




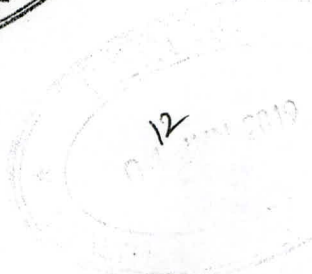
Kapila S. / Phase advertisement on website - 

6/06/19
May 29, 2019



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Homepage: <http://www.jica.go.jp/srilanka/english/index.html>
Facebook : <https://www.facebook.com/jicasrilanka>

Ms. L.A.Y. Darshani De Silva
Director (TA Division)
Department of External Resources
Colombo 1.



Dear Ms. De Silva,

Web

KNOWLEDGE CO-CREATION PROGRAM:
OCCUPATIONAL SAFETY AND HEALTH - FROM POLICY DEVELOPMENT
TO IMPLEMENTATION MEASURES
COURSE NO: 201984537-J002

This is to inform you that Japan International Cooperation Agency (JICA) will consider completed applications of qualified participants nominated by the Government of the Democratic Socialist Republic of Sri Lanka for the above Technical Training Course.

The duration of the training course is from 01 October 2019 - 01 November 2019.

The participants for the above course should be nominated in accordance with the General Information (GI) regulations. Eight copies of the General Information (GI) booklets are attached for distribution to the relevant authorities.

To further expedite the selection procedures, let us suggest the following institution(s) as below mentioned that are considered as eligible in accordance with the stipulations of the GI.

- Ministry of Health, Nutrition & Indigenous Medicine (*for Environmental and Occupational Health Unit*)
- Department of Labour
- National Institute of Occupational Safety and Health
- Construction Industry Development Authority
- National Institute of Health Sciences

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office on or before **24 July 2019.**

- Duly filled prescribed Application Form
- Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
- Copy of the passport (if available)
- Questionnaire (Annex III)

In completing the application forms, kindly advise the nominees to use the same name order as given in the passport, where JICA shall issue official documents relevant to visa in the similar order on his/her acceptance by JICA. In case passports are not available at the time of nomination, on receipt of JICA acceptance notification letter, nominees are expected to issue passports in the same name order as mentioned in the training application.

We also note that, handwritten training applications shall not be accepted by JICA at any reason.

In addition, kindly advise the nominating organizations to share the GI Booklets with their nominees for a better understanding of the training requirements, whereas JICA conducts its selection interviews principally based on the contents of the respective GIs.

Thank you.

Yours sincerely,

加藤尚子

Naoko KATO

Project Formulation Advisor

JICA Sri Lanka office

C.C - ✓ Secretary, Ministry of Health, Nutrition & Indigenous Medicine
Commissioner General, Department of Labour
Director General, National Institute of Occupational Safety and Health
Director General, Construction Industry Development Authority
Director General, National Institute of Health Sciences
Mr. S. Waratani, First Secretary, Embassy of Japan



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION

Occupational Safety and Health
- From Policy Development to Implementation Measures-

課題別研修「労働安全衛生－制度構築から具体的対策まで－」

JFY 2019

NO. 201984537J002

Course Period in Japan: From October 1st, 2019 to November 1st, 2019

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

The rapid progress of industrialization in developing countries has been leading to economic development whereas negative aspects such as industrial accidents have been emerging. According to International Labor Organization (ILO), the number of victims of industrial/occupational accidents and diseases has exceeded two millions, annually in the world. Therefore, it is urgently required to formulate and implement appropriate policies of Occupational Safety and Health (OSH) in many countries. When we examine changes in frequency rate (Internationally applicable expression mode for accident occurrence rate resolved by ILO, namely the number of accident per one million cumulative working hours) of industrial/occupational accidents in Japan, it was over 20 in mid 1950s. However, the rate has drastically dropped to 1.7-1.8 in recent years, which accounts for less than 1/10 of that of mid 1950s. This drastic change was realized by Five Year Industrial Accident Prevention Plan which started in 1958, execution of Law for Industrial Accident Prevention Organizations which was put in force in 1964, establishment of industrial accident prevention organizations based on the law, and improvement of the systems by administration such as enforcement of industrial safety and health related law in 1972 as well as improvement and enhancement of countermeasures for industrial accident prevention.

It is no exaggeration to say that the current situation of OSH in Japan has attained the highest level in the world.

Under the above-mentioned circumstances, JICA together with the Japan Industrial Safety and Health Association (JISHA), have organized the Seminar on 'Improvement of Policy on Occupational Safety and Health' to introduce Japanese experience in this field containing autonomous efforts made by Japanese companies as well as the establishment and enforcement of laws and regulations.

The main purpose of this seminar is to introduce the history and policy of OSH in Japan to developing countries, especially to those where industrialization has been progressing and to contribute to the improvement of policies of OSH of target countries.

For what?

This program aims to provide participants with the opportunities to acquire necessary knowledge and skills to improve their countries' policy for OSH by learning Japanese cases.

For whom?

This program is offered to the governmental/related organizations in charge of planning and administration of OSH policy.

How?

1. To acquire better understanding on the issues of OSH measures in their own countries.
2. To understand policies and organizations of OSH in Japan.
3. To observe the measures for OSH introduced in the private companies in Japan.
4. To understand the validity of Occupational Safety and Health Management System (OSHMS) of Japan.
5. To examine the content bringing back to their own duties with the overview of the above-mentioned 1 to 4.

II. Description:

1. Title (J-No.):

Occupational Safety and Health - From Policy Development to Implementation Measures- (201984537J002)

2. Course Period in JAPAN

October 1 to November 1, 2019

3. Target Regions or Countries:

Bhutan, Cambodia, Cook Islands, Iraq, Indonesia, Lebanon, Maldives, Mongolia, Samoa, Sri Lanka, Thailand

4. Eligible / Target Organization :

Governmental / related organization in charge of planning and administration of Occupational Safety and Health (OSH) policy

5. Course Capacity (Upper limit of Participants) :

12 participants

6. Language to be used in this program :

English

7. Course Objective:

To share the acquired knowledge and skills among the target organization to the improvement of Occupational Safety and Health (OSH) of the participating countries.

8. Overall Goal:

Standards of Occupational Safety and Health (OSH) in the target countries improve.

9. Expected Module Outputs and Contents:

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

(1) Preliminary Phase in a participant's home country (September 2019) <i>Participating organizations prepare for the Program in the respective country.</i>		
Modules	Activities	Methodology
(1) To acquire better understanding on the issues of OSH measures in their own countries.	Formulation and submission of Country Report (Situation Analysis Report). *Framework of the Report is attached as ANNEX IV. Deadline of Submission: <u>September 17, 2019</u>	Report
(2) Core Phase in Japan (October 1 to November 1, 2019) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Modules	Subjects	Methodology

(1) Understanding on the issues of OSH measures in their own countries.	Presentation of Country Report (Situation Analysis Report)	Presentation/ Discussion
(2) Understanding policies and organizations of OSH in Japan.	<ul style="list-style-type: none"> • OSH Law/Labor Inspection System in Japan • The Roles of Ministry of Health, Labour and Welfare (MHLW) • Role of Labor Safety and Health Organization: National Institute of Occupational Safety and Health • Role of Labor Standards Inspection Office • Development of Industrial Safety and Health Measures and the outline of its contents in Japan/ Industrial/Occupational Accident Statistics/ Worker's Accident Compensation Insurance • Outline of OSH Measures in Japan • Safety and Health Education in Japan • Working environment measurement of Hazardous materials and Check-up measurement • Foreman training, General OSH education, Health management plan, Drawing up Safety management plan etc, Educational method • Construction Occupational Safety and Health 	Lecture/ Observation/ Discussions
(3) Observation of the measures for OSH introduced in the private companies in Japan.	<ul style="list-style-type: none"> • Support of improvement for SME's OSH environment • Machineries Safety Management • Management of Harmful Materials • Zero-Accident Movement and Hazard Identification Training (KY) • Personal Protective Equipment (PPE) • Total Health Promotion Plan (THP) • Green Cross Exhibition • National Industrial Safety and Health Convention • Dam Construction Site 	Lecture/ Observation/ Exercise
(4) Understanding the validity of Occupational Safety and Health Management System (OSHMS) of Japan.	<ul style="list-style-type: none"> • OSHMS & Risk Assessment • Risk Assessment 	Lecture/ Exercise
(5) Examine the ideas and methods attained in the Modules 1-4 to improve OSH in respective countries	<ul style="list-style-type: none"> • Discussion for the improvement of OSH in the respective country. • Formulation, and presentation of the Action Plan 	Discussion/ Presentation

III. Conditions and Procedures for Application:

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to formulate concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .

2. Nominee Qualifications:

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

(1) Essential Qualifications:

- 1) Current Duties: Governmental officials /staff of related organization (division head or section chief) engaged in planning and administration in occupational safety and health. Officials who are expected to be leading position are encouraged to apply. (This program is not for high-ranking officials).
- 2) Occupational Background: have more than three (3) years of occupational experience in the field of occupational safety and health, and be expected to be continuously engaged in this field after completion of this program.
- 3) Academic Background: be university or college graduates, or have an equivalent academic background.
- 4) Language: have a competent command of spoken and written English to participate in the discussion. (This program includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus during the program.

(2) Recommendable Qualifications

Age should be under fifty (50), in principle.

3. Required Documents for Application:

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

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the Medical History(1-(d)) of the application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

- (2) **Questionnaire:** to be submitted with the application form. Detailed information is provided in the ANNEX III "Questionnaire".
- (3) **Nominee's English Score Sheet:** to be submitted with the application form. If

you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

- (4) **Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number, Expire date and the Optical Character Recognition(OCR) with barcode.

**Deadline of A2A3 application in
JICA Sri Lanka office is 24/07/2019**

4. Procedure for Application and Selection:

(1) **Submission of the Application Documents:**

Closing date for application to the JICA Tokyo in JAPAN: **July 31, 2019**

Note: Please confirm the closing date set by the JICA Office or the Embassy of Japan in respective country to meet the final date in Japan

(2) **Selection:**

After receiving the document(s) through due administrative procedures in the respective government, the JICA office (or Embassy of Japan) in respective country shall conduct screenings, and send the documents to the JICA Tokyo in Japan, which organizes this project. Selection shall be made by the JICA Tokyo in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with 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 their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) **Notice of Acceptance**

Notification of results shall be made by the JICA office (or Embassy of Japan) in respective country to the respective government **by September 2, 2019.**

5. Document(s) to be submitted by accepted participants:

Country Report:

Before coming to Japan, **Only selected applicants** are required to submit a Country Report to JICA Tokyo by e-mail (to: tichdop@jica.go.jp) **by September 17, 2019.** Detailed information is provided in the ANNEX IV "Country Report (Situation Analysis Report)".

6. Conditions for Attendance:

- (1) to strictly adhere to the program schedule,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not be accompanied by any family members during the program,
- (4) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the program expenditure depending on the severity of said violation.
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.

(8) to participate in the whole program including a preparatory phase prior to arrival in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9 and section III-5.

IV. Administrative Arrangements:

1. Organizer:

- (1) **Name:** JICA Tokyo Center, Human Development and Operational Coordination Division
- (2) **Contact:** Ms. Shino KAWAZU (tichdop@jica.go.jp)

2. Implementing Partner:

- (1) **Names:** Japan Industrial Safety and Health Association (JISHA)
- (2) **Contact:** Ms. Sanae AZUMA (s-azuma @jisha.or.jp)
- (3) **URL:** <http://www.jisha.or.jp/english/index.html>

3. Cooperating Ministry:

Ministry of Health, Labour and Welfare (MHLW)

4. Travel to Japan:

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** From arrival to departure in Japan. The traveling time outside Japan is not covered.

5. Accommodation in Japan:

JICA will arrange the following accommodation for the participants in Japan:

JICA Tokyo 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 no vacancy at JICA Tokyo, JICA will arrange alternative accommodations for the participants. Please refer to services/facilities guide below,

JICA Tokyo Website :

<https://www.jica.go.jp/tokyo/english/office/index.html>

Facilities and Services in JICA Tokyo :

https://www.jica.go.jp/tokyo/english/office/c8h0vm00009uld4m-att/facilities_service_guide.pdf

6. Expenses:

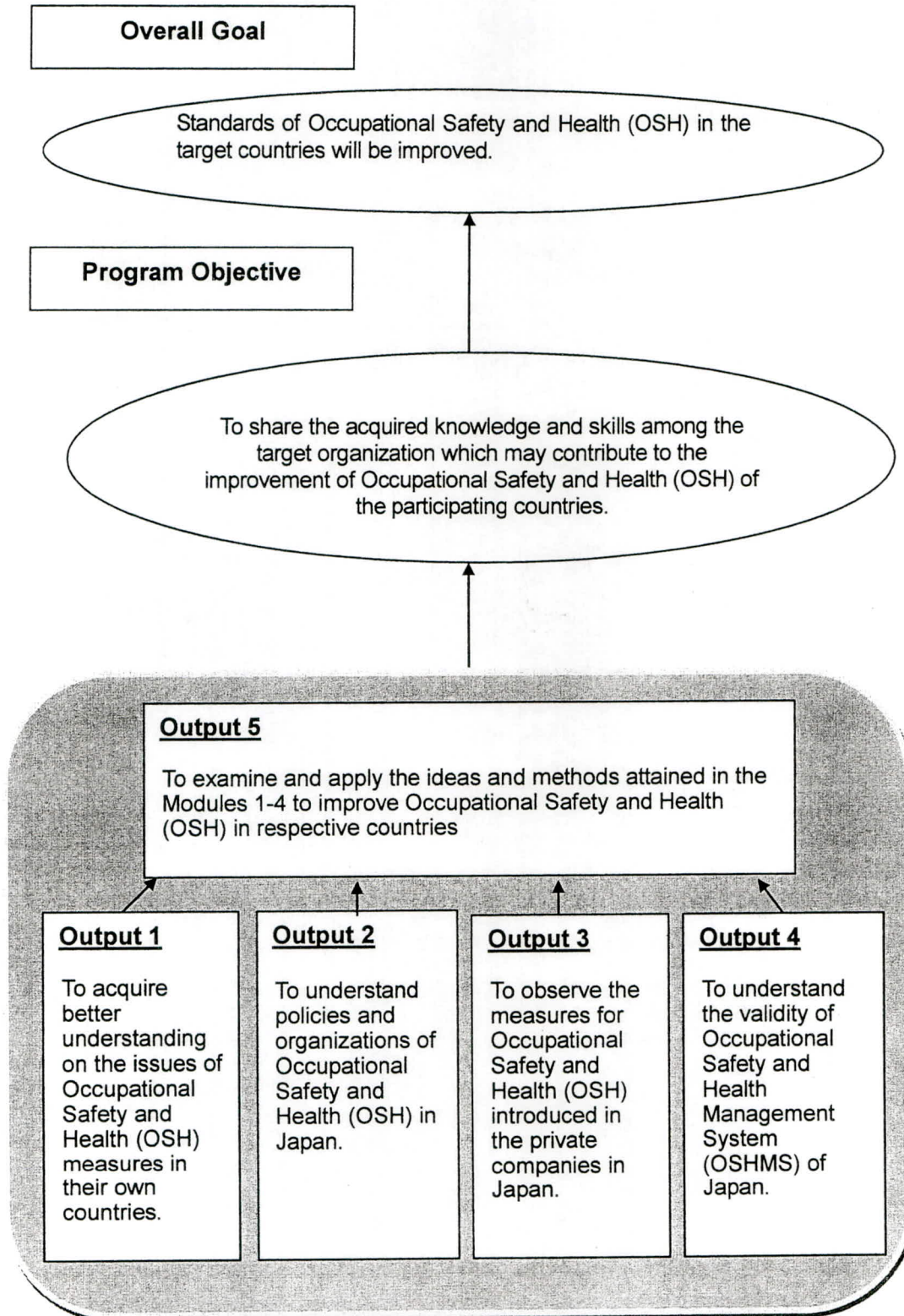
The following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, living expenses, outfit, and shipping
 - (2) Expenses for study tours (basically in the form of train tickets.)
 - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
 - (4) Expenses for program implementation, including materials
- For more details, please see p. 16-25 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

7. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

ANNEX I: CONCEPT CHART



ANNEX II: Schedule (Tentative)

	AM(9:30-12:30)	PM(13:30-16:30)	Place
10	1	Arrival in Japan	
10	2	JICA Briefing	JICA Tokyo
10	3	KM Session / International Cooperation in the Field of OSH by JICA	JICA Tokyo
10	4	General Orientation	JICA Tokyo
10	5		
10	6		
10	7	The roles of Ministry Of Health, Labour and Welfare	MHLW/JICA Tokyo
10	8	OSHMS / Risk Assessment	JICA Tokyo
10	9	Zero-Accident Movement & KYT	JISHA
10	10	Occupational Accident Statistics	JICA Tokyo/Site Visit
10	11	Support of Improvement for SMEs' OSH Environment	JICA Tokyo
10	12		
10	13		
10	14		
10	15	OSHMS / Risk Assessment	JISHA
		ISO45001	JISHA

10	16	Wed	Support of Improvement for SMEs' OSH Environment	JICA Tokyo
10	17	Thu	The National Institute of Occupational Safety and Health, Japan, JNIOOSH (Site Visit)	Site Visit / JICA Tokyo
10	18	Fri	Personal Protective Equipment	Site Visit
10	19	Sat	Site Visit to the Construction Site	
10	20	Sun		
10	21	Mon	Cross Cultural Understanding	JICA Tokyo
10	22	Tue	Traveling	Traveling to Kyoto Site Visit /
10	23	Wed	Green Cross Exhibition (Site Visit)/ National Industrial Safety & Health Convention (Site Visit)	Kyoto
10	24	Thu	New Cosmos Electric Co., Ltd. (Site Visit)	Site Visit / Traveling to Tokyo
10	25	Fri	JR East Tokyo General Rolling Stock Center (Site Visit)	Site Visit/ JISHA
10	26	Sat		
10	27	Sun		
10	28	Mon	Health Management against Hazardous Substances	JICA Tokyo
10	29	Tue	Machinery Safety Management	Site Visit / JICA Tokyo
10	30	Wed	Preparation of Action Plan	JICA Tokyo
10	31	Thu	Presentation of Action Plan	JICA Tokyo
11	1	Fri	Departure from Japan	JICA Tokyo

ANNEX IV: Country Report (Situation Analysis Report)

Only selected applicants are required to formulate this Report.

The report must be submitted to JICA Tokyo by e-mail (tictdop@jica.go.jp) **by September 17, 2019.**

Please include the course title and number, 201984537J002, in the e-mail title.

Furthermore, please note that the document should be typewritten in double-spaced English, approximately 3,000 words on A4 size paper, and its file size within 2MB (DO NOT compress/compile into ZIP files, etc.) when sending.

Country Report

The report must include the following topic.

1. Basic Information
 - (1) Name of Participant
 - (2) Country
 - (3) Organization / Department / Title
 - (4) Work experience (years) in the field of industrial/occupational safety and health

2. Organization Chart
Please attach a chart specifying the division or section you belong.

3. Contents (Country overview)
The report should include the detailed analysis of following topics.
 - 1) Occurrence status of industrial/occupational accidents and occupational diseases (including statistics)
 - 2) Data collection methods for statistics
 - 3) Safety and Health related Laws and Regulations
 - 4) Labor Inspection System
 - 5) Workers' accident compensation insurance
 - 6) Safety of equipment and facilities
 - 7) Training/ Education programs
 - 8) Activities of industrial/occupational safety and health organizations other than government
 - 9) OSHMS and Risk Assessment
 - 10) Campaign/ Event/ National Convention/ Exhibition
 - 11) Reference (HP related, source regarding law, data, etc.)
 - 12) Three major initiatives (strategies) by the government on any of the above

4. Issues and Challenges (difficulties) in Implementing OSH in your Country
What are your priority issues (and strategies if any) in which you want to see CHANGE (improvement) in relation to OSH?
 - 1) Major issues on occupational safety and health in your country
 - 2) Your suggestions, or counter measures for the above problems

5. Good Practices

Please share the good practices of your country with other participants.

- 1) What was achieved
- 2) key elements of success
- 3) lessons learned
- 4) implementation partners
- 5) monitoring methods

NOTE :

- ◇ All participants are required to give brief presentation on his/her Country Report at the beginning of the Course.
 - For this session, audiovisual aids such as MS PowerPoint (PPT) video player or projection equipment are available.
 - It may be useful if you can bring your own personal computer if you have one, which you can use for your Action Plan development. Wi-Fi is available at JICA Tokyo.
- ◇ The Country Report and documents (PPT) used in the presentation will be distributed to all participants in Japan and will be utilized as reference through the Course. The documents will also be posted on the following Website managed by JISHA.

Website: <http://www.jisha.or.jp/international/training.html>

ANNEX V: Others

1. Work Clothes and Work Shoes for Site Visits

All participants will attend site visits several times during the phase in Japan. In this regards, we request you to bring 'work clothes' and 'work shoes' to Japan. Skirt-wearing, sandal-wearing or heels-wearing participants might not be allowed to take part in the site visit.

2. Travel Bag for Field Trip

There will be an approximately three-day field trip to Kyoto and Osaka Prefecture. Kyoto and Osaka is located about 550km west from Tokyo. In this regards, we recommend you to prepare a small bag for the short trip so that you can leave your large suitcase at Tokyo Center (JICA Tokyo) while you are away.

3. Climate

There will be slight chill in the air during October. There is little rainfall, skies are clear and temperatures are mild between 15.0 to 18.0 degrees Celsius. It is recommended you bring a jacket in case the temperature drops in the evenings. Finally, please take time to read the JICA booklet (Kenshuin HANDBOOK) with general information on the group and region-focused training, carefully.

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs 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 are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

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 this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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:

JICA Tokyo Center (JICA Tokyo)

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

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