rights culture through the integration of human rights principles and standards within institutional and departmental frameworks Chapter 3. Tasks - Offer possible solutions to the above challenges * The topics of Chapters 2 and 3 will be covered in the Action Plan.

3. COUNTRY REPORT PRESENTATION

Each presentation should take no longer than 15 minutes or so. Use an adequate number of slides, or maximum 20 pages, with consideration of time constraints. Each Country Report presentation will be followed by a question and answer session which includes feedback from Korean experts.

[STEP 2] ACTION PLAN

1. WHAT IS AN ACTION PLAN?

An Action Plan is intended to help program participants provide alternatives and solutions to the issues and problems that are identified in the Country Report. A good Action Plan entails who will do what, when, and how in detail. Since the Action Plan's feasibility is crucial, participants should thoroughly discuss with their supervisor(s) in advance whether the main topic and direction are viable.

Based on the observations and findings from the lectures and discussions, participants will be asked to create an Action Plan in accordance with the Action Plan Guidelines to be provided. A session for developing and building the Action Plan will be held and the Action Plan guidelines will be provided to participants with instructions on how to formulate concepts and ideas for composing a practical and feasible Action Plan.

※ **Note** ※

- 1) Participants joining a second or third year course without attending the previous course(s) are required to review and understand the Action Plans by other participants in such course(s) in advance.
- 2) Participants may improve or develop the previous year's Action Plan, or build another Action Plan with a new topic.

2. ACTION PLAN BUILDING PROCESS



- Applying knowledge acquired through lectures and discussions and working on measures to solve the issues or problems identified in the Country Report from various angles
- Building specific solutions as well as an implementation plan together with a moderator during the Action Plan workshop

[STEP 3] FOLLOW-UP ACTIVITIES

ACTION PLAN & PILOT PROJECT	Sharing the implementation status of the Action Plan with the Course Institute and KOICA (See Appendix: Contacts) (An exemplary Action Plan will be selected and financed by the Course Institute as a pilot project for implementation of the Action Plan)
KNOWLEDGE SHARING ACTIVITIES	Promoting knowledge spreading activities such as workshops and presentations to share knowledge acquired during the program and the Action Plan
KOICA CLUB ACTIVITIES	Taking part in an array of activities including joining KOICA Clubs in each country and community service after the completion of the program
ONLINE NETWORKING	https://www.facebook.com/koica.icc Having an opportunity to participate in the KOICA Fellowship Community and to continue networking



FROM DEPARTURE TO ARRIVAL

BEFORE DEPARTURE

1 Apply VISA or K-ETA

Apply for VISA (C-3) or **K-ETA***

2 Access Q-CODE **recommend*

▶ Advance input system (**Q-CODE**) of Quarantine Information

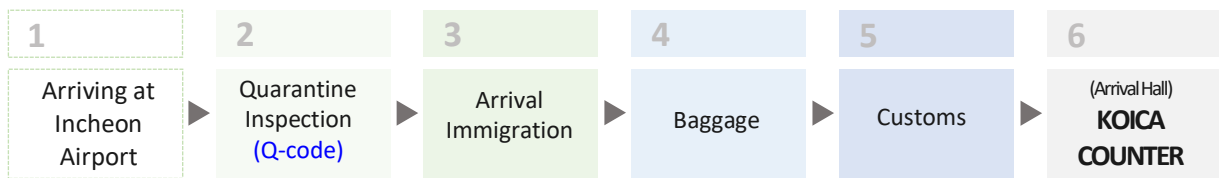
K-ETA (Korea Electronic Travel Authorization)

- Nationals of countries/regions eligible for visa-free entry are required to get K-ETA approval to board the flight or ship bound for the Republic of Korea.
- Apply via the official K-ETA website(<https://www.k-eta.go.kr>) or mobile Application(K-ETA), at least **72-hour** prior to board the flight
- ※ (COST) 10,000KRW (appx. 10USD) and 3% of card transaction fee
- ※ If you apply through a service website that is NOT the official K-eta website, you may be charged excessive fees.

Q-CODE (Quarantine Information Advance Input System)

- **Access:**<https://cov19ent.kdca.go.kr/cpassport/biz/beffatstmnt/main.do?lang=en>
- All participants are recommended to register a Q-code prior to entering Korea.
- Passengers who have completed entering quarantine information through the Q-code system and issued a QR-code may take a short time for quarantine inspection after arriving in Korea.
- Otherwise, you may get '**Health Condition Questionnaire**' on board and fill out and submit it during the quarantine inspection.

✈ AT AIRPORT [Arrival Procedures]



※ KOICA will provide the Immigration Office at the Incheon International Airport with a list of participants' names, nationality, flight schedules, and other information regarding the Fellowship Program before arrival. Participants are advised to carry the invitation letter in which their status is written, and show the letter to the Immigration Officer in case the Officer asks for further identification.

KOICA COUNTER

To ensure that you receive appropriate help to safely get to the Course Institute, two KOICA Counters are in service at each Terminal. At the KOICA Counter, KOICA staff will arrange your ride to the Course Institute.

AT INCHEON INTERNATIONAL AIRPORT **TERMINAL 1** (IIAT 1)



Location
In front of Exit between 1 & 2
(near **A** gate)

Contact Info
Ms. Jin-Young YOON
Tel.: 82-32-743-5904

AT INCHEON INTERNATIONAL AIRPORT **TERMINAL 2** (IIAT 2)



Location
In front of Exit 7
(near **B** gate)

Contact Info
Ms. Geun-Young KIM
Tel.: 82-32-743-5905

CONTACTS

KOICA Training Institute	http://www.koica.go.kr http://www.facebook.com/koica.icc	
	Program Manager Ms. Yuna CHOI +82-31-740-0529 ync@koica.go.kr	CIAT Fellowship Program Pilot Project Follow-up Activities
	Program Coordinator Ms. Miji KIM +82-2-6916-9648 miji@koworks.org	General Support for Course Management
	Program Manager Ms. Soeun PARK +82-62-226-2734 hr_training@gic.or.kr http://www.gic.or.kr	Course Contents & Management - Curriculum, Lecture, Lecturer, Country Report & Action Plan Workshop (Real time)



Capacity Enhancement Program Department

KOICA International Cooperation Center(ICC)

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<http://koica.go.kr>

