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 வெளிநாட்டு வளங்கள் திணைக்களம்
 Department of External Resources

⑤ ⑥

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 මහලේකම් කාර්යාලය (3වැනි මහල), තැ.පෙ. 277, කොළඹ00100, ශ්‍රී ලංකාව
 நிதி, பொருளாதார உறுதிப்படுத்துகை மற்றும் தேசியக் கொள்கைகள் அமைச்சு
 செயலகம் (3ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை
 Ministry of Finance, Economic Stabilization and National Policies
 The Secretariat(3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

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Web Site:www.erd.gov.lk

මගේ අංකය எனது இல My No	} TA/JICA/S/07/24	ඔබේ අංකය உமது இல Your No	} Date	} 01st April 2024
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Secretary
 Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

Attn: Officer In-charge of Foreign Trainings

Dear Sir,

JICA Knowledge Co-Creation Program: Local industry Promotion by Cluster Approach (A)
From 28th August 2024 to 27th September 2024, Japan

This has reference to the above training programme offered by the Japan International Cooperation Agency (JICA) for the eligible Government officials of Sri Lanka. The Application Form can be downloaded from the website at the External Resources Department (ERD).

We would highly appreciate, if necessary action can be taken to send suitable nominations from the relevant institutions under the purview of your ministry for the above program. Each of the nominees has to submit two sets of applications along with the following documents;

1. Nomination letter of the line ministry
2. For each of the nominee; two sets of duly filled Application Form for "JICA Knowledge Co-Creation Programme" – New official Application Form can be downloaded from ERD public website (www.erd.gov.lk). Please note that hand written applications will not be accepted.
3. Copy of the Nominee's English Score Sheet, if available(e.g. TOEFL, TOEIC, IELTS)
4. Copy of the Passport (You should submit it with the application form)
5. Duly filled ERD Form (Available at ERD public website, www.erd.gov.lk)

Please note that only the duly completed applications received by ERD before 2.00 p.m. on ^{June} 19th 2024, with the line ministry covering letter and other relevant documents as stipulated above, will be processed.

Further, we wish to inform you that officials already trained under a JICA programme will not be qualified for another JICA training programme within five (5) years of such training.

Your early response in this regard is highly appreciated

Yours faithfully

W.D.R. Crishantha
 Director Technical Assistance
 for Director General



Copy to:
 Chief Secretaries, All Provincial Councils } Pl. send nominations with recommendations of the relevant line Ministry.

Knowledge Co-Creation Program (Group and Region Focus)

Local Industry Promotion by Cluster Approach (A)



Course Number: 202311522J001

Course Period: August 28- September 27, 2024



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.


NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

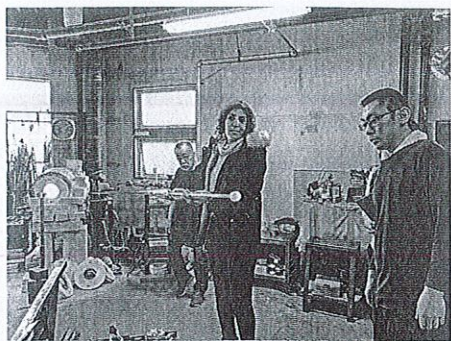


Why competitors can be partners?

Learn about Geographical agglomeration,
Linkage, Intentional connection and
Support for companies' proactive
activities from the experience of
Japan(Hokkaido).



Outline



This program is designed for officers/staffs engaged in cluster development, operation and management to learn about practical and effective cluster approach, which is appropriate for the settings of targeted regional industry.



The sessions will be held by face to face in Japan(Sapporo, Hokkaido) and will include lectures, field visits, workshops, discussions, presentations.

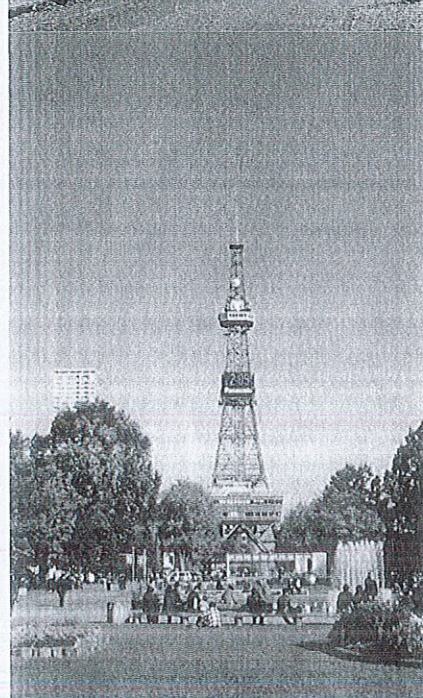
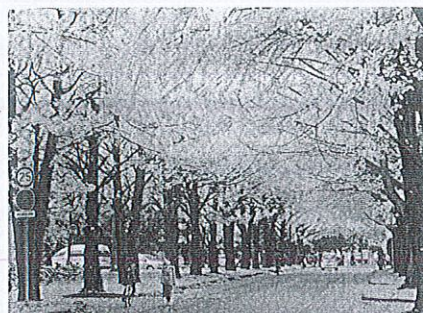


All sessions are carried out in English.

The period of the program is from August 28 to September 27, 2024.



Course Capacity:
6 participants



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated 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 foundation of mutual learning process.

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For What?

Background

Industry cluster approach is widely acknowledged to facilitate and accelerate various improvement and innovation by strategic and substantial collaboration among various stakeholders such as private businesses, universities/research institutes, governments and so on. However, there is no one set of policies nor strategies that will make all clusters successful. Therefore, it is essential to develop tailored policies, strategies, and activities for each regional cluster.

Objectives

Participants obtain skills and knowledge of practical and effective cluster approach, which is appropriate for the settings of targeted regional industry.

To Whom?

Job Areas and Organizations

This program is designed for those who are responsible the development, operation, and management of clusters in national and regional governments, business organizations, and universities and research institutes.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

Targeted Countries

Bangladesh, Georgia, Laos, Malawi, Pakistan and Sri Lanka

Participants who have successfully completed the program will be awarded a certificate by JICA.

When?

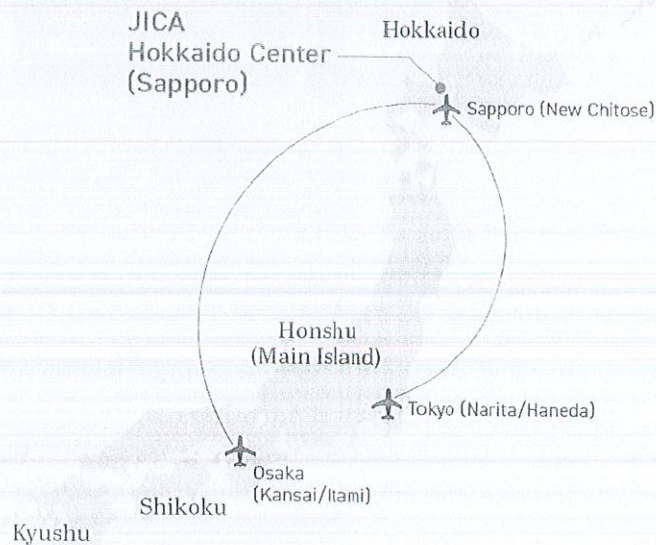
Program Period



From August 28, 2024
to September 27, 2024

Where?

This course organized by the JICA Hokkaido (Sapporo) Center will be held in Sapporo, northernmost Japan. Hokkaido has been a pioneer in local government-led industrial cluster policies. Industrial cluster promotion organizations have been established and active industry-government-academia collaboration is taking place.



How?

How to Learn

- Lectures
- Field Visits
- Workshops
- Discussions
- Presentations



Watch



Interact



Experience



Study



Discuss



Present

Language

English

Commitment to the SDGs

SUSTAINABLE
DEVELOPMENT
GOALS



Program Structure

Expected Outcome

1. To summarize and share the description of participant's cluster development, such as policy, strategy, operation, activity.
2. To understand the basic concept of cluster and cluster approach.
3. To clarify the role/function of stakeholders in launching/managing/operating cluster.
4. To select appropriate methods and tools to activate cluster in the respective setting.
5. To be able to propose an idea/plan to activate participant's cluster by using knowledges gained from the program.

Week 1

- Briefing on your stay in Japan
- Course Orientation



Week 2: Basics of Clusters

- Presentation of "Inception Report"
- Basic concept/principal of cluster
- Government policy as cluster strategic plan

Week 3: Cluster Promotion Organizations

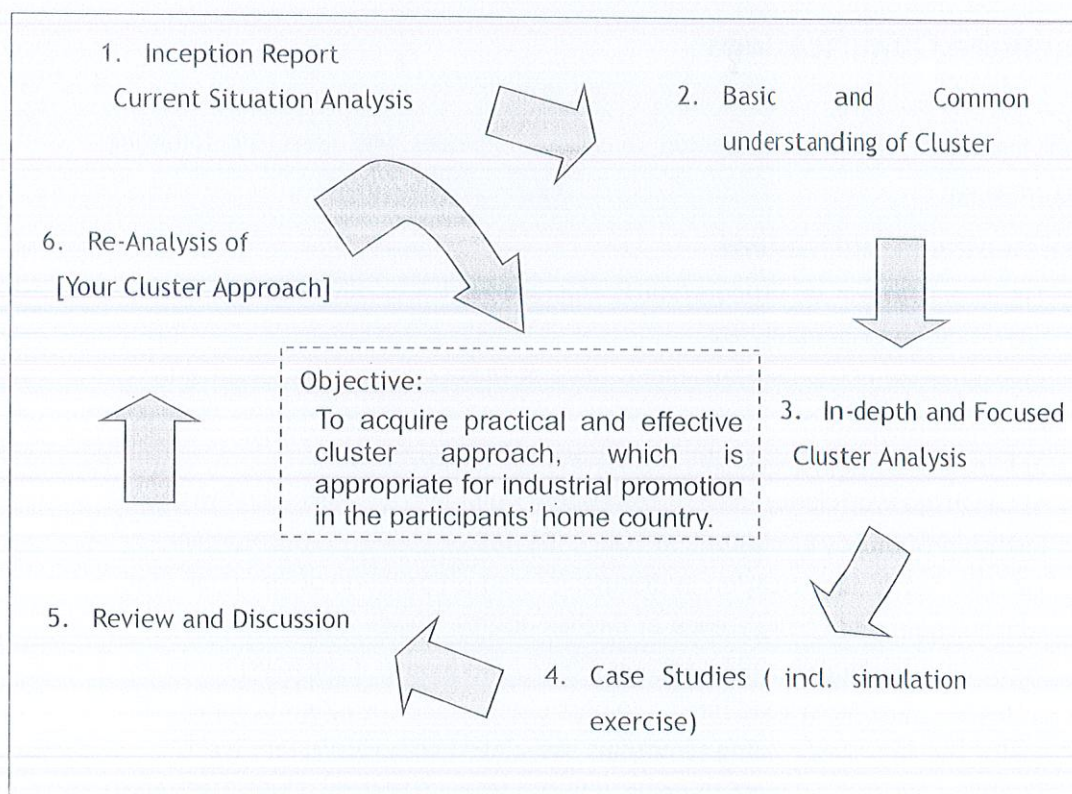
- Cluster Components and Cluster Promotion Organization
- University-Industry-Government (U-I-G) linkage
- Various cluster projects in Japan and other countries

Week 4 : Work Shop

- Cluster Formation Simulation Exercise & Presentation

Week 5: Summary

- Presentation of "Action plan"
- Closing Ceremony



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 Officers/staffs engaged in cluster development, operation, management, etc.
- 2) Experience in the Relevant Field: have at least 3 years of experience in the relevant field.
- 3) Educational Background: be a graduate of university
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This program includes active participation in discussions and preparation of an Action Plan, which require high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health 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

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. 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:** 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) **Inception report:** to be submitted with the application form. All the candidates are required to prepare the report. Fill in Annex of this General Information

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 June 28, 2024)

(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 July 12 2024.

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 “3.Expenses”, “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.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Hokkaido Center (JICA Hokkaido(Sapporo))
- (2) **Program Officer:** Ms. MIZUKAMI Chiharu (Mizukami.Chiharu2@jica.go.jp)



2. Implementing Partner

- (1) **Name:** Northern Advancement Center for Science & Technology
- (2) **URL:** <http://www.noastec.jp/index.html>

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 for the participants in Japan: JICA Hokkaido Center (Sapporo)

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku,

Sapporo, Hokkaido, 003-0026, Japan

TEL: 81-11-866-8393 FAX: 81-11-866-8382

(where “81” is the country code for Japan, and “11” is the local area code)

If there is no vacancy at JICA Hokkaido (Sapporo), JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA

Hokkaido Center at its URL:

<https://www.jica.go.jp/sapporo/english/office/about/facilities.html>

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 “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/accept

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 Hokkaido (Sapporo)	https://www.jica.go.jp/sapporo/english/office/index.html

If the link of these youtube URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAChannel02>



Other Information

1. Climate

Hokkaido enjoys four distinctive seasons and you will need to prepare adequate clothing for the season in which you will participate in the program.

Spring

	Mar.	Apr.	May.
High (°C)	4.5	11.7	17.9
Ave. (°C)	1.1	7.3	13.0
Low (°C)	-2.4	3.4	9.0

Summer

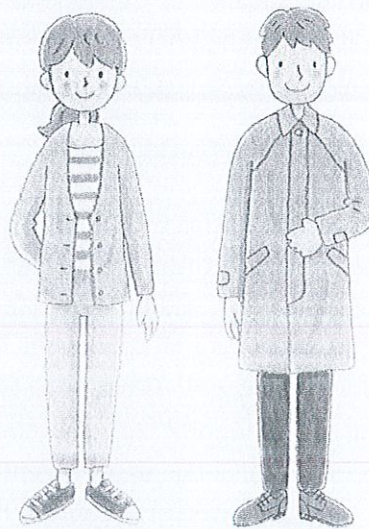
	Jun.	Jul.	Aug.
High (°C)	21.8	25.4	26.4
Ave. (°C)	17.0	21.1	22.3
Low (°C)	13.4	17.9	19.1

Fall

	Sep.	Oct.	Nov.
High (°C)	22.8	16.4	8.7
Ave. (°C)	18.6	12.1	5.2
Low (°C)	14.8	8.0	1.6

Winter

	Dec.	Jan.	Feb.
High (°C)	2.0	-0.4	0.4
Ave. (°C)	-0.9	3.2	-2.7
Low (°C)	-4.0	-6.4	-6.2



This program is implemented from late summer through fall.

Long sleeves and a jacket are necessary as it can get cold in the evenings.

2. Reference

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_en.pdf



Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfkUgrEw>



Website: JICA

English/French/Spanish/Russian

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



PDF: Facility Guide for JICA Hokkaido Center

English/French/Spanish/Russian

<https://www.jica.go.jp/sapporo/english/office/about/facilities.html>



Video: Welcome to JICA Hokkaido

Introduction of JICA Hokkaido

<https://youtu.be/ZTw5DtCu8o4>



Annex

Inception Report

Inception Report should be submitted together with Application Form, to be evaluated during the selection process. The report should be prepared in the format of Microsoft PowerPoint. Expected contents of the report are given below:

*The report should be typed and clearly summarized in maximum 8 slides.

< Expected contents >

1. Brief Overview of your country at a glance (one slide)
2. Basic information on industries in your country or region (one or two slides)
 - Major industries in your country or region.
 - Plans for industrial cluster in your country.
3. Overview of your organization and your work (one slide)
4. Problems/Issues you are facing in your work related to cluster development (one or two slides)
5. Your awareness of industrial cluster and your expectations for this program (one slide)
 - Do you know about industrial cluster?
 - Please choose from the following that apply to you.
 - 1. I don't know it, 2. I have heard of it, 3. I know it, 4. I know it very well
 - Please describe why you chose it.
 - Your expectations for this program.
6. Good examples/practices of your country's industrial cluster (one or two slides)

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.



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.



Correspondence

For enquiries and further information, please contact the JICA office or Embassy of Japan.

Further, address correspondence to:

JICA Hokkaido Center (JICA Hokkaido (Sapporo))

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku, Sapporo, Hokkaido 003-0026, Japan

TEL: +81-11-866-8393 FAX: +81-11-866-8382

("81" is the country code for Japan, and "78" is the local area code)

