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642

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කෘෂිකර්ම, භූමි ජල සංවර්ධන, වාරිකර්ම, ජල සම්පාදන හා ජලාපවහන, ආහාර සැපයුම් හා බෙදාහැරීම්, වෙළෙඳ සහ සමුපකාර කාර්යාලය - දකුණු පළාත

Ministry of Agriculture, Agrarian Development, Irrigation, Water supply and Drainage, Food Supply and Distribution, Trade and Cooperative Development - Southern Province

වෙබ් අඩවිය  
Web Site } [www.agri.minspg.gov.lk](http://www.agri.minspg.gov.lk)

4 වන මහල, "දක්ෂිණපාය" ප්‍රධාන කාර්යාලය, ලබුදුව, ගාල්ල.  
4 වන මහල, "දක්ෂිණපාය" ප්‍රධාන කාර්යාලය, ලබුදුව, ගාල්ල.  
4th Floor, "Dakshinapaya" Ministry complex, Labuduwa, Galle.

විද්‍යා මාර්ග  
Email } [info@agri.minspg.gov.lk](mailto:info@agri.minspg.gov.lk)

"විවිධ සම්ප්‍රදායික කාර්යාලයේ රාජ්‍ය සේවකයන් දළඳු සැපයීම"

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Ad/6/6/1/2024

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Your Ref. }

දිනය  
Date. }

22.04.2025

Provincial Director of Agriculture,  
Provincial Director of Irrigation,  
Commissioner, Department of Co-operative Development,  
Secretary, Co-operative Employees Commission,  
Southern Province.

JICA Knowledge Co - Creation Program: Small and Medium Enterprise Development Policies

From 25<sup>th</sup> June to 24<sup>th</sup> July 2025 In Japan

This refers to the letter no CSS/2/8/Japan (IV) and dated 17.04.2025 of Chief Secretary on the above matter.

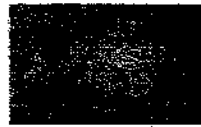
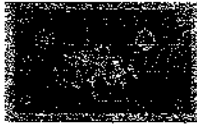
02. Accordingly The Japan International Cooperative Agency (JICA) has requested us to submit nominations from eligible Government officials of Sri Lanka for the above program.

03. So please recommend most suitable nominations with relevant documents before 28<sup>th</sup> April 2025.

04. I enclose herewith a copy of the above letter and its annexures to make the staff aware about this program.

L. S. Warnakulasuriya,  
Assistant Secretary,  
For Secretary,  
Ministry of Agriculture, Irrigation & Co-operative Development,  
Southern Province.

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**ප්‍රධාන ලේකම් කාර්යාලය - දකුණු පළාත**  
**பிரதான செயலாளர் அலுவலகம் - தென் மாகாணம்**  
**CHIEF SECRETARIAT - SOUTHERN PROVINCE**

මගේ අංකය  
எனது இல.  
My Ref.

CSS/2/8/Japan (IV)

ඔබේ අංකය  
உமது இல  
Your Ref.

කාලය  
திகதி  
Date

17.04.2025

All Secretaries of Ministries,  
Southern Province.

**JICA Knowledge Co - Creation Program: Small and Medium Enterprise Development Policies**

**From 25th June to 24th July 2025 In Japan**

This has reference to the letter of Director General, External Resources Department, numbered TA/JICA/S/12/25 & dated 10.04.2025 on the above subject.

02. Please recommend most suitable nominations with relevant documents before 28th April 2025.

03. Accordingly, herewith forward the copy of the above letter and attachments for necessary actions.

*(Signature)*

**Dilekha Kudachchi,**  
Deputy Chief Secretary (Personnel & Training),  
For Chief Secretary,  
Southern Province.

ප්‍රධාන ලේකම්  
பிரதான செயலாளர்  
Chief Secretary

091 4944002

කාර්යාලය  
காரியாலயம்  
Office

091 4119011  
091 2234052

ෆැක්ස්  
தொலைபேசி  
Fax

091 2246299

විද්‍යුත් තැපෑල  
மின அஞ்சல்  
E-mail

chiefsec1@sitnet.lk

වෙබ් අඩවිය  
இணையத்தளம்  
Web site

www.cs.sp.gov.lk

ප්‍රධාන ලේකම් කාර්යාලය, එස්.එස්. දහනායක මාවත, ගාල්ල.

Chief Secretariat, S.H. Dahanayaka Mawatha, Galle.

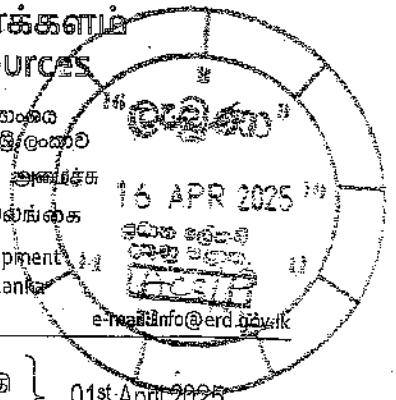
பிரதான செயலாளர் காரியாலயம், எஸ்.எச்.தஹநாயக மாவத்தை, காலி.

“සෞභාග්‍යයෙන් දකුණු පළාතක්”



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வெளிநாட்டு வளங்கள் திணைக்களம்  
Department of External Resources

මුදල්, කුසලතාදායක සහ ආර්ථික සංවර්ධන අමාත්‍යාංශය  
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நிதி, திட்டமிடல் மற்றும் பொருளாதார அபிவிருத்தி அமைச்சு  
செயலகம் (3 ஆம் மாடி), கொழும்பு 00100, இலங்கை  
Ministry of Finance, Planning and Economic Development  
The Secretariat (3<sup>rd</sup> Floor), Colombo 00100, Sri Lanka



Website: www.erd.gov.lk

මගේ අංකය  
எனது இல  
My No

TA/JICA/S/12/25

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

01<sup>st</sup> April 2025

Attn: Officer In-charge of Foreign Trainings

Secretary / Ministry of Finance, Planning and Economic Development  
Secretary / Ministry of Industry and Entrepreneurship Development  
Secretary / Ministry of Public Administration, Provincial Councils and Local Government

JICA Knowledge Co-Creation Program: Small and Medium Enterprise Development Policies  
From 25<sup>th</sup> June to 24<sup>th</sup> July 2025 (In Japan)

Japan International Cooperation Agency (JICA) in Sri Lanka has invited nominations for the above program scheduled to be held in 25<sup>th</sup> June to 24<sup>th</sup> July 2025.

Accordingly, we would like to invite nominations from the relevant institutions under the preview of your Ministry for this program. The participants for the program should be nominated in accordance with the General Information (GI) regulations and a copy of the GI booklet is attached for the reference. We seek nominations of candidates who meet the eligibility criteria and each nomination should include the following document

1. Nomination letter of the line Ministry
2. Duly filled prescribed Application Form including Questionnaire on relationship with the Military and Declaration (New Official Application Form can be downloaded from our website ([www.erd.gov.lk](http://www.erd.gov.lk)) and please note that the hand written applications shall not be accepted by JICA)
3. Inception Report : Please see attached the Annex 1 and submit with your application form
4. Copy of the Nominee's English Score Sheet, if available (e.g. TOEFL, TOEIC, IELTS)
5. Copy of the Passport (along with the Application Form)
6. Duly filled ERD Form (Available at our website, [www.erd.gov.lk](http://www.erd.gov.lk))

Any discrepancies in names of the nominees across different documents may lead to administrative issues and complications in processing the application. Therefore, I kindly advice the nominees to use the name exactly as it appears in their passports in all documentation related to the program.

(Cont. /02)

අධ්‍යක්ෂ ජනරාල්  
பணிப்பாளர் தாயகம்  
Director General

94-11-2484693

කාර්යාලය  
அலுவலகம்  
Office

94-11-2484500  
94-11-2484500

ෆැක්ස් අංකය  
தொலை நகல்  
Fax

94-11-2447633  
94-11-2387153

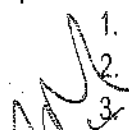
Further, please note that only the duly completed applications received by this office before 2.00 p.m. on 30<sup>th</sup> April 2025, with all required documents as stipulated above, will be processed.

In addition, we would like to inform you that the officials already trained under the JICA programme will not be qualified for another JICA training programme within five (5) years of such training.

We would highly appreciate your support in identifying the most suitable and deserving candidates for this invaluable opportunity extended by JICA to the Government of Sri Lanka and we look forward to receiving a strong list of nominations.

Tharanga Liyanage  
Additional Director General (CuD)  
for Director General

Copies:

- 
1. Director General, Department of Development Finance
  2. Director General, Department of Public Enterprise
  3. Chief Secretaries, All Provincial Councils

Enclosure: GI booklet



**Face-to-Face (in Japan)**

Knowledge Co-Creation Program (Group and Region Focus)

# **SMALL AND MEDIUM ENTERPRISE DEVELOPMENT POLICIES (A)**



Course Number: 202411580J001


Course Period: June 25- July 24, 2025(Face-to-Face in Japan)



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.

課題別研修 中小企業振興政策 (A)



# What are the strengths of SMEs in your country?

Gain insight to an essence of sustainable  
economic development  
more practical, more interactive,  
more inspirational  
from the experiences of Japan.





## Outline

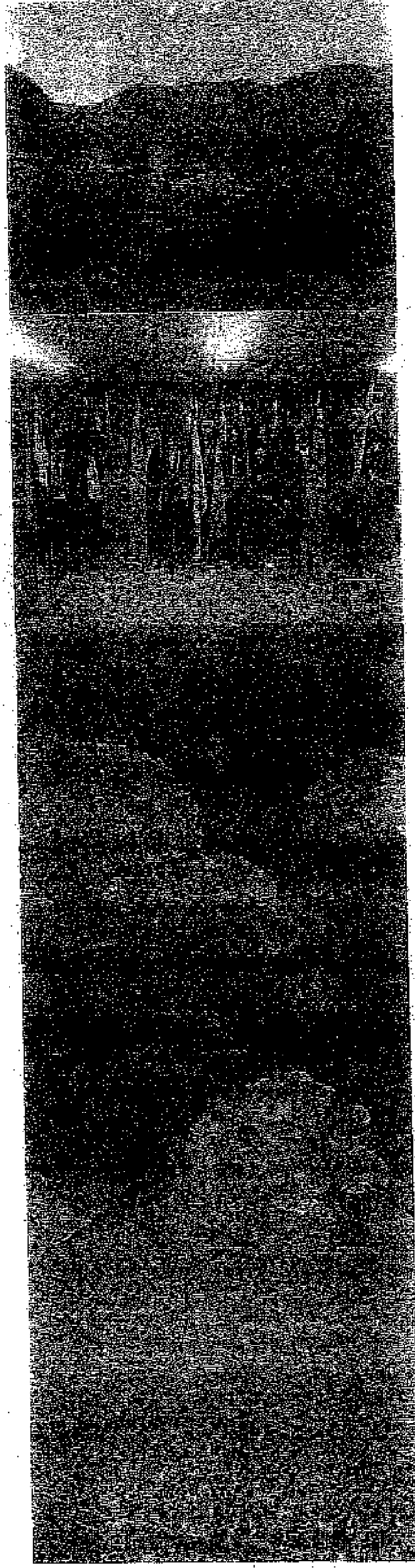
This program is designed for management-level personnel from government, local governments, and private institutions and organizations involved in SME promotion to learn about SME promotion policy practices in Japan.

You will complete the preliminary assignment before coming to Japan, but all the sessions will be conducted face-to-face in Japan.

All sessions are carried out in English.

The period of the program is from June 25- July 24, 2025 (Face-to-Face in Japan).

Course Capacity:  
12 participants



## **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in June 2023 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.



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# For What?

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## Background

For stable growth of SMEs, it is important for the government to improve the business environment by formulating systems and policies for fair and free business activities.

One of the characteristics of Japan's support for SMEs is the active promotion of management guidance and human resource development services through policies and measures.

This program will systematically provide experiences and lessons learned in the process of SME promotion in Japan.

Participants will gain the knowledge and experience necessary to improve their policy-making capacity.

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## Objectives

This program aims to enhance the policy planning capacity of target organizations for realizing SME development.

# To Whom?

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## Job Areas and Organizations

This program is offered to SME  
ministries/agencies and public  
institutions implementing SME  
promotion.

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

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## Targeted Countries

Cuba, Egypt, Iraq, Jordan, Laos,  
Mongolia, Nepal, Pakistan, Serbia,  
Sri Lanka, Turkmenistan, Viet Nam



# When?

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## Program Period



### Face-to-Face in Japan

June 25- July 24, 2025

# Where?

For Face-to-Face program, you will have a chance to visit Japanese governmental organization, companies and more in Kansai region and Tokyo. In Tokyo, participants will learn about Japan's central government policies and initiatives, while in the Kansai region we plan to visit local governments and companies with regional characteristics.

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## Key Dates

### Application Deadline

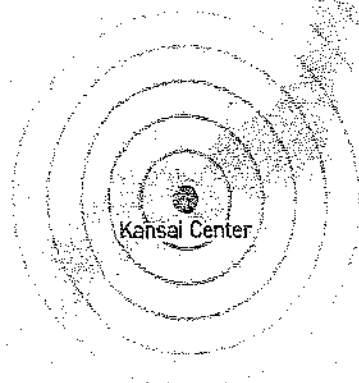
May 12th , 2025

### Pre-Study Report Submission

June 13th , 2025

### Pre-departure Orientation

Please ask JICA overseas offices.



# How?

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## How to Learn

- Site Visits
- Lectures
- Workshops
- Discussions
- Presentations



Discuss



Experience



Interact



Watch



Present



Study



Listen

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## Language

English

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## Commitment to the SDGs

**SUSTAINABLE  
DEVELOPMENT  
GOALS**



## Program Structure

### 1. Overall Goal

Management capacity to formulate policies and measures for SME development is enhanced in the organization of the participants.

### 2. Output and Contents

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

Expected Module Output	Subjects/Agendas	Methodology
1. Participants are able to clarify the current situations and issues of SMEs and SME support in their countries.	(1) Making inception report (2) Making Pre-study report on local SMEs in your country (3) Presentation of your Pre-study report	1) Self-study 2) Presentation 3) Discussion
2. Participants are able to explain the essence of effective SME development policies based on case studies of Japan and other countries.	(1) Overview of SME policies and promotion measures in Japan (2) Concept and process of policy formulation (3) Implementation of SME policies <ul style="list-style-type: none"> <li>- Current situation of SME support by local governments</li> <li>- Management consultant system</li> <li>- Human resource development</li> </ul> (4) Historical background and evaluation of SME development policy (5) Case studies on SMEs using government support measures	1) Lecture 2) Site Visit 3) Discussion
3. Participants are able to consider the solutions to the current issues of SME support in their countries and to make a tentative action plan.	(1) Individual suggestions on action plan draft (2) Preparation and submission of tentative action plan (3) Presentation of your action plan	1) Lecture 2) Discussion 3) Consultation 4) Presentation

## Tentative Schedule

Schedule is subject to change

6/25	Wed	Arrival in Japan
6/26	Thu	Program Orientation, Briefing Session
6/27	Fri	Course Guidance from Course Leader
6/28	Sat	
6/29	Sun	
6/30	Mon	Presentation of your Pre-study report
7/1	Tue	Issue Analysis Workshop
7/2	Wed	Lecture/Site Visit
7/3	Thu	Move to Tokyo
7/4	Fri	Lecture/Site Visit
7/5	Sat	
7/6	Sun	
7/7	Mon	Lecture/Site Visit
7/8	Tue	Move to Kobe (Kansai)
7/9	Wed	Lecture/Site Visit
7/10	Thu	Lecture/Site Visit
7/11	Fri	Japanese Cultural Experience Program
7/12	Sat	
7/13	Sun	
7/14	Mon	Japanese school visit / Lecture
7/15	Tue	Lecture/Site Visit
7/16	Wed	Lecture/Site Visit
7/17	Thu	Lecture/Site Visit
7/18	Fri	Action Plan Guidance
7/19	Sat	
7/20	Sun	
7/21	Mon	Action Plan Formulation
7/22	Tue	Presentation of your Action Plan
7/23	Wed	Presentation of your Action Plan, Evaluation Meeting, Closing Ceremony
7/24	Thu	Departure from Japan

A pre-departure orientation (online) will be held approximately one week prior to departure.

- Programs may be scheduled on Saturdays and Sundays depending on course leader availability.



# Eligibility and Procedures

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## 1. Expectations to the Applying Organizations

- (1) The Course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to utilize the program for those specific purposes.
- (2) The 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.

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## 2. Nominee Qualifications

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

### (1) Essential Qualifications

#### 1) Current Duties

Current Duties: be an official of SME ministries/agencies, public institutions implementing SME promotion, willing to acquire comprehensive knowledge about SME policy and promotion measures to become an expert.

#### 2) Experience in the Relevant Field: have more than 3 years' experience in the field of SME promotion.

#### 3) Educational Background: be a graduate of university or equivalent

#### 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above.

#### 5) Technical Requirements for the Online Course (Computer)

### Technology Proficiency:

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser and Cloud Storage (Gigapod), and YouTube.



#### Hardware (Minimum Requirement):

- Regular access to a computer, either from your home or from your office.
  - Operating System: Windows or Mac OS (Updated version is preferred).
    - Processor: Intel Core 2 Duo or higher; 2GHz or higher
  - Memory: 4GB of RAM or higher
  - Hard Drive Space: 5GB free disk space
  - Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
  - Others: Webcam Microphone, and Audio output Device (Speaker or Headset)
- \*In some cases, Smartphone (Android OS or Apple iOS) can be used as substitute of PC.

6) 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.

7) Requirement for the certificate: Full participation in the program and submission of various assignments (including the preliminary assignment) is an essential requirement for the completion of the course.

#### (2) Recommended Qualifications

- 1) Age: between the ages of twenty-five (25) and fifty (50) years
- 2) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. 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) Difficulties/Disabilities:

The participation of person with difficulties/disabilities is welcomed. Reasonable accommodation for persons with difficulties/disabilities will be made. Please write your situation in the Questionnaire on medical status restriction of the Application form. (Japan ratified the Convention on the Rights of Persons with Disabilities in January 2014 and JICA has observed it.)

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### 3. Required Documents for Application

- 1) Application Form: The Application Form is available at the JICA overseas





- office (or the Embassy of Japan)
- 2) Photocopy of Passport:  
A copy of a valid passport is required for visit to Japan.  
Photocopy should include Name, Date of Birth, Nationality, Sex.
- 3) English Score Sheet (Photocopy): to be submitted with the Application Form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)
- 4) Inception Report: please see attached the Annex 1 and submit with your Application form.

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## 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 May 12, 2025)

### (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 May 23, 2025.

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

## Participants

Accepted participants are required to submit a Pre-Study Report. Please see the ANNEX 2.

- The report should be sent to JICA Kansai by June 13, 2025 by e-mail to [Miura.Sadako@jica.go.jp](mailto:Miura.Sadako@jica.go.jp), [Tsuneta.Tomoe@jica.go.jp](mailto:Tsuneta.Tomoe@jica.go.jp)
- The report should be type written by Microsoft Power Point slide.

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## 6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the program topics
- (3) not to record or share the online contents without JICA's permission
- (4) to comply with the use conditions of copyrighted works by each copyright holder, when using texts and other materials distributed for KCCP.
- (5) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (6) 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),
- (7) not to bring or invite any family members (except for programs longer than one year),
- (8) 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,
- (9) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (10) not to engage in political activities, or any form of employment for profit,
- (11) 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", "Administrative Arrangements",
- (12) 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,
- (13) not to drive a car or motorbike, regardless of an international driving license possessed,



- (14) to observe the rules and regulations at the place of the participants' accommodation, and
- (15) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) Center: JICA Kansai Center (JICA Kansai)
- (2) Program Officer:
  - Ms. MIURA Sadako ([Miura.Sadako@jica.go.jp](mailto:Miura.Sadako@jica.go.jp))
  - Ms. TSUNEITA Tomoe ([Tsuneita.Tomoe@jica.go.jp](mailto:Tsuneita.Tomoe@jica.go.jp))

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## 2. Implementing Partner

- (1) Name: Pacific Resource Exchange Center (PREX)
- (2) URL: <https://www.prex-hrd.or.jp/en/>
- (3) Remark: PREX was established in April 1990 in response to a proposal adopted at the general assembly of the Pacific Economic Cooperation Council (visit PECC at: <http://www.pecc.org/>). Since its inception, PREX has been contributing to promote international exchanges through human-resource development projects and their related activities in developing countries.

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## 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.

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#### 4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Kansai Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0383/0341 FAX: +81-78-261-0342

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

Please refer to facility guide of JICA Kansai at its URL,  
<https://www.jica.go.jp/kansai/english/office/index.html>

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

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#### 5. Expenses

The following expenses in Japan will be provided by JICA.

- (1) Allowances for meals, living expenses 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/acceptance/training/index.html](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.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfiKugrEw">https://www.youtube.com/watch?v=SLurfiKugrEw</a>
Part II: Introduction of JICA Centers in Japan	
JICA Kansai	<a href="https://www.jica.go.jp/kansai/english/office/index.html">https://www.jica.go.jp/kansai/english/office/index.html</a>

## 7. 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/c840vm0000011107-att/guide\\_en.pdf](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c840vm0000011107-att/guide_en.pdf)



### Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

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



### Website: JICA

English/French/Spanish/Russian

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)



## 8. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education 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.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan(AP), etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 6 desk-top computers are available with internet access.
4. Allowances, such as for living, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.
5. It is very important that some of your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.



# Annex 1

## Inception Report

(Submit with the Application Form)

Please answer the following questions. This report must be typewritten in English in less than two (2) pages.

Country :

Name :

Q1	Please describe policies or regulations that are emphatically being implemented relating to micro, small or/and medium business promotion.
Q2	Your organization structure, your position and number of employees (If you have an organization chart, please attach it and mark your position.)
Q3	What are three main industries in your country?
Q4	Definition of SME (indicate the source of information) in your country
Q5	What are the main problems that SMEs are currently facing in your country?
Q6	In your opinion, what are causes for the main problems of SMEs in Q5?

# Annex 2

## Pre-Study Report (Accepted participants only)

Participants are required to submit this Pre-Study Report for the presentation session scheduled in the program. Further information on the presentation and PowerPoint format will be sent to accepted participants later.

### 1. Visit/Call to SMEs (summarized in two (2) slides of PowerPoint per company)

Please visit / call three (3) SMEs\* in your country, talk with the manager(s) and implement a research before attending this program. It is preferable to select industries/SMEs related to the issues and problems mentioned in your inception report.

The report should include the following information

- \* Your name and your country
- \* Company name and person you talked with
- \* Type of business (industry)
- \* Company size (capital, number of employees and sales amount)
- \* Any business problem that company faces (in the aspect of human resource development, financial source, technics, marketing, etc.)
- \* Any support they are receiving from government/public institutions and what kind of support they expect from the government
- \* Photos (company building/factory, products, etc.)

### 2. Issues that your organization is currently facing in supporting SMEs and what are the obstacles. (in one (1) slide of PowerPoint)

It is recommendable that you discuss with your boss on those issues before the online course starts.

- ④ Please make this report by PowerPoint and send it to both
- ④ [Miura.Sadako@jica.go.jp](mailto:Miura.Sadako@jica.go.jp) and [Tsuneta.Tomoe@jica.go.jp](mailto:Tsuneta.Tomoe@jica.go.jp) by June 13, 2025 as written at 5. on page 14.

Detailed instruction for uploading your presentation will be sent to you later.





# 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 Kansai Center (JICA Kansai)**

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0383/0341 FAX: +81-78-261-0342

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