



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

*JICTA
 a place in
 MoH web.*

June 19, 2023.

Director General
 Department of External Resources
 Colombo 1.



Dear Sir,

KNOWLEDGE CO-CREATION PROGRAM:
ENHANCEMENT OF NURSING MANAGEMENT TOWARDS
UNIVERSAL HEALTH COVERAGE
COURSE NO: 202208278J001

*Fuan
 6/21*

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.

*Secretary
 Ministry of Health*

The duration of the training course is as follows.
 Online Period from 11 December 2023 ~ 8 January 2024
 Course Period in Japan from 9 January 2024 ~ 23 January 2024.

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**
- **Division of International Health**
- **All Provincial Department of Health**

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office **on or before 4th September 2023.**

- **Duly filled prescribed Application Form**
- **Copy of the passport (if available)**
- **Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)**
- **Consent form for health check-up/vaccination**
- **Chest E-ray Film (A film taken within six months is valid)**

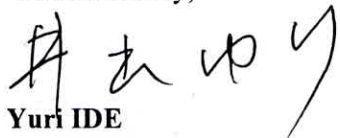
In completing the application forms, kindly advise the nominees to use the same name order as given in the passport, where JICA shall issue official documents relevant to visa in the similar order on his/her acceptance by JICA. In case passports are not available at the time of nomination, on receipt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



Yuri IDE
Senior Representative
JICA Sri Lanka office

C. C - Secretary, Ministry of Health
Director, Division of International Health
All Provincial Department of Health
Mr. Kenji OHASHI, Head of Economic & Development Cooperation Section,
Embassy of Japan



Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Enhancement of Nursing Management towards
Universal Health Coverage (Online & In Japan)**
課題別研修「UHC 達成に向けた看護管理能力向上」(遠隔+本邦研修)
JFY 2023

Course No.: 202208278J001

On-demand(online) Period: From December 11, 2023 to January 8, 2024

Course Period in Japan: From January 9, 2024 to January 23, 2024

Follow up session: July 26, 2024

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) 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)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *“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.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

I. Concept

Background

Strengthening health workforce is one of the targets of Sustainable Development Goals (SDGs Target 3.c). While the nurse professional is the biggest discipline in health workforce, the shortage of nurses is one of global issues, especially in low and middle-income countries, an estimated 5.3 million, 89% of the shortage is concentrated.¹

Moreover, to achieve the Universal Health Coverage (UHC) on the promise of "leaving no one behind", nursing workforce is essential to deliver a wide variety of health services. They provide not only primary care to advanced care, but also prevention, and health promotion at health care facilities and in communities.

During COVID-19 pandemic, it has been highlighted not only a shortage of personnel, but lack of nurses with the adequate expertise, that is a quantitative and qualitative shortage of nurses is occurring. At the same time, it is needed an environment in which nurses can fulfil their full potential and provide healthcare services in a safe and secure situation. Investment in education, jobs, leadership, and service delivery is needed to ensure the quantitative and qualitative availability of the nursing workforce.²

To address these requirements, enhancing management capacity for nursing workforce is essential to improve quality of service and to respond to health emergencies.

This program is positioned as JICA's Initiative for Global Health and Medicine, aiming to provide quality health service for all.

For what?

This program aims to strengthen nursing management and administrative capacity through learning theory and practice.

For whom?

This program is offered to the following nursing profession:

1. Managers of the nursing department in the central and regional core hospitals including university hospitals.
2. Government officials in charge of nursing policy and administration.

How?

Participants shall have the following opportunities.

1. Lectures

Lectures are provided both online prior to the training and on-site/face-to-face during the training in Japan. The lectures conducted by the experts from National Center for Global Health and Medicine (NCGM), Nursing Associations, Ministry of Health Labour and Welfare, and nursing faculties. It contains a comprehensive overview of UHC, basic theory of nursing management, nursing administrative activities in ministry and nursing association in Japan, implementation to foster nursing management for nursing manager in clinical setting in Japan. You will obtain the basic knowledge of nursing management through self-learning before starting on-site training in Japan.

¹ State of the World's Nursing Investing in education, jobs and leadership: WHO; 2020

² Global Strategic directions for nursing and midwifery 2021-2025:WHO;2021

2. Site Visits, Observation and practices
You will visit Hospitals and other organizations. In the clinical site visit, you will learn how the system of nursing management works through observation and shadowing method. You will join the discussion session in other relevant organizations based on knowledge by self-learning.
3. Knowledge sharing and discussions with participants from various countries.
This is focusing on clarifying current challenges you against and improvement plan of nursing management in your country by discussing and comparing with neighboring Asian countries.
4. Development and presentation of reports and an improvement plan.
You will submit the inception report prior to training in Japan, which contains country profile and situation analysis especially in nursing management area. Also, you will develop the action plan before the end of training in Japan, which contains your ideas and plans to improve your own activities in nursing management by using theory and practice learned from the training. During the training, you will present them to acquire the feedback from other participants. Both deliverables are required to support having a clear goal of the training by yourself.

II. Description

1. **Title (Course No.)**
Enhancement of Nursing Management towards Universal Health Coverage (202208278J001)
2. **Course Duration**
<On-demand(online) self-learning>
From December 11,2023 to January 8, 2024

Course Period in Japan: From January 9, 2024 to January 23, 2024

<Follow up session>
One day follow up session (online) will be held on July 26, 2024.
3. **Target Regions or Countries**
Bangladesh, Cambodia, Laos, Mongolia, Philippines, Sri Lanka, and Vietnam.
4. **Eligible / Target Organization**
 1. Central and regional core hospitals including university hospitals.
 2. Ministry of Health/organizations planning nursing policy and administration
5. **Capacity (Upper Limit of Participants)**
8 participants

6. Language

English

7. Course Objective

Participants acquires the knowledge and skills for enhancing nursing management/administrative capacity.

8. Overall Goal

The quality of nursing services in participants' countries will be improved.

9. Output and Contents

This course consists of the following components. Details on each component are given below. Details of each module will be provided later to accepted candidates.

(1) Self-learning by on-demand lectures: Prior to training in Japan December 11, 2023 to January 8, 2024		
Expected Module Output	Subjects	Guide
Orientation	Instruction of the entire training course and how to join to the on-demand lectures on December 11, 14:00-15:00 (JST)	Zoom meeting URL will be sent.
On-demand video lectures	1. Watch on-demand lecture videos 2. Submit questions and comments about the lectures	To be explained in the Orientation.
Inception Report (1 country 1 report)	1. Country profile and situation analysis especially in nursing management area 2. Challenges or plans for existing issues that you would like to identify or obtain during the training period, or existing issues to be discussed with the participants during the training period. 3. Submission by January 3, 2024	Guidelines will be provided upon acceptance notice.

(2) Training in Japan: January 9 to January 23, 2024	
Expected Module Output	Subjects/Contents *Details subject to change
1. To understand the theory and practice of nursing management in clinical/administrative setting.	- Overview of UHC, SDGs and Japan's initiatives on UHC - Introduction of the Japanese healthcare system and system of healthcare service provision - Introduction of the Japanese Nursing System for strengthening management and administration capacity - Continuing education, Career paths, Necessary competencies, knowledge, and characteristics to be prepared as a nursing manager including Certified Nurse and Certified Nurse Specialist system - Nursing management in a clinical setting
2. To understand theory and practice of nursing management and administration in Japan.	Introduction of the history, policies, and systems of nursing administration in Japan - Introduction of the functions and roles of the nursing administration, including the nurse training system, the number of nurses produced, quality assurance of nursing, name exclusivity and scope of practice regulations.
3. To strengthen nursing management capacity in public health emergencies.	- Nursing management in public health emergency including natural disasters

4. To identify major challenges of the participant's organization through sharing experiences in Japan and other countries.	(1) Analysis of issues related to nursing management in each country: Inception report presentation. (2) Presentation and sharing among participants of issues related to nursing management analyzed in each country. (3) Presentation of good practices. (4) Practical nursing management in clinical setting. - the nursing management and the situation of nursing services delivery at clinical setting in Japan. (5) Develop the Action Plan for each of the achievable actions in each country utilizing knowledge and skills learned from the training. (6) Share the Action Plan among the participants and revise as necessary.
---	---

(3) Follow up session (Online) July 26 , 2024, 12:00-16:00 (JST)	
Expected Module Output	Subjects
Updates of Action Plan	Share the updates of Action Plan with their supervisors and colleagues and discuss how to accelerate their activities.

10. Place and Time to attend

< On site training >

- (1) Place
To be conducted in JAPAN. Please refer to the tentative schedule (ANNEX).
- (2) Time
10:00 - 12:00(JST)
(Lunch break: 1hour)
13:00 - 16:00 (JST)

< Online training >

- (1) Place
The place to take the online program (Live) should be determined by the internet environment. Please inform JICA which place you would like to take part in the program (e.g. home, office). If you cannot find the proper place to take the program, please consult with JICA office.
- (2) Time
December 11, 2023 Orientation
14:00- 15:00 (JST).
 Please prepare extra 30 minutes before and after the program (between 13:30 and 15:30(JST).)
July 26, 2024 Follow up session (online Live)
12:00- 16:00 (JST).
 Please prepare extra 30 minutes before and after the program (between 11:30 and 16:30 in JST.)
 The time in each participating country is as follows.

Online sessions at your time zone* (Orientation / Follow-up session)		
Japan Standard Time (JST)	0	14 : 00- 15 : 00 / 12 : 00-16 : 00
Bangladesh	-3	11 : 00- 12 : 00 / 9 : 00-13 : 00
Cambodia	-2	12 : 00- 13 : 00 / 10 : 00-14 : 00
Laos	-2	12 : 00- 13 : 00 / 10 : 00-14 : 00
Mongolia	-1	13 : 00- 14 : 00 / 11 : 00-15 : 00
Philippines	-1	13 : 00- 14 : 00 / 11 : 00-15 : 00
Sri Lanka	-3.5	10 : 30- 11 : 30 / 8 : 30-12 : 30
Vietnam	-2	12 : 00- 13 : 00 / 10 : 00-14 : 00

*Above is a general guide to your local time zone.
Please check your local time prior to the session.

11. Circumstance for Internet Connection

The online programs (Orientation and Follow-up Session) are 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 the URL below for how to measure internet speed. <https://www.fast.com>

Mobile phones are **not** recommended due to screen size and functions. Every participant needs to make Improvement Plan Presentation with his/her own device.

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

12. Attendance requirement

Participation in all the programs is an essential requirement for the completion of the course. Partial attendance is not allowed.

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties:
 1. Manager level of hospitals that have central role in the county, region.
 2. Director level of central government in charge of nursing administration.
- 2) Experience in the Relevant Field: have more than 3 years' experience in the field of nursing management in principle.
- 3) Occupational Qualification: be licensed nurses authorized by government.
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 60 or above. Please attach an official certificate for English ability such as TOEFL, TOEIC, IELTS, etc., if nominees have.
- 5) Health: must be in good health, both physically and mentally, to participate in the program. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness. Pregnant applicants are not recommended to apply due to the following characteristics of this program that includes essential clinical practice sessions:
 - ✓ The vaccination and acquiring of antibodies for Measles, Mumps, Rubella, Varicella (MMRV) is a prerequisite for participating in the clinical program.
 - ✓ Live vaccines administered to pregnant women, including MMRV vaccines, pose a theoretical risk to the fetus; therefore, live-attenuated viral and bacterial vaccines are generally not administered during pregnancy, as stated in the "Guidelines for Vaccinating Pregnant Women" available on the Centers for Disease Control and Prevention website.

<https://www.cdc.gov/vaccines/pregnancy/hcp-toolkit/guidelines.html>)

-Body temperature and any symptoms will be checked every morning during the training course. Participants will not be able to participate in programs in case of any symptoms such as fever, cough, sneeze, runny nose.

- 6) Others: be determined to continue nursing management duties more than 3 years after attending this program.

(2) Recommended Qualifications

- 1) Internet Connection: as described in II.11. "Circumstance for Internet Connection".
Computer skill: Participants are required to have a basic knowledge of computer operation (have basic knowledge of PC operation such as Microsoft Word, Excel, or PowerPoint) and online meeting experience using Zoom. This course includes online sessions. During the course, the development of an Action Plan needs PC operation skills; however, an orientation into basic PC operation is not given in the course.
- 2) Age: Be under fifty (50) years of age.
- 3) 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 overseas office (or the Embassy of Japan)**

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

- (2) **Photocopy of Passport:** To be submitted with the application form if you already possess a passport. If not, you are requested to submit a photocopy of an alternative official identification.

*Photocopy should include the following information:

Name, Date of birth, Nationality, Sex, Passport Number and Expiry date.

- (3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

(4) Consent form for health check-up / vaccination

(5) Chest X-ray Film (A film taken within six months is valid.)

For tuberculosis screening. DICOM data are acceptable. CD data and printed photo are not acceptable.

To be submitted to JICA Tokyo Human Development and Operational Coordination Division from the JICA overseas office by courier.

Expenses for Chest X-ray photo will NOT be provided for the participants by JICA

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at **JICA Center in Japan** by **September 11, 2023**)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than October 11, 2023**.

5. Additional Document(s) to Be Submitted by Accepted Candidates

Accepted candidates are requested to send the following documents (1) and (2) by e-mail to the course leader of the implementation facility. (The contact information and further instruction will be informed)

(1) Past vaccination history of Measles, Mumps, Rubella and Varicella

***1), or Recent result of an antibody titer test of Measles, Mumps, Rubella and Varicella *2) by November 28, 2023.**

***1) Each vaccination should have been done twice with at least 28-day interval.** A document which has the dates and the list of vaccinations given is valid.

***2) The results will be assessed based on the Accepted Criteria in Table 1 below.**

Both *1) and *2) should be written in English.

(Table 1)

	Accepted Criteria
Measles	EIA Method: Over 0.72 IU/ml (PA Method: Over 1:256)
Mumps	EIA Method: Positive
Rubella	EIA Method: Over 18.4 IU/ml (HI Method: Over 32)
Varicella	EIA Method: Positive

If you cannot submit *1) or *2), you are required to have vaccinations twice before starting the training course. Please notify the course leader your status so that he will give each candidate instructions for vaccination.

This procedure is necessary not only for protecting participants from the exposure to infectious diseases but also for preventing them from being infectious sources.

*Please refer to IV. Administrative Arrangements 5. Expenses (P14) for vaccination and antibody titer testing reimbursement.

(2) Inception Report by January 3, 2024:

Accepted candidates are required to prepare and submit an Inception Report (Detailed information is provided with "Notice of Acceptance")

6. Conditions for Participation:

The participants of KCCP are required

- (1)** to strictly observe the course schedule,
- (2)** not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,

- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Tokyo Center (JICA TOKYO)

(2) **Program Officer:** Mr. Yuji SAKAGUCHI (ticthdop@jica.go.jp)

Please add the course title and course number "202208278J001" in the subject line of your e-mail.

2. Implementing Partner

(1) **Name:** National Center for Global Health and Medicine

(2) **URL:** <https://www.ncgm.go.jp/en/index.html>

Remark: National Center for Global Health and Medicine (NCGM) is a national research and development agency under the jurisdiction of the Ministry of Health, Labour and Welfare. Aiming to realize a world where all people can equally lead healthy lives, we contribute the improvement of health by applying technical experts around the world, including low and middle-income countries, and bringing overseas experience and insight to Japan.

3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

Basically, JICA will arrange the following accommodations 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) Please refer to the guide of JICA Tokyo at its URL, https://www.jica.go.jp/tokyo/english/office/index.html

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodation(s) for the participants.

5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Expenses for antibody titer testing and vaccinations. Submit the official receipts to JICA office in your country. (The receipts should be described in English and the vaccination names listed.) If the cost is not affordable, please consult with JICA office.
- (2) Allowances for accommodation, meals, living expenses, outfit, and shipping and stopover.
- (3) Expenses for study tours (basically in the form of train tickets).
- (4) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (5) Expenses for program implementation, including materials.
- (6) For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

The following expenses will NOT be provided for the participants by JICA:
Expenses for Chest X-ray photo.

6. Pre-departure Orientation

Japanese Embassy is to provide Participants with details on travel to Japan, conditions of the course, and other matters.

*YouTube videos of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception (Front desk), Lobby, Office, Accommodation (Room), Amenities (Hand dryer), Bathroom (Shower and Toilet), Toiletries, Restaurant, Laundry Room (Washing machine, Iron), ICT Room (Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html

V. Other Information

1) Personal Computer

Since the number of personal computers (PC) at JICA Tokyo and NCGM available for the program participants is limited, participants are recommended to bring their PC for their convenience.

2) Shoes

Participants are required to wear flat shoes during hospital visit. Flip-flops and high-heels are not allowed.

3) Internet access / USB

We have internet access in JICA Tokyo. Please refer to the Facilities and Service Guide of JICA Tokyo (URL is on the previous page).

You will not be able to use internet (Wi-Fi) during lectures at NCGM.

You will not be able to use your personal USB at computers of NCGM.

ANNEX: Schedule (Tentative)

Date	Time (Japan Time)	Contents
Dec.11(Mon)	14:00~15:00	【Online】 Orientation of the entire training course and on-demand learning program.
Dec.12(Tue)- Jan.8(Mon)		【On-demand Program】 Watch the on-demand lecture videos distributed by JICA and NCGM.
Jan.3(Wed)		Submission of Inception Report
Jan.9(Tue)		Arrival at Japan.
Jan.10(Wed)	10:00~16:00	Briefing Session by JICA
		Program Orientation by JICA and NCGM & Self-introduction
Jan.11(Thu)	10:00~16:00	Opening Ceremony
		Presentation of Inception Report & Discussion
Jan.12(Fri)- Jan.19(Fri)	Upon Schedule	【Lecture, Q&A, and Discussion】 【Site Visit】 Some associated facilities/universities 【Preparation of Action Plan】
Jan.22(Mon)	10:00~16:00	Presentation of Action Plan & Discussion
		Closing Ceremony
Jan.23(Tue)		Departure from Japan
Jul.26 (Fri)	12:00~16:00	【Online】 Follow-up session by JICA and NCGM

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 join 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.



Contact Information for Inquiries

For inquiries and further information, please contact the JICA overseas 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: +81-3-3485-7469 FAX: +81-3-3485-7904

Japan International Cooperation Agency (JICA)

Director of JICA Office

Consent form for medical examination and vaccination

I, _____, understood medical examination and vaccination which are necessary to participate in, Knowledge Co-creation Program ' Enhancement of Nursing Management towards Universal Health Coverage'.

I also consent to undergo necessary medical examination and vaccination on my own responsibility after understanding explanation of effects and side effects of vaccination during the examination and explanation by a physician.

Name _____

Signature _____

Date of signature _____
(year / month / day)



Application Guideline for the JICA Knowledge Co-Creation Program

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
Form1. Official Application Form	<ul style="list-style-type: none"> • To be filled by you and your supervisor* • To be signed by your supervisor • Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

*Supervisor: the head of the department/division of your organization

Please be advised:

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use "√" or "x" to mark the () options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

In submitting the Application Forms and attached documents, please make sure:

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

**CHECK LIST before submission:**

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 3, 4, 5	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
7. Attach the required document(s) as instructed in the GI	-	

*Supervisor: the head of the department/division of your organization

Note for Applicants from Latin American and the Caribbean Countries:

- (1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

- (2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.



Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

*To be signed by your supervisor (the head of the relevant department / division of your organization).

1. Course Title (as shown in the GI)**2. Course Number** (the number as "xxxxxxxxJxxx" shown in the GI)**3. Course Duration**From to (DD/MM/YYYY)**4. Country****5. Organization****6. Name of the Nominee(s)**

1)	3)
2)	4)

7. Confirmation by the organization in charge

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:			Signature:		
Name:					
Title / Position				Official Stamp	
Department / Division					
Office Address and Contact Information	Address:				
	Tel:	E-mail:	Fax:		

(If necessary) Confirmation by the organization in charge

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

Date:			Signature:		
Name:					
Title / Position				Official Stamp	
Department / Division					



Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

*To be signed by your supervisor (the head of the relevant department / division of your organization).

1. Reason for nominating the Applicant

Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

Date

Name and
Title/Position

Signature



Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

1. **Course Title:** (as shown in the GI)

2. **Course Number:** (the number as "xxxxxxxxJxxx" shown in the GI)

Attach here
your photo

(taken within
the last six months)

Size: 4.5x3.5cm

3. Personal Information on Applicant

1) **Name of Applicant (as shown in the passport)**

*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

Family Name /Surname

First Name

Middle Name

2) Nationality (as shown in the passport)				
3) Sex (for VISA application)	() Male		() Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No		<input type="text"/>	<input type="text"/>	<input type="text"/>

*Applicants from Latin American and the Caribbean Countries only.

**6) Contact Information**

Private	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Office	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Emergency Contact	Name:	
	Relationship to you:	
	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:

*Please fill it out from country code for telephone, mobile, and fax number.

7) Present Position

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other : _____	
Number of employees		
Home Page Address		

【Questionnaire on Relationship with the Military】

*If your organization and/or your status is related to the Military, please mark with YES or NO below in the () which best describes the relationship.

- (YES / NO) the Military, an active military personnel or a military personnel listed in the muster roll/military register
- (YES / NO) an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register
- (YES / NO) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
- (YES / NO) an civilian organization but with military personnel or a military division within the organization
- (YES / NO) an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment



4. Experience and Eligibility

1) Career Background (After graduation and before taking the present position)

*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.

Organization	City/ Country	Period		Position or Title and Department/Division	Brief Job Description
		From Month/Year	To Month/Year		

2) Academic Background (University, College or Higher Education)

Institution	City/ Country	Period		Degree	Major
		From Month/Year	To Month/Year		

3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

*Only Applicants for KCCP (Group and Region Focused) are required to fill in this part.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)				
Listening	() Excellent	() Good	() Fair	() Poor
Speaking	() Excellent	() Good	() Fair	() Poor
Reading	() Excellent	() Good	() Fair	() Poor
Writing	() Excellent	() Good	() Fair	() Poor
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)				
2) Mother Tongue				



3) Other languages ()	() Excellent	() Good	() Fair	() Poor
---------------------------	---------------	----------	----------	----------

Excellent	Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

5. Background and Purpose of Application

1) Current challenges in the organization in relation to the theme of the KCCP you are applying:
Describe the issues that your organization/department intends to tackle by participating in this program.

2) Main duties of Applicant: Describe your main duties and responsibilities in relation to this program.

3) Relevant Experience of Applicant: Describe previous occupational experiences that is highly relevant in this program.

4) Your individual Goal: Elaborate on your plans to apply the lessons learned from this program to your organization.



5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

By Applicant

Date

Name and
Title/Position

Signature



3. Other Medical Issues/Conditions

If you have any medical issues/conditions that are not described above, please indicate below.

* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (weeks)
-----------------------------	---

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

I understand that this questionnaire will be checked by the people who are engaged in the program during my stay in Japan.

By Applicant

Date

Name and
Title/Position

Signature

※ Please notify JICA staff upon any changes in your health condition after submission of the form.

Form5. TERMS AND CONDITIONS**1. General Rules**

The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal

Information, and to otherwise properly manage such information.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.
If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies)' works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.



JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy

- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

- I understand the intention of JICA on “4.Portrait Right Policy” mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
 Agree / Disagree

- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date
Name and Title/Position
Signature