



Japan International Cooperation Agency
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July 10, 2024

Director General
Department of External Resources
Colombo 1.



Dear Sir,

KNOWLEDGE CO-CREATION PROGRAM:
POLICIES AND PRACTICES IN AN AGING SOCIETY
CREATING AGE-INCLUSIVE COMMUNITIES
COURSE NO: 202311465-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.

The duration of the training course is from 4th November 2024 ~ 16th November 2024.

The participants for the above course should be nominated in accordance with the General Information (GI) regulations. One set of copy of the General Information (GI) booklets are attached for distribution to the relevant authorities.

To further expedite the selection procedures, let us suggest the following institution(s) as below mentioned that are considered as eligible in accordance with the stipulations of the GI.

- **Ministry of Health**
Ministry of Women, Child Affairs and Social Empowerment

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office **on or before 11th September 2024.**

- **Duly filled prescribed Application Form**
- **Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)**
- **Copy of the passport (Along with the Application Form)**

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

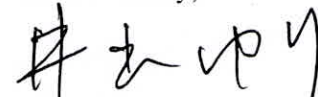
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We also note that, handwritten training applications shall not be accepted by JICA at any reason.

In addition, kindly advise the nominating organizations to share the GI Booklets with their nominees for a better understanding of the training requirements, whereas JICA conducts its selection interviews principally based on the contents of the respective GIs.

Thank you.

Yours sincerely,



Yuri IDE
Senior Representative
JICA Sri Lanka office

C. C - Secretary, Ministry of Health
Secretary, Ministry of Women, Child Affairs and Social Empowerment
Mr. Kenji OHASHI, Head of Economic & Development Cooperation Section,
Embassy of Japan



Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Policies and Practices in an Aging Society:
Creating Age-Inclusive Communities**

課題別研修

**「高齢化社会の政策と実践：地域における高齢者包摂の推進」
JFY 2024**

Course No.: 202311465-J001

Course Period in Japan: from November 4th, 2024 to November 16th, 2024

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in 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.

I. Concept

Background

In Japan, the ratio of persons aged 65 or above in the total population was 12.5% in 1990. However, it has been rapidly increasing to 29.1% in 2021 and is expected to grow to 35.3% by 2040. On the other hand, some countries will experience more rapid aging than Japan had in the past. As for the years to adapt to a change from 7% to 14% in the proportion of the population that was 65 years and older, Japan took only 24 years while western countries generally took about 40 to 110 years. This fact shows that Japan experienced an unprecedented speed of aging. However, they are estimated as 23 years in Malaysia, 21 years in Vietnam, 20 years in Mongolia and Bangladesh, 19 years in Sri Lanka, 22 years in Brazil, 30 years in Chile, 18 years in Mauritius (Source: <https://population.un.org/wpp/>), which are even shorter than in Japan. Strategies responding to aging society will become important soon in the countries where currently the young generation makes up most of the population, as life expectancy increases with improving quality of medical care and the total fertility rate decreases. Policies and programs in Japan have been developed over the years, such as social services under the Act on Social Welfare for the Elderly and health services under the Act on Assurance of Medical Care for Elderly People, not to mention the universal health insurance coverage attained in 1961. The long-term care insurance program started in 2000. However, its social system now faces sustainability problems such as increasing medical costs, a growing number of older adults in need of long-term care, and a shortage of care workers. Some countries will be facing aging from now on at a stage where the national economy is still developing. There is an urgent need to prepare for medical and social services to older adults, and assure their quality of life and social participation, by making maximum use of limited resources. For the above reasons, this course aims to develop the capacity of government officials and NGO/civil society organization members working on policies and programs for an aging/aged society, through sharing experiences and current knowledge in Japan and other participant countries and discussing strategies on aging/aged societies.

For what?

The program aims to strengthen capacity to develop ageing/aging society policies/programs and community-based services/supports for older adults.

For whom?

This program is for:

- Officials of central/ local organizations responsible for aging policies and programs such as social welfare or health
- Members of non-governmental/civil society organizations who are working in the community-based services/support for older adults.

How?

The program will consist of lectures, site visits and presentations/discussions, and participants will learn from the experiences of Japan and other participating countries on issues such as health, long-term care, and social participation.

II. Description

1. **Title (Course No.)**
Policies and Practices in an Aging Society: Creating Age-Inclusive Communities(202311465-J001)
2. **Course Duration in Japan**
November 4 to November 16, 2024
3. **Target Regions or Countries**
Bangladesh, Brazil, Chile, Cuba, Maldives, Mauritius, Mongolia, Sri Lanka and Vietnam.
4. **Eligible / Target Organization**
This program is designed for:
 - Officials from central ministries agencies and local government officials involved in the formulation of policies and measures related to responses to an aging society,
 - Non-governmental/civil society organization members working on community-based services/support for older adults.
5. **Capacity (Upper Limit of Participants)**
9 participants
6. **Language**
English
7. **Objective(s)**
To develop the capacity of government officials working on policy and program formulation on an aging/aged society and members of non-governmental/civil society organizations providing community-based services/support for older adults.
8. **Overall Goal**
Through the strengthening of strategies for an aging/aged society, the quality of older adults' life is improved.

9. Expected Module Output and Contents

This program consists of the following components.

Preliminary Phase: Please make a short inception report and submit by email before coming to Japan. The format of the inception report will be sent with the acceptance letter.

Expected Module Output	Subjects/Agendas *Details are subject to change	Methodology
(1) To understanding Japan's aged society issues and policies along with their historical development	Japan's policy programs responding to the aged society and their historical development	Lecture
	Japan's aging in the global context	Lecture
(2) To deepen understanding of policies and practices to promote an age-inclusive community in Japan through dialogues and case studies	Living in the community: Dialogue with older adults	Visit
	Creating communities to support the everyday living of older adults: Partnership of residents, NGOs, a local government, the private sector, and academia	Lectures, visits
	Managing care services and support activities for care-dependent older adults	Lecture
	Responding to the medical and palliative care needs of older adults at home	Lecture
	Preparing for disasters in an aged society: Initiatives in the community	Visit
	Utilizing technology to solve the problems of an aged society	Visit
	Creating an inclusive society through care	Visit, Workshop
(3) To analyze the current situation, challenges, and stakeholders in each country, and develop an action plan which leads to specific actions after returning home.	Drafting and sharing an Inception report	Presentation, discussion
	Mid-term reflection	Discussion
	Drafting and sharing a summary note	Presentation, discussion

< Pre-assignments >

You are required to write the inception report which is sent with the acceptance letter and watch some video lectures, read materials.

You will receive detailed explanations about pre-assignments after you are accepted to join the course.

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or challenges identified in their operation. Participating organizations are expected to use the program 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 program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and challenges.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be central or local government officials (above the rank of section chief) who are responsible for aging policies and policy formulation or members of non-governmental/civil society organization working on community-based services/support for older adults.
- 2) Experience in the relevant field : Management-level personnel with extensive experience (5 years or more) and knowledge in this field are preferred. Personnel with local experience are more desirable.
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This program encourages active participation in discussions, which requires 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 AND RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.
- 6) Internet Connection: have the Internet learning environments (devices, software*, and networks) at home or workplace.

"Microsoft PowerPoint" is required for the exercise.

*If you are not able to arrange internet connection or necessary device/ software, please consult with JICA office in your country.

(2) Recommended Qualifications

- 1) **Those who are counterpart of JICA's projects may have higher priority than the others.** Please describe your relationship and responsibility related to JICA's project in Application Form.
- 2) Female candidates are especially encouraged to apply.
- 3) Preferably those who have not participated JICA's program in Japan in the past.
- 4) **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 and restriction of the Application form. (Japan ratified the Convention on the Rights of Persons with Disabilities in January 2014 and JICA has observed it.)

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 AND RESTRICTION (1-(c)) of the application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

- (2) Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

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

4. Procedure for Application and Selection

(1) Submitting 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 **the JICA Center in JAPAN** by **September 18, 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 September 27, 2024.**

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) to observe the rules and regulations which will be provided by JICA during the course including copyright management of the video and other materials.
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (5) 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),
- (6) not to bring or invite any family members (except for programs longer than one year),
- (7) 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,
- (8) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (9) not to engage in political activities, or any form of employment for profit,
- (10) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (11) 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,
- (12) not to drive a car or motorbike, regardless of an international driving license possessed,

(13) to observe the rules and regulations at the place of the participants' accommodation, and

(14) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tokyo Center (JICA TOKYO)
- (2) **Program Officer:** Ms. Yoko SADAIE, Ms. Megumi NAGAI and Ms. Yuki YOSHIDA (ticthdop@jica.go.jp, Sadaie.Yoko2@jica.go.jp, Nagano.Megumi@jica.go.jp, Yoshida.Yuki@jica.go.jp)
- (3) **URL:** <https://www.jica.go.jp/tokyo/english/office/index.html>
- (4) **Facebook:** <https://www.facebook.com/jicatokyo>
- (5) **YouTube:** Knowledge Co-Creation Program and Life in Japan
<https://www.youtube.com/watch?v=SLurfKugrEw>

2. 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.

3. Accommodation in Japan

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

JICA Tokyo Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051 FAX: +81-3-3485-7904
(where "81" is the country code for Japan, and "3" is the local area code)
Please refer to facility guide of JICA TOKYO at its URL,
<https://www.jica.go.jp/tokyo/english/office/index.html>

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

4. 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 GUIDEBOOK," 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

5. Pre-departure Orientation

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

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

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

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

V. Other Information

1. Testimony / Voices from the past participants

◎We got the updated global trends overview of aging society. On the other hand, I think each country is unique and each country should have strategies suited to the local contexts. During the course, we had opportunity to share the knowledge from other countries.

◎We got so much knowledge about the policies for aging in Japan. We learned from Japan about the basic ideas how to build social welfare for the elderly.

◎Long Term Care Insurance (LTCI) is not fully implemented in other countries. This course gave us the information about how it is implemented successfully, so as Integrated Community Care System (ICCS).

◎It is good to know how we could prevent the future risk of the elderly society. We learned both negative and positive opinion about Long Term Care system in Japan. Through this program, I got many ideas to improve my country's Long Term Care strategy.

◎Social security system and Long-term care insurance system are essential to achieve universal health coverage. We learned from Japan experiences about social security, pension system and how to fulfill the universal healthcare.

◎Very impressed in simulating as an elderly by wearing some tools. It seems simple simulation but brings big impact to the young generation's mind. It was very touching. We will put the program into the national policy as one of educational activities.

2. Reference Materials You may check the reference materials listed below from the web.

(1) You tube video: [JICA-Net Library] The Challenge of an Aging Society in Asia
(Full version) <https://www.youtube.com/watch?v=UpbH-GZYadg>
(Digest) <https://www.youtube.com/watch?v=LlyEIsUHe5U>

(2) Long-term Care Insurance in Japan: Understanding the Ideas behind Its Design
https://www.jica.go.jp/english/our_work/thematic_issues/social/c8h0vm0000f4pxgh-att/insurance.pdf

(3) Long-term Care Insurance System of Japan
https://www.mhlw.go.jp/english/policy/care-welfare/care-welfare-elderly/dl/ltcisi_e.pdf

(4) Establishing 'the Community-Based Integrated Care System'
https://www.mhlw.go.jp/english/policy/care-welfare/care-welfare-elderly/dl/establish_e.pdf

(5) World Report on Ageing and Health 2015
<https://apps.who.int/iris/handle/10665/186463>

(6) WHO Guidelines on Integrated Care for Older People (ICOPE)
<https://www.who.int/publications/i/item/WHO-FWC-ALC-19.1>

(7) Live Long and Prosper: Aging in East Asia and Pacific
<https://openknowledge.worldbank.org/handle/10986/23133>

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. 14/15 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 join us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



Contact Information for Inquiries

For inquiries and further information, please contact the JICA overseas office or the Embassy of Japan. Further, address correspondence to:

JICA Tokyo Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904