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பிரதான செயலாளர் அலுவலகம் - தென் மாகாணம்

CHIEF SECRETARY'S OFFICE - SOUTHERN PROVINCE

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CSS/2/8/1/Japan(II)

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திகதி }
Date }

08.01.2021

Provincial Director of Irrigation,
Provincial Department of Irrigation,
Southern province.

Maintenance, Operation and Management of Irrigation Facilities.

This has reference the letter of Director General; Department of External Resources numbered TA/JICA/S/1301 and dated 08.12.2020 on the above matter. A copy of the letter and annexure there on attached herewith for your easy reference.

You are kindly requested to submit suitable nominations with the relevant documents according to the guidelines given by the ERD, as soon as possible, enabling me to forward them to the ERD.

Please inform officers under your purview in this regard.

W.U.P.Premachandra,
Deputy Chief Secretary (Personnel & Training),
For Chief Secretary,
Southern Province.

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பிரதான செயலாளர் }
Chief Secretary }

091 2232343

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காரியாலயம் }
Office }

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091 2226118 }

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091 2246299 }

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Chief Secretary's Office, S.H. Dahanayaka Mawatha, Galle.

பிரதான செயலாளர் காரியாலயம், எஸ்.எச்.தஹநாயக மாவத்தை, காலி.

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வெளிநாட்டுவளங்கள்திணைக்களம்
Department of External Resources

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நிதி அமைச்சு
செயலகம் (3ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance
The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100 Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA/JICA/S/1301

මගේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

08 December 2020

Secretary / Ministry of Irrigation
Secretary/ Ministry of Public Services, Provincial Councils and Local Government

Attn: Officer In-charge of Foreign Trainings

Dear Sir

"Maintenance, Operation and Management of Irrigation Facilities"

Phase 1 Online from 12th January 2021 to 2nd February 2021
Phase 2 in Japan from 30th May 2021 to 10th July 2021

The Japan International Cooperation Agency (JICA) has requested us to submit nominations from eligible Government officials of Sri Lanka for the above programme. The GI Booklet and the Application Form submitted by JICA in this regard are enclosed for your information please.

You are kindly requested to submit nominations in line with the required qualifications mentioned in the GI Booklet submitted by JICA. It is appreciated if you could submit two sets of applications along with the following documents *as soon as possible*.

1. The duly filled Application Form for "JICA Knowledge Co-Creation Programme" (including inception report) (hand written applications will not be accepted) - Application Form can be downloaded from ERD public website.
2. Copy of the Nominee's English Score Sheet, if available (e.g. TOEFL, TOEIC, IELTS)
3. Inception report and Questionnaire
4. Copy of the Passport (if available)
5. ERD Form

Please note that re-nomination of an official, already trained under a JICA programme will not be qualified for another JICA training programme within five (5) years of such training.

(cont.....p/2)

Your early response in this regard is highly appreciated.

Yours faithfully



Samantha Bandara

Director/ Middle East & South Asia Division
For Director General

Copies to:

01. Director General, Department of Irrigation
02. Chief Secretaries, All Provincial Council

Pl. submit your applications with
the recommendation of the
relevant line Ministry.



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>

4th December, 2020

Director General
Department of External Resources
The Secretariat
Colombo 1.

Dear Sir,

REQUEST NOMINATIONS FOR JICA KCCP (ONLINE & IN JAPAN) COURSE
“Maintenance, Operation and Management of Irrigation Facilities”
(COURSE NO: 201902249 J001)

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 of the Knowledge Co-Creation Program (KCCP).

Please note that, as a preventive measure against global spread of the COVID 19 pandemic, first phase of this program will be conducted using Internet facilities through distance learning modality to selected participants. Second phase will be conducted in Japan. Accordingly, all nominations should be submitted in accordance with the General Information (GI) regulations attached herewith, whereas below special conditions of acceptance are to be contented.

- Program Duration under Phase 1 (Online):
Selected participants are required to attend online sessions from Monday to Friday (number of hours per day will be notified later) for the full duration of the training online course (except week ends) from January 12th 2021 to February 2nd, 2021. Please find the tentative schedule as per attachment. Besides, recorded offline programs and making final presentation material will be assigned to the participants for necessary purposes.
- Programme duration under phase 2 (In Japan)
Site visit in Japan is scheduled to be conducted in May 30th 2021 to July 10th 2021 (tentatively)
- Target Group:

Ministry of Irrigation
Department of Irrigation
All (09) provincial Departments of Irrigation

This course is especially selected for participants who are actively involved areas mentioned in the given General Information Book (GI)

- Modality:
Since the course is conducted via Internet, participants should have access to sound internet environment with 4G facility. Also, should be equipped with basic IT infrastructure such as a personal computer or a pad.

- Training Venue for phase I (online):
In view of course lectures for the online program period are conducted daytime mainly, JICA would like to propose following as most feasible options to be selected among participants and nominating agencies.
 - To attend the course from their respective homes
 - To attend the course from their respective employer / office
- Study Leave requirements;
Participants are requested to apply leave as required by the program.
Moreover, nominating agencies are requested to fairly consider granting appropriate leave at the time of applying to the program.

In consideration of above details, please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office on or before 14th December, 2021.

- **Duly filled prescribed Application Form**
- **Inception report and questionnaire**
- **Copy of the Nominee's English Score Sheet, if available (e.g. TOEFL, TOEIC, IELTS)**
- **Copy of the passport (if available)**

While understanding the constraints you may face due to change of training modality for this course, we expect your continuous and fullest cooperation to above procedures.

Thank you.
Yours faithfully,



TAKASHIMA Kiyofumi
Senior Representative
JICA Sri Lanka office

Attachments: General Information (GI) Book

CC: Secretary, Ministry of Irrigation
Director General, Department of Irrigation



【online included】
Knowledge Co-Creation
Program
(Group & Region Focus)

GENERAL INFORMATION ON

Maintenance, Operation and Management of Irrigation Facilities

課題別研修「灌漑施設の維持・運営管理」

JFY 2020

NO. 201902249J001

Online Program: From January 12, 2021 to February 2, 2021

Core Phase in Japan: From May 30, 2021 to July 10, 2021

This information pertains to one of 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 (KCC) Program' as a New Start

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

I. Concept

Background

In developing countries, several agricultural development projects have been promoted and irrigation facilities have been constructed. To maximize the output of those projects, appropriate maintenance, operation and management of irrigation facilities are critically important. And rehabilitation or repair of aged irrigation facilities is also required for the sustainable and effective use. Thus, it is expected that those irrigation facilities should be well maintained by governmental authorities and beneficiaries' participation as well. This course aims at contributing to capacity reinforcement of maintenance, operation and management of irrigation facilities for administrative and technical officials who are involved in irrigation project.

For what?

This program aims at improving the situation of maintenance, operation and management of irrigation facilities for sustainable and effective use of limited resources.

For whom?

This program is offered for administrative officials both in central and local government organizations, which have responsibility for making law or systems related to the irrigation facilities. The officials should be in charge of programs of maintenance, operation and management of irrigation facilities.

How?

During the program in Japan, participants will learn how to conduct maintenance, operation and management of irrigation facilities, and gain the knowledge of its integrated implementation methods including participatory water management through lectures, workshop and field visits. At the end of the program, participants will compile their learning in Japan and finally it is highly expected to be shared to their organization. The online program will be carried out through online tools and Learning Management System (LMS).

II. Description

1. Title (Course-No.):

**Maintenance, Operation and Management of Irrigation Facilities
(201902249J001)**

2. Course Period:

Online Program: From January 12, 2021 to February 2, 2021

Core Phase in Japan: From May 30, 2021 to July 10, 2021

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

3. Target Regions or Countries:

Afghanistan, Egypt, Ghana, Iran, Kenya, Myanmar, Nepal, Philippines, Sri Lanka, Sudan, Uganda, Viet Nam, Zambia, Zimbabwe

4. Eligible / Target Organization:

Central or Local government responsible for administration of irrigation projects

5. Course Capacity (Upper limit of Participants):

14 participants

6. Language to be used in this program:

English

7. Course Objective:

The program aims to enhance participants' own capabilities on the maintenance, operation and management of irrigation facilities.

8. Overall Goal:

The living standards of farmers are improved through the implementation and improvement of the sustainable agricultural and rural development projects.

9. Expected Module Output and Contents:

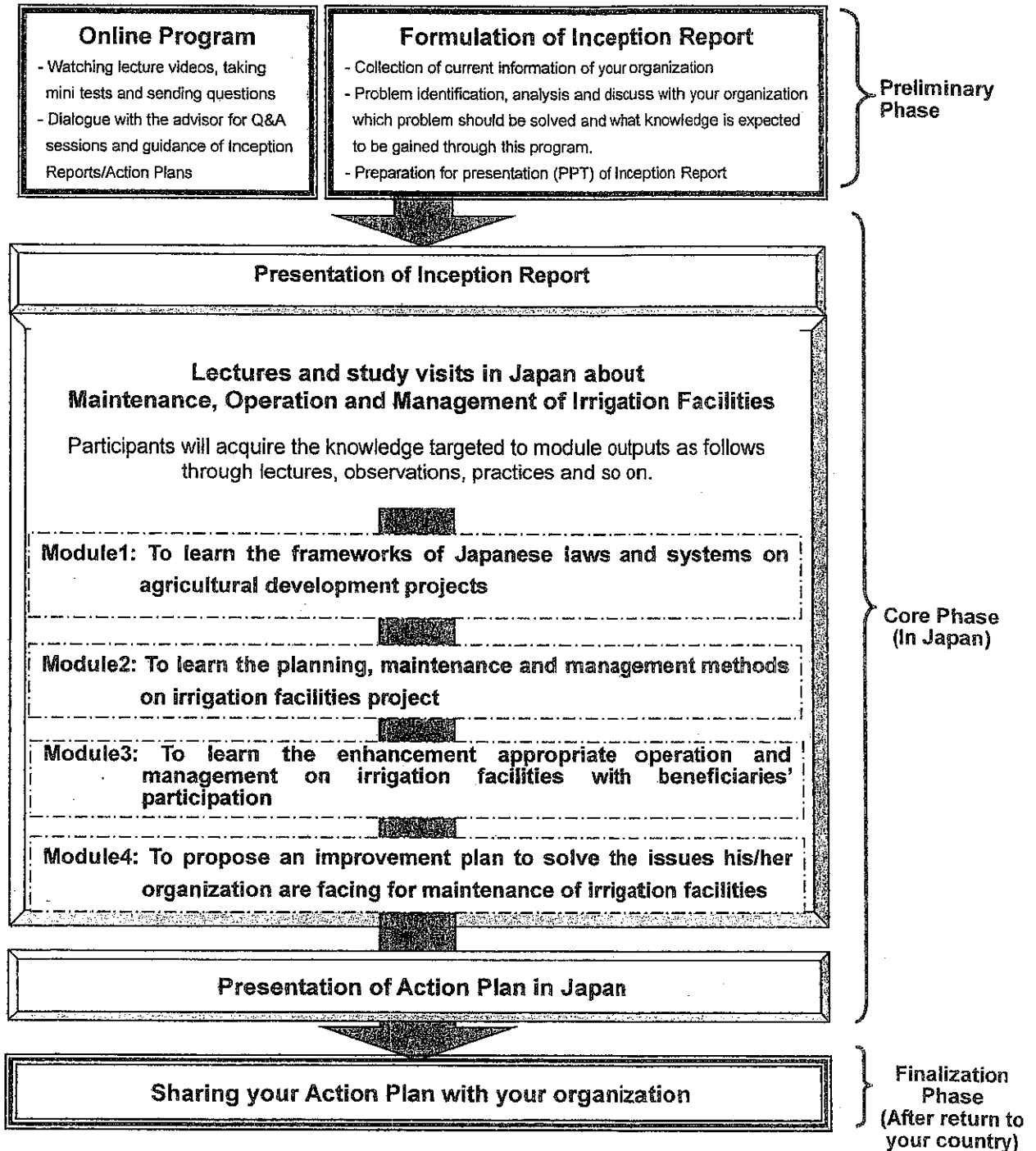
This program consists of the following components.

Details on each component are given below:

(1) Preliminary Phase in a participant's home country (Online Program: January 12, 2021 to February 2, 2021) <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Expected Module Output	Activities	
Online Program (Refer to ANNEX-2)	<ul style="list-style-type: none"> - <u>Lecture videos</u>: After watching 11 kinds of videos online (each video comprises several chapters in total 50min. approx.), participants will take mini tests and send questions. - <u>Dialogue with an advisor</u>: Individual online sessions between participants and the advisor will cover Q&A, Inception Reports and Action Plans. 	
Compilation of Inception Report	<p><u>Making an Inception Report</u> Grasping of situation in the maintenance, operation and management of agricultural irrigation facilities in own country identification of the problem in rural sector, and examination of skeletal essentials of an administrative scenario.</p>	
(2) Core Phase in Japan (May 30, 2021 to July 10, 2021) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
To learn the frameworks of Japanese laws and systems on agricultural development projects	<ul style="list-style-type: none"> - Law and policy on agricultural development project based on maintenance, operation and management of irrigation facilities in Japan 	Lecture
To learn the planning, maintenance and management methods on irrigation facilities project	<ul style="list-style-type: none"> - Maintenance and management methods of irrigation facilities for effective use - Irrigation facility rehabilitation planning and evaluation - Water utilization plan - Information and communication technology for water distribution planning 	Lecture Practice Observation
To learn the enhancement of appropriate operation and management on irrigation facilities with beneficiaries' participation	<ul style="list-style-type: none"> - Operation of the water user association - Enhancement of water users association - Participatory irrigation management (PIM) - Land Improvement District (LID). 	Lecture Observation Discussion
To propose an improvement plan to solve the issues his/her organization are facing for maintenance of irrigation facilities	<ul style="list-style-type: none"> - Making an Action Plan - Group discussion - Presentation 	Practice Discussion

COURSE FLOW

"Maintenance, Operation and Management of Irrigation Facilities"



III. Conditions and Procedures for Application

1. Expectations from 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 come up with 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 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization 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: An administrative or engineering official at central or local government organization in charge of maintenance, operation and management of irrigation facilities.
- 2) Job Experience: has a working experience over five (5) years in the field of the maintenance, operation and management of irrigation facilities.
- 3) Educational Background: be a graduate of university
- 4) Age: be between thirty (30) and fifty (50) years old at the start of the program.
- 5) Computer skill: to be proficient in Microsoft Word, Excel and Power Point and to possess basic skills related to internet and apps such as Google Workspace, YouTube and Google Classroom. In addition, to prepare PC/Tablet with stable internet connection. (Refer to **ANNEX-3**)
- 6) Language: have a competent command of spoken and written English
- 7) 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.
- 8) It is desirable that a nominee is involved with a JICA project

(2) Recommendable Qualifications

- 1) Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application

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

(2) 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 and Expire date.

(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. Procedures for Application and Selection:

(1) Submission of the Application Documents:

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

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by **December 21, 2020**)

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the Embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) not later than **December 28, 2020**

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

(1) Registration Form for Audiences: to be submitted with the application form. All users (participants and audiences) are required to agree with and observe the Terms of Use for Online Program in KCCP.

Terms of Use:

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/online/online_01.html

(2) Inception Report: Before starting of the Core Phase in Japan, accepted candidates are required to submit an Inception Report. (Refer to **ANNEX-1**) The due date of submission will be designated during the Online Program.

6. Conditions for Attendance:

(1) to strictly adhere to the program schedule.

(2) not to change the program topics.

Note: The following items (3) to (8) are related to the Core Phase in Japan.

(3) not to extend the period of stay in Japan.

(4) not to be accompanied by family members during the program.

(5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.

(6) to refrain from engaging in any political activities, or any form of employment for profit or gain.

(7) 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 training expenditure depending on the severity of said violation.

(8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Tsukuba Center (JICA TSUKUBA / TBIC)
- (2) **Contact:** Mr. NEMOTO Takuya (tbicntp@jica.go.jp)

2. Implementing Partner:

- (1) **Name:** Agricultural Development Consultants Association (ADCA)

Note: The following items No.3 to No.6 are related to the Core Phase in Japan.

3. 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:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan will not be covered.

4. Accommodation in Japan:

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

JICA Tsukuba Center (JICA TSUKUBA)

Address: 3-6, Koyadai, Tsukuba, 305-0074, Japan

TEL: 81-29-838-1111 FAX: 81-29-838-1119

("81" is the country code for Japan, and "29" is the local area code)

If there is no vacancy at JICA Tsukuba (TBIC), JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TBIC: https://www.jica.go.jp/tsukuba/english/office/c8h0vm00009y1r70-att/tsukuba_guide.pdf

5. Expenses:

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

- (1) Allowances for accommodation, meals, 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 "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan: https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

6. Pre-departure Orientation:

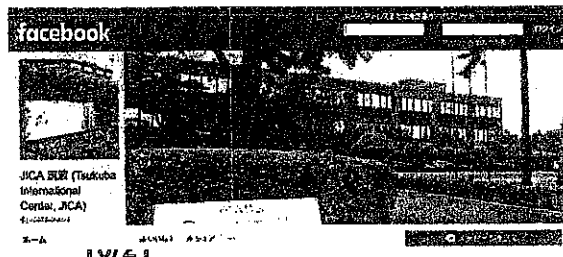
A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

Note: The following items are related to the Core Phase in Japan.

- 1. Computer:** Participants are required to bring their own laptop/notebook computers for workshop for Inception Report and Action Plan preparation, reading of teaching materials, communication by e-mail during the program. **Please note that text materials will be provided only electronically.** Participants will not receive printed copies. If participants wish to refer to the materials during the program, they need to bring their own computers.
- 2. Relevant data and statistics in your country:** Please bring your presentation data and supporting information such as pictures with either USB flash memory or CD-ROM to Japan.
- 3. Certificate:** Participants who have successfully completed the program will be awarded certificates by JICA.
- 4. Allowance:** Allowances, such as accommodation, living, clothing, and shipping allowances, will be deposited to participants' temporary bank account in Japan after 2 to 5 days after their arrival in Japan. It is advisable that participants bring some cash and exchange it at the airport in order to cover necessary expenses for the first few days.
- 5. International Exchange:** For the promotion of mutual friendship, JICA Tsukuba encourages international exchange between JICA participants and local farmers and research institutes as a part of agricultural program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
- 6. Weather in Japan:** There are four seasons in Japan, and temperature and humidity vary from season to season. Participants are highly recommended to prepare adequate clothes.
- 7. More information about JICA Tsukuba:** You can check our location, facility and services on our website and social media.
 - ◇ JICA Tsukuba website <https://www.jica.go.jp/tsukuba/english/office/index.html>
 - ◇ Tsukuba city information <http://www.tsukubainfo.jp/>
 - ◇ JICA Tsukuba Facebook <https://facebook.com/jicatsukuba>

You can find posts about on-going KCCPs and stories of ex-participants on our Facebook page.



VI. ANNEX:

ANNEX-1: Format of Inception Report

ANNEX-2: Outline of Online Program

ANNEX-3: Required Specification of Devices for Online Program in KCCP

ANNEX-1



Inception Report
 The Knowledge Co-Creation Program
 "Maintenance, Operation and Management of Irrigation Facilities"

Note for accepted candidates only:

- Each participant will make a 10 minute presentation on the Inception Report at the beginning of the Core Phase in Japan. Only accepted candidates are required to summarize and make an Inception Report with the Power Point Format prior to their arrival in Japan. The due date of submission will be designated during the Online Program.
- As the Inception Report will serve as starting point for discussions on common and particular problems, the report should include problems related to agricultural and rural infrastructure centering on irrigation facilities which the participants are addressing, and present situation of their work and issues in their own countries.

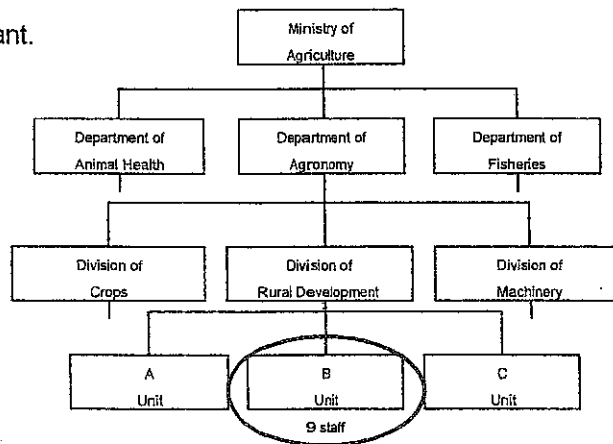
Basic Information

Name	
Organization	
Position	
Email Address	*Please provide an email address you regularly check.

<Example of organizational chart>

*Draw an organization chart of applicant's organization, including divisions/units at the lowest level, and point out the section of the applicant.

<Example of organizational chart>



1. Briefly describe current situation of Agricultural Production in your country. (Cultivated area, Irrigated area, Production of major crops, and so on.)

2. Describe current status of Maintenance, Operation and Management of Irrigation Facilities in your country. (Explain briefly about Natural, Social, Human, Technical, Material, and Financial resources, and so on.)

3. Analyze issues that need improvement in your organization and give reasons and the idea for solving, in order to improve the operation and the management for agricultural and rural infrastructure based on irrigation facilities in a better way.

No	Issues of Maintenance, Operation and Management	Reasons (Policy aspects, Technical aspects, Organizational aspects, etc.)	What to do for it. (Your idea, concrete measure, counter measure, improvement plan, solution strategy, etc.)
1		<ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • • •

2		<ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • • •
3		<ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • • •

4. Explain the relationship between this KCCP program and the ongoing or scheduled project related to the Maintenance, Operation and Management of Irrigation Facilities in your responsible region.

(Consultation with your boss and colleagues is necessary)

5. Explain how you would like to utilize the achievements of this KCCP program in order to improve the Maintenance, Operation and Management of Irrigation Facilities in your responsible region, in your future plan.

END

ANNEX-2

Outline of Online Program

JICA's Knowledge Co-Creation Program "Maintenance, Operation and Management of Irrigation Facilities"

This is part of Preliminary Phase of the said KCCP. Through the Online Program, participants can take a general view of important topics in terms of maintenance, operation and management of irrigation facilities.

Period	From January 12, 2021 to February 2, 2021
Learning Time	<u>Approx. 50min/video x 3 or 4 videos/week x 3 weeks</u>
Assignments	Mini-tests, Inception Report (Draft), Action Plan (Guidance)

1. The Online Program comprises of the following two components:

(1) Lecture videos:

- Participants shall watch 11 videos on **YouTube**; the URLs are provided through **Google Classroom**. Each video is approximately 50 minutes long in total, divided to several chapters.
- Each video is followed by mini-test prepared on **Google Forms**. The participants shall take the tests and submit answers online, and send questions as well, if any.
- Kindly note that there are fixed periods and deadlines for viewing the videos and taking the tests.

(2) Dialogue with the advisor:

- During the period, there are individual weekly online sessions between participants and the advisor on **Google Meet**.
- In the sessions, the advisor will answer questions from participants and give guidance on Inception Report and Action Plan.

2. Each participant will be given a new Google account exclusively for the Online Program.

- (1) Accepted candidates will receive new Google accounts exclusively for the Online Program by e-mail. Each participant must sign in Google with the new account: please do not use your private existing Google account.
- (2) After sign in Google with the new account, each participant must further sign in **Google Classroom**. Detailed guidance on how to sign in Google Classroom will be provided with the above new Google account at the same time.

- (3) Kindly note that the above exclusive Google account is only valid during the period of the Online Program. For further information on Google Apps, please refer to the following websites.

YouTube: <https://www.youtube.com/>

Google Classroom: <https://support.google.com/edu/classroom/#topic=6020277>

Google Workspace: <https://workspace.google.co.jp/intl/en/>

Google Meet: <https://support.google.com/meet/#topic=7306097>

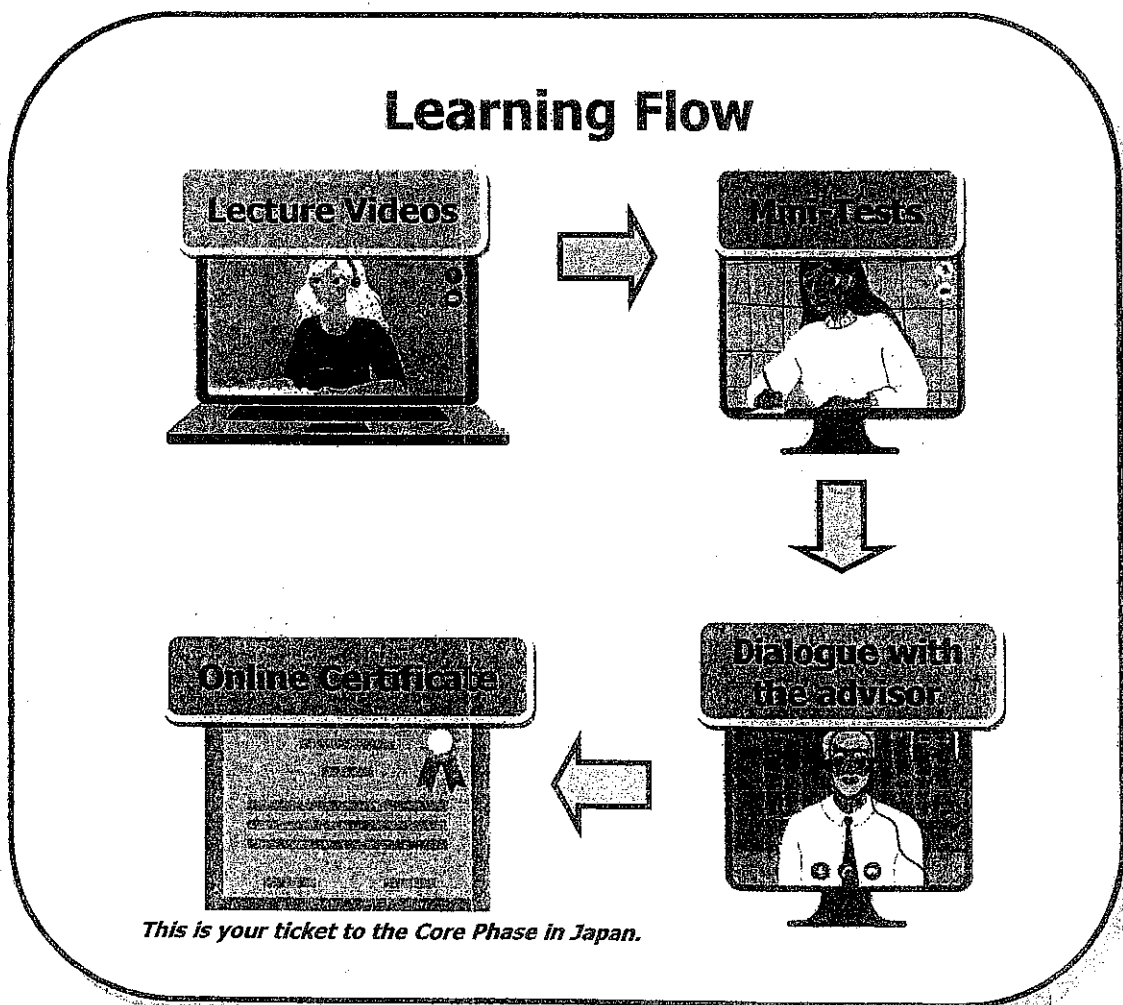
3. Lecture videos will be available for viewing on YouTube about one to two weeks before each test submission date. The time table is shown below.

Week	Lecture Videos / Dialogue with the advisor	Test Submission Date	Online Meeting Date
1	[video 1] Course Orientation Mr. KARIMATA Shigeo, Agricultural Development Consultants Association (ADCA)	Jan 12, 2021	-
	Dialogue with the advisor (A)* Mr. KARIMATA Shigeo, ADCA		Jan 13, 2021
	Dialogue with the advisor (B)* Mr. KARIMATA Shigeo, ADCA		Jan 14, 2021
	[video 2] Introduction to Project Cycle Management (PCM) Dr. ABE Yasushi, ADCA	Jan 15, 2021	-
2	[video 3] Outline of Agriculture in Japan Mr. KARIMATA Shigeo, ADCA	Jan 18, 2021	-
	[video 4] Activities of Land Improvement Districts (LID) Dr. SATO Masayoshi, Professor Emeritus, Tsukuba University	Jan 19, 2021	-
	[video 5] Land Improvement Act Mr. KARIMATA Shigeo, ADCA	Jan 20, 2021	-
	[video 6] Financial and Economic Analysis for Projects Mr. KAMIYA Yasuo, ADCA	Jan 21, 2021	-
	Dialogue with the advisor Mr. KARIMATA Shigeo, ADCA		Jan 22, 2021
3	[video 7] Integrated River Basin Development Mr. KARIMATA Shigeo, ADCA	Jan 25, 2021	-
	[video 8] Basic Hydrology Dr. SUGIYAMA Hironobu, Technical Advisor, JICA Tsukuba	Jan 26, 2021	-
	[video 9] Planning for Paddy Field Irrigation Dr. ABE Yasushi, ADCA	Jan 27, 2021	-
	[video 10] Planning for Upland Field Irrigation Dr. ABE Yasushi, ADCA	Jan 28, 2021	-

[video 11] Agricultural Cooperatives in Japan Mr. ABE Yukio, Consultant, Institute for Development of Agricultural Cooperation in Asia (IDACA)	Jan 29, 2021	-
Dialogue with the advisor (A)* Mr. KARIMATA Shigeo, ADCA	-	Feb 1, 2021
Dialogue with the advisor (B)* Mr. KARIMATA Shigeo, ADCA	-	Feb 2, 2021

Note:

1. **The above schedule is subject to change. Please confirm the final version at Google Classroom.**
2. In terms of Dialogue with the advisor (A)*(B)*, participants will attend either (A) or (B). The date and time will be notified.
3. All the contents of the Online Program are produced for JICA's KCCP. All users are subject to the Terms of Use of JICA.
https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/online/online_01.html



ANNEX-3

(Information For Participants)

September 2020

Japan International Cooperation Agency (JICA)

Required Specification of Devices for Online Program in KCCP

1. Required Specification in General

The following information is a model of specification of devices for our online program. As it depends on the contents of program, please refer more details in the information in each course.

1) Windows

Hardware Specifications	Software Specification (Windows)
Storage : Minimum 5GB of available space Memory (RAM): 4GB or more (Zoom needs minimum 4GB) Processor (CPU): Minimum requirement is 1 GHz Processor or Higher. Dual Core processor 2GHz or Higher (i3/i5/i7 or AMD Equivalent) is recommended. Wi-Fi or Ethernet Port for internet connection Web Camera Speaker and Microphone AC Adoppter	Operating System (OS): Windows 8.1 or 10 Web Browser: Google Chrome (recommended) Firefox, Microsoft Edge Applications: PDF Reader (Adobe, etc.) (1) Microsoft Office 2013, 2016, 2019 (including MS Words, Excel, PowerPoint) Anti-Virus Software (Kaspersky, McAfee, etc) Optional: MS Teams, Zoom *In case the MS Office is not available, Google's G Suite, may be used for working.

2) Apple

-Any model build later than MacBook Mid2010 should have minimum specification.

Hardware Specifications	Software Specification (Apple)
Storage : Minimum 5GB of available space Memory (RAM): 4GB or more Processor (CPU): Minimum requirement is 1 GHz Processor or Higher. Dual Core processor 2GHz or Higher (i3/i5/i7 or AMD Equivalent) is recommended. Wi-Fi or Ethernet Port for internet connection Camera Speaker and Microphone AC Adoppter	Operating System (OS): mac OS 10.9(Mavericks) or higher (Currently mac OS Catalina) Web Browser: Google Chrome (recommended) Firefox, Safari Applications: PDF Reader (Adobe, etc) (1) Microsoft Office 2013, 2016, 2019 (including MS Words, Excel, PowerPoint) (Preferred) Anti-Virus Software (Kaspersky, McAfee, etc) Optional: MS Teams, Zoom *In case the MS Office is not available, Apple's Pages, Numbers, Keynote, or Google's G Suite, may be used for working

(Information For Participants)

2. How to check the specification of Processor, Memory, Windows

1) Hardware

Top window>Control Panel>System

Windows edition:

Processor:

Memory (RAM):

Windows Activation:

View basic information about your computer

Windows edition
Windows 10 Pro
© 2016 Microsoft Corporation. All rights reserved.

System

Processor: Intel(R) Core(TM) i3 CPU M 330 @ 2.13GHz 2.13 GHz
Installed memory (RAM): 4.00 GB (2.93 GB usable)
System type: 64-bit Operating System, x64-based processor
Pen and Touch: No Pen or Touch input is available for this Display

Computer name: DESKTOP-...
Computer name: [REDACTED]
Full computer name: [REDACTED]
Computer description: [REDACTED]
Workgroup: [REDACTED]

Windows activation
Windows is not activated. Read the Microsoft Software License Terms

Change settings

2) Software

Open Microsoft Office>File>Account

=>"Product Activated"

Account

Office Theme:
Colorful

Sign in to Office
Get to your documents from anywhere by signing in to Office. Your experience just gets better and more personalized on every device you use.
Sign in

Product Information
Office
Product Activated
Microsoft Office Professional Plus 2016
This product contains
Word Excel PowerPoint Outlook
Change Product Key

Office Updates
Updates are automatically downloaded and installed.
Update Options

END

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

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