

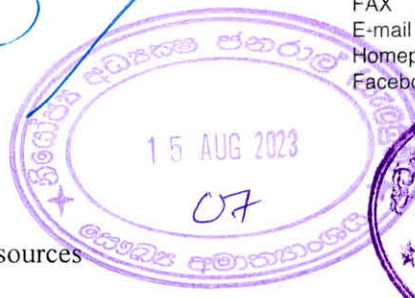
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D/IT

August 10, 2023.

Director General
Department of External Resources
Colombo 1.



Dear Sir,

Handwritten initials: DDC/P

KNOWLEDGE CO-CREATION PROGRAM:
HEALTH SYSTEMS MANAGEMENT-LEADERSHIP AND GOVERNANCE
COURSE NO: 202208255J001

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 5th February 2024 ~ 27th February 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)

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.


Cont.../2

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

Health Systems Management-Leadership and Governance
課題別研修「保健衛生管理—リーダーシップ及びガバナンス」
JFY 2023

Course No.: 202208255J001

Course Period in Japan: From February 5, 2024 to February 27, 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

In recent globalized society, health issues challenges have become diversified and complex. Generally, the health status has improved globally when compared with the 20th century. New agendas in health such as non-communicable diseases and Universal Health Coverage (UHC) have been raised, while there are still unresolved health challenges like infectious diseases control and maternal and child health. Since the year of 2020, the world has been tackling COVID 19.

Japan has experienced accelerating improvements in health status, in particular after the Second World War. It is believed that such achievements can be attributed to improvements in Japan's public health administration, especially improvements in the quality of human resources engaged in policy implementation. Today, Japan is one of the world's aged societies, and we are facing the challenges of an aging and low birthrate society through a variety of health systems and mechanisms. As in other parts of the world, the COVID19 epidemic has become a major challenge for the Japanese health system. And the experience of the past few years has led to a move to reform its mechanisms and systems.

This program, Health Systems Management, has been contributing to human resource development in the field of public health globally since 1990. From its outset, the course has emphasized providing systematical methodologies for building health systems to address health challenges.

For what?

The program expects participants to learn how to view health challenges from a management perspective, observing the system as a whole, rather than people's health challenges in part.

For whom?

This program is offered to those who are engaged in management of health administration and policy implementation.

How?

In this program, participants would be exposed to several aspects on systems approach for health system strengthening and sharing Japan and other participant's experience including through lectures, group works and site visits to public health fields in Japan.

II. Description

1. **Title (Course No.)**
Health Systems Management-Leadership and Governance
(202208255J001)
2. **Course Duration in Japan**
February 5 to February 27, 2024
3. **Target Regions or Countries**
Angola, Fiji, Ghana, Kenya, Liberia, Moldova, Morocco, Mozambique,
Sri Lanka, Uganda
4. **Eligible / Target Organization**
Organizations having roles of public health administration in central/regional
government.
5. **Capacity (Upper Limit of Participants)**
10 participants
6. **Language**
English
7. **Objective(s)**
This program aims to develop views as health system challenges from a management
perspective.
8. **Overall Goal**
Capacity of participants' organization is improved.

9. Output and Contents

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

Expected Module Output	Subjects/Agendas *details are subject to be changed	Methodology
(1) To be able to explain various methodologies of health systems management	(1) Framework of health systems as a whole	Lecture
	(2) Public health and welfare administration in Japan	Lecture/Field visit
	(3) Health sector financing	Lecture/Discussion
	(4) Human resource development	Lecture/Discussion
	(5) Public health management for equitable health care services	Lecture/Field visit
(2) To be able to acquire the skills of leadership to strengthen health systems management	(1) Theory and practice of leadership – What is leadership?	Lecture/Group work
	(2) Leadership and organizational management in public health administration	Lecture/Discussion
	(3) Building mechanism as a system	Lecture/Field visit
(3) To be able to acquire knowledge to strengthen evidence-based health systems.	(1) Inception report presentation and discussion	Preliminary preparation/Presentation /Discussion
	(2) How to use health-related data	Lecture/Group work
	(3) Strategic planning of health systems strengthening	Lecture/Group work
	(4) Action plan making and sharing among participants	Discussion/Group work/Presentation

【Video URL】

Health Medical Care System in Japan, 2nd ed.

https://www.youtube.com/watch?v=gw8wBb_LIXY

(Please submit questions and comments regarding the video)

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: be government official who are the middle level managers in charge of health administration especially planning and implementing health-related programs at national or regional level.
- 2) Experience in the Relevant Field: have a minimum of 5 years of experience in health sector and health-related programs.
- 3) Language Proficiency: be proficient in spoken and written English
* Those who do not reach the required level of English proficiency will be disqualified even after their nomination.
- 4) Health: must be in good health to participate in the program in Japan. 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.

(2) Recommended Qualifications

- 1) Those who are counterpart of JICA's projects may have higher priority than the others. Please describe your relationship and responsibility related to the JICA's project in Application Form.
- 2) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.
- 3) Preferably those who have not participated in JICA's training program in Japan in the past.

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 application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

(2) Photocopy of Passport: You should submit it 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.

*The following information should be included in the photocopy:

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. 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 December 1, 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 December 15, 2023.**

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

Inception Report -- to be submitted by January 16, 2024

Accepted candidates are required to prepare an Inception Report (Please read Annex1 "Country Report" for detailed information.) before their departure. The Inception Report should be sent to JICA by January 16, 2024, by e-mail to ticthdop@jica.go.jp

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 INOUE (ticthdop@jica.go.jp)
- (3) **URL:** <https://www.jica.go.jp/tokyo/english/office/index.html>
- (4) **YouTube:** <https://www.youtube.com/watch?v=SLurfKugrEw>
- (5) **Facebook:** <https://www.facebook.com/jicatokyo>

2. Implementing Partner

- (1) **Name:** Department of International Health and Collaboration, the National Institute of Public Health (NIPH)
- (2) **URL:** <https://www.niph.go.jp/en/index/>
- (3) **Remark:** The NIPH under the Ministry of Health, Labour and Welfare provides refresher courses for healthcare personnel and conducts research works in the field of public health which primarily focus on three areas; health policy and management, health promotion and disease prevention, and environmental health.
The Ministry of Health, Labour and Welfare is a ministry responsible for the administration, promotion and development of social welfare, social security and public health.

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 accommodation(s) 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 facility 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) Allowances for meals, living expenses, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) 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).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSHU-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

6. Pre-departure Orientation*

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

*YouTube 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

<References to understand Japanese health systems and its history>

- (1) “Annual Health, Labour and Welfare Report”
(Ministry of Health, Labour and Welfare, Japan)
<http://www.mhlw.go.jp/english/wp/index.html>
- (2) “Japan health system review”
(Asia Pacific Observatory on Health Systems and Policies)
http://www.searo.who.int/entity/asia_pacific_observatory/publications/hits/hit_japan/en/
(Full report, executive summary and leaflet)
- (3) (JICA DVD) “History of Public Health and Medical System in Japan”
https://www.youtube.com/watch?v=I7f5EA_gkRSA
<https://www.youtube.com/watch?v=xFcL1Sk5D1Y>
(English and French)
- (4) (JICA DVD) “Community Development that leaves no one behind -Health services for future generations-”
https://www.youtube.com/watch?v=VWmVRx_zr4Cg
(English subtitle)

VI. Annex

ANNEX1: Contents of Country Report

*You are requested to make a presentation with your slide on the first day of the course, and to make slides for the final presentation of the last day based on contents of your country presentation

*The time allocated for each presentation will be announced later.

Country Presentation

Name of country: _____

Presenter: _____

*You may add extra information if necessary . However, please keep in mind that you have only XX min. for your presentation!

*In your presentation, please focus on challenges related to your responsibilities, not abstract and general challenges.

*Participants from a regional/district office, please show the data of your region/district as much as possible.

1

Geographical and political features

- Please tell us about your country with map, table, explanation etc. such as geographical and political features of your country/region/province

2

Do you have any demographic change in the past 30 years?

Please show the population composition in the past 30 year (national (and/or regional if possible)) and its source.

Year	1990	2000	2010	2020	Most recent
Percentage Population under 14 years old					
Percentage of 15~59 population					
Percentage of 60 and over population					

Source: _____

3

Do you have any change of vital statistics in the past 30 years?

Fill in the matrix with of national and/or regional, provincial data at any available year and its source

Year	1990	2000	2010	2020	Most recent
Population growth rate (% per annum)					
Total Fertility Rate (TFR)					
Mortality rate (per 1,000 population)					
Infant mortality rate (per 1,000 live birth)					
The rate of the population of 60 years and over to the total population(%)					
Life expectancy at birth	M				
	F				

Source : _____

4

Do you have any changes of causes of death in the past 30 years?

Fill in the matrix with national and/or regional provincial data at any available year and its source

	1990	2000	2005	2010	2020	Most recent year
1 st						
2 nd						
3 rd						
4 th						
5 th						

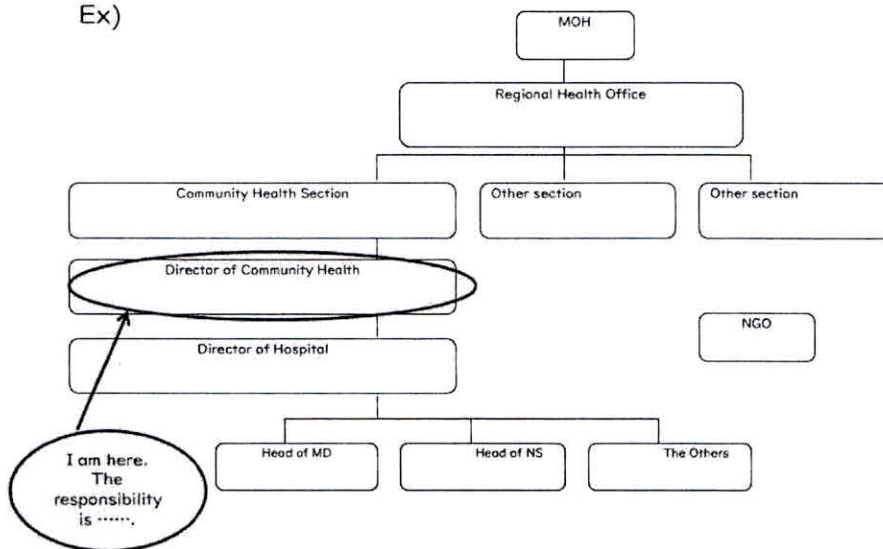
Source: _____

5

Organizational structure

Please describe the organization in charge of public health administration in your country/region/province ect. And explain the office you belong to or your position and relevant office or department.

Ex)



6

Current major health policies/programs related to your responsibilities

	Name of policy/program	targets	Annual budget (Unit)	Details of contents
1				
2				
3				

7

Top 3 challenges of management on the prioritized health policy you picked up

Here, NOT focus on health issues itself but focus on administrative/management issues to respond health issues. The challenges may be identified in the following categories such as institutional development, human resource development, health services delivery, quality improvement, health care financing etc.

	Challenge	Reason
1		
2		
3		

8

Expectations for the program

	Expectation
1	
2	
3	

9

For Your Reference

JICA and Capacity Development

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

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

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

Japanese Development Experience

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

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

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has

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

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



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)