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July 10, 2024.

Director General  
Department of External Resources  
Colombo 1.

ICR  
Web



Dear Sir,

**KNOWLEDGE CO-CREATION PROGRAM:**  
**NON-COMMUNICABLE DISEASES (NCDs) PREVENTION AND CONTROL IN**  
**REMOTE ISLAND REGIONS**  
**COURSE NO: 202311467J001**

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 4<sup>th</sup> November 2024 ~23 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**
  - **Division of International Health**
  - **Directorate for Non-Communicable Diseases**

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office on or before **26 August 2024.**

- **Duly filled prescribed Application Form**
- **Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)**
- **Copy of the passport or other official ID if do not possess a passport (P.S – should include Name, Date of Birth, Nationality & Sex)**
- **Job Report : to be submitted with the application form. Fill in Annex 1 of this General Information.**

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.

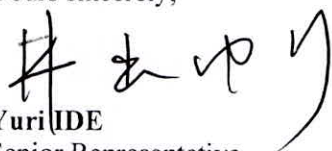
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We also note that, handwritten training applications shall not be accepted by JICA at any reason.

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  
- Division of International Health  
- Directorate for Non-communicable Diseases  
Mr. Kenji OHASHI, Head of Economic & Development Cooperation Section,  
Embassy of Japan



# Knowledge Co-Creation Program (Group & Region Focus)

## General information on

**Non-Communicable Diseases (NCDs) Prevention and Control in  
Islands and Remote Regions**

**課題別研修 「離島・へき地における地域保健から学ぶ生活習慣病対策」  
JFY 2024**

**Course No.: 202311467J001**

**Course Period in Japan: From November 4, 2024 to November 23, 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**

According to a recent WHO report, there are 41 million deaths annually due to non-communicable diseases (NCDs), which is 74% of all deaths worldwide. Furthermore, 17 million people die from a NCD before 70 mainly in low- and middle-income countries. Cardiovascular diseases account for most NCD deaths, followed by cancers, chronic respiratory diseases and diabetes. The burden of these diseases is rising disproportionately among lower income countries and populations (WHO), and increasing the weight on the control in addition to infectious diseases and maternal and child health issues as double burden.

The 2030 Agenda for Sustainable Development has made NCDs a major challenge for sustainable development. Leaders also pledged to take a national response to reduce early deaths from NCDs by one-third through prevention and treatment by 2030.

## **For what?**

The program aims to strengthen community health, including countermeasures for NCDs, in islands and remote areas where human resources and health care facilities are limited and geographically handicapped.

## **For whom?**

This program is offered to Ministry of Health, National/Local hospitals and Health center, especially persons who in charge of countermeasures for NCDs.

## **How?**

Participants shall have opportunities to identify approaches and strategies to ensure program effectiveness, enhance community health, and improve the situation for their organizations.

Topics are including;

- 1) Lifestyle guidance in clinical setting: basic knowledge on NCDs.
- 2) Epidemiology: basic knowledge to understand how to collect useful data and interpret them correctly.
- 3) Community activities including schools: NCD prevention, health promotion, screenings for NCD risk factors and cancers, and dissemination of health-related information.

Participants will formulate an action plan describing how the participant can understand the course contents and apply them to improve the service in your organization using strong and available points and issues in community health for NCDs' countermeasures.

## II. Description

**1. Title (Course No.)**

**Non-Communicable Diseases (NCDs) Prevention and Control in Islands and Remote Regions (202311467J001)**

**2. Course Duration in Japan**

November 4, 2024 to November 23, 2024

**3. Target Regions or Countries**

Belize, Dominican Republic, Micronesia, Solomon Islands, Sri Lanka, Trinidad and Tobago

**4. Eligible / Target Organization**

This program is designed for Ministry of Health, National/Local hospitals and Health center, especially persons who in charge of countermeasures for NCDs.

**5. Capacity (Upper Limit of Participants)**

6 participants

**6. Language**

English

**7. Course Objective**

Issues on the NCDs in islands and remote regions will be analyzed, and an action plan for prevention and control of NCDs in your organization for making the best use of knowledge obtained during the course will be formulated.

**8. Overall Goal**

Improvement plan will be shared and Implementation system for community health including NCDs will be enhanced.

**9. Expected Module Output and Contents:**

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

Expected Module Output	Subjects/Agendas	Methodology
1) To be able to understand basic clinical knowledge on NCDs and concepts of epidemiology and analyze basic data	(1) The basic clinical knowledge on NCDs (hypertension, stroke, diabetes and obesity)	Lecture Field visit
	(2) The role of epidemiology to prevent and control NCDs	Lecture Field visit
	(3) The substantial methods how to collect, analyze and interpret epidemiological data	Lecture Field visit

	(4) Actual epidemiologic study in remote island regions to prevent NCDs	Lecture Field visit
2) To be able to understand measures for data utilization on health sector (planning of health policies, monitoring and evaluation)	(1) The methods of healthcare policy: planning, motioning and evaluation	Lecture Field visit
3) To be able to explain the importance of community health including countermeasures of NCDs in remote Island regions	(1) Overall community health system	Lecture
	(2) Community health system in remote island regions	Lecture Field visit
	(3) Health promotion activities led by local administration and community volunteers in remote island regions	Lecture Field visit Exercise
	(4) <u>Screening system for cancers and high-risk population of NCDs among general residents</u>	Lecture Field visit
	(5) Promotion of exercise and nutrition education, using local resources	Lecture Field visit Exercise
4) To be able to explain strong point and issues in community health including NCDs' countermeasures in your country or area you are in charge	(1) How to convey health information	Lecture Exercise
	(2) Information sharing among participants' countries	Discussion
5) To consider the plan to improve the service in your organization <u>using strong and available points and issues in community health for NCDs' countermeasures</u>	Action Plan report	Presentation Discussion

### <Structure of the Course>

Topic outline (subject to minor changes)

#### 1st week

- (1) Guidance of action plan's preparation
- (2) Presentation on Job Report and discussion on the current situation of respective countries
- (3) Local and national health system and history of prevalence and countermeasures of NCDs in Japan
- (4) Screening system of cancers and high-risk population of NCDs in Japan

#### 2nd week

- (1) Characteristics, diagnosis, and treatment of NCDs (heart disease, cerebrovascular disease, and diabetes) and their preventable risk factors



- (2) Epidemiologic study in islands and remote regions
- (3) The role of epidemiology to prevent and control of NCDs: the substantial methods how to collect useful data and interpret them correctly
- (4) Exercise menu creation and practice in the community
- (5) Guidance on behavioral changes to prevent NCDs
- (6) Nutritional high-risk approach
- (7) Nutrition education and school lunch system in Japan
- (8) NCD measures in childhood
- (9) Dental health in NCD control
- (10) Understanding and implementation of health literacy

### 3rd week

- (1) Health promotion activity and countermeasures of NCDs using local resources of island and remote regions
- (2) Cooking experience in the community
- (3) The role of local volunteer for dietary habit improvement and food education
- (4) Promotion of exercise, using local resources (Thalassotherapy and local dance)
- (5) NCD prevention measures in clinical settings on remote islands
- (6) Preparation and discussion for settling action plan
- (7) Presentation on action plan and exchange views
- (8) Monitoring/Evaluation of the current course

### **III. Eligibility and Procedures**

#### **1. Expectations to the Applying Organizations**

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

#### **2. Nominee Qualifications**

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

##### **(1) Essential Qualifications**

- 1) Current Duties: be an administrative official in National/local governments (including a staff in local health center) who in charge of countermeasures for NCDs.
- 2) Experience in the relevant field: have more than 5 years' experience in the field.
- 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 workshop includes 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, both physically and mentally, to participate in the Program. 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) Recommendable Qualifications**

- 1) Expectations for the Participants: Basic PC skill (Word, Excel, Power Point).
- 2) Age: be under fifty (50) years
- 3) 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) **Job Report:** to be submitted with the application form. Fill in Annex I 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 September 2, 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**

Notification of results will be made by the JICA office (or the Embassy of Japan)

not later than October 1, 2024.

## **5. Conditions for Participation**

The participants of KCCP are required:

- (1) to strictly observe the course schedule;
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves;
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year);
- (4) not to bring or invite any family members (except for programs longer than one year);
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course;
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments;
- (7) not to engage in political activities, or any form of employment for profit;
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements";
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances;
- (10) not to drive a car or motorbike, regardless of an international driving license possessed;
- (11) to observe the rules and regulations at the place of the participants' accommodation; and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

## IV. Administrative Arrangements

### 1. Organizer (JICA Center in Japan):

(1) **Center:** JICA KYUSHU Center (JICA KYUSHU)

(2) **Program Officer:** Mr. HIRAI Kento ([kictp@jica.go.jp](mailto:kictp@jica.go.jp))

(3) **URL :** (a) Introduction of JICA Kyushu

<https://www.jica.go.jp/kyushu/english/office/index.html>

(b) Introduction of Knowledge Co-Creation Program

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

### 2. Implementing Partner

(1) **Name:** Kagoshima University Graduate School of Medical and Dental Sciences

(2) **URL:** <http://www2.kufm.kagoshima-u.ac.jp/en/>

### 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

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

JICA Kyushu Center (JICA Kyushu)

Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi,  
Fukuoka 805-8505, JAPAN

TEL: +81 93-671-6311 FAX: +81 93-671-0979

(where "81" is the country code for Japan, and "93" is the local area code)

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

If there is no vacancy at JICA Kyushu, JICA will arrange alternative accommodations for the participants.

Participants may stay at hotel in Kagoshima City during the technical training.

### 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.



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.

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), Clinic, Cash dispenser, Gym, Neighborhood

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

## **V. Other Information**

### **1. Job Report**

As written in the previous page, each applicant is requested to submit his/her own Job Report for the screening purpose.

### **2. Action Plan**

Participants are required to make an Action Plan Report at the end of the training to express idea and plan, reflecting the knowledge and method you acquire from the training.

### **3. Certification**

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

### **4. Remarks**

This training is designed for the purpose of acquiring the knowledge and the techniques of Japan, NOT for a specific participant's country. Participants are kindly requested to understand the differences and not to insist on the techniques of their countries.

# **ANNEX I**

## **Non-Communicable Diseases (NCDs) Prevention and Control in Islands and Remote Regions (JFY2024)**

### ***Job Report***

#### **NOTE:**

- (1) The report should be typewritten in English (12-point font, approximately spaced, A4 size paper) and total pages of the report should be limited to 5 pages.
- (2) The report should be included information below;
  - ① Top 10 leading causes of death and their chronological change in your country
  - ② Recent prevalence of obesity, hypertension, diabetes, smoking rate, and screening of hypertension, diabetes and selected cancer sites
  - ③ Possible background reasons for increasing NCDs among general population
  - ④ Problems and/or tasks that YOUR ORGANIZATION has in terms of NCDs. (Please put an organization chart.)
  - ⑤ Problems and/or tasks that YOU have in terms of NCDs and the possible reasons of those problems
  - ⑥ What you want to achieve through participation to the course



## **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.



***CORRESPONDENCE***

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

**JICA Kyushu Center (JICA KYUSHU)**

**Address: 2-2-1 Hirano, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505, Japan**

**TEL: 81-93-671-6311 FAX: 81-93-663-1350**