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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

මුදල්, ආර්ථික ස්ථායීකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය
මහලේකම් කාර්යාලය (3වැනි මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව
நிதி, பொருளாதார உறுதிப்படுத்துதலை 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

Web Site: www.erd.gov.lk

මගේ අංකය
எனது இல
My No

TA/JICA/S/10/24

ඔබේ අංකය
உமது இல
Your No



Secretary / Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government
Secretary / Ministry of Health

Attn: Officer In-charge of Foreign Trainings

Dear Sir,

JICA Knowledge Co-Creation Program: Hospital Management (A) (Online & In Japan)

Online Program Period from 19th August 2024 to 23rd August 2024

Course Period in Japan from 25th August 2024 to 27th September 2024

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 (if available)
5. Job Report: to be submitted with the application form. Fill in Annex VI. of this General Information
6. 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 07th June 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

Copies to:

- Chief Secretaries, All Provincial Councils }
✓ Director, Division of International Health } PI. send nominations with recommendations of the relevant line Ministry.



Knowledge Co-Creation Program (Group & Region Focus)

General information on

Hospital Management (A) (Online & In Japan)

課題別研修「病院経営（A）」(遠隔＋本邦研修)

JFY 2024

Course No.: 202311471J001

Online Program Period: From August 19, 2024 to August 23, 2024

Course Period in Japan: From August 25, 2024 to September 27, 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

Providing sufficient medical services to people in developing countries is a significant challenge for the development of these countries. Japan has supported these people by providing them with opportunities to receive medical services through grant assistance for the establishment of medical facilities and medical equipment supply. In many countries, however, hospital managers have not acquired sufficient knowledge and experience to effectively use managerial resources (staff, supplies, finances). As a result, the medical equipment and facilities provided by Japan are not used in the most effective way. These problems are leading to deterioration in medical services for the people.

In order to tackle these issues, JICA will provide training for personnel to acquire knowledge in hospital management.

For what?

This program is designed for the manager of a regional core hospital for its efficient and effective management, using administrative methods.

For whom?

This program is offered to human resources who are currently engaged in hospital management and financing.

How?

Participants shall have opportunities in Japan to grasp the actual conditions of hospitals in Japan and learn how to manage a hospital. And participants will take part in a workshop of a problem-solving method in order for them to analyze and tackle with the issues/problems they are currently facing. With this knowledge, they will formulate an action plan, which describes the activities to perform after the completion of the training.

II. Description

1. Title (Course No.)

Hospital Management (A) (202311471J001)

2. Online Program Period

August 19 to August 23, 2024

3. Course Period in Japan

August 25 to September 27, 2024

4. Target Regions or Countries

Bangladesh, Guinea, Honduras, Malawi, Morocco, Mozambique, Sri Lanka, Sudan, Thailand, Zambia

5. Eligible / Target Organization

Hospitals that take a proactive stance on improving the management structure/process.

6. Capacity (Upper Limit of Participants)

10 participants

7. Language

English

8. Background of the course

In the Sustainable Development Goals (SDGs), goal 3 (health and well-being) includes the achievement of "universal health coverage (UHC)." UHC means that "all people have access to appropriate health promotion, disease prevention, treatment, and functional restoration services at an affordable cost." In order to achieve UHC, the six components of the health system framework proposed by the World Health Organization (WHO), which are (1) service delivery, (2) health workforce, (3) information, (4) medical products, vaccines & technologies, (5) financing, and (6) leadership/governance, are required to be strengthened.

Particularly in low- and middle-income countries, where the efficient use of scarce resources to achieve health goals is of paramount importance, strengthening health systems is a question of how to manage these components effectively. With these points in mind, this "Hospital Management" course aims to help human resources responsible for hospital management in low- and middle-income countries learn the know-how necessary to improve health and medical services. Each lecture in the course is organized according to the components of a health system. Through this, each trainee will be able to analyze and identify hospital management problems and solutions from the perspective of health system management, and systematize them as concrete projects. These will be proposed as action plans that will serve as the final product, and by putting them into practice after returning home, each trainee is expected to contribute to strengthening the health system of their country through hospital management.

9. Objective(s)

An efficient and effective plan for hospital management is formulated to improve the participants' respective regional core hospitals.

In order to achieve this program objective, participants are expected to achieve the following three outputs:

- (1) To be able to explain the concept and practical know-how of hospital management.
- (2) To be able to collect and arrange pertinent information for decision making.
- (3) To be able to design efficient and effective plan for hospital management.

Also, participants are expected to formulate an Action Plan that describes specific activities that the participants will undertake in order to put their knowledge into practice after completing the course. When they complete the course, they are expected to submit/present their Action Plan to their host organizations.

10. Overall Goal

At the participants' respective regional core hospitals, an efficient and effective plan for hospital management is introduced.

11. Contents

This course consists of the following contents.

< On-demand online lectures >

- Health Medical Care System in Japan - Second Edition
- What is KAIZEN? Improving Quality of Healthcare
- Improving Hospital Management with TQM: Total Quality Management
- Social Security and Modernization in JAPAN

< Lectures in Japan >

1. Practical theory for hospital management
 - Japan's healthcare service and the characteristics of its healthcare insurance system
 - Emergency medical services/ patient transportation system in Japan
 - Hospital operational improvement: introduction to 5S-TQM
 - Medical equipment management for better quality healthcare services
 - Functional Evaluation of a Hospital
 - Hospital managerial accounting
2. Practice at St. Mary's Hospital
 - Emergency medical services & disaster prevention measures
 - Human resources development (Nursing Dept. as example)
 - Personnel and labor management
 - Pharmacy/ Laboratory/ Radiology dept./ Nutrition dept./ Clinical Engineering dept. management system
 - Intake of emergency patients
 - Material logistics
 - Hospital waste management
 - Hospital information system

- Infection control
- Regional Medical Collaboration
- Hospital safety management
- BPR efforts (Process to acquire ISO accreditation)
- 3. Workshop
 - Leadership
 - Introduction of PCM/ grasping problems and making solutions through logical thinking
- 4. Action plan creation
 - Job Report Presentation
 - PCM workshop
 - Support for action plan creation
 - Action plan presentation

<Structure of the Course>

Topic outline (subject to minor changes)

1. Preliminary phase (activities in your home country)
 - Preparation of Job Report
2. Core Phase (Online activities)
 - Refer to above and reference schedule as page 6. (Tentative schedule)
3. Core Phase (Activities in Japan)
 - Refer to above and reference schedule as page 6. (Tentative schedule)
4. Formulation of Action Plan
 - Participants are required to develop an Action Plan (AP) based on the knowledge and skills acquired during the course. The AP should be practical and applicable to one's own professional activity/career from the viewpoint of hospital management.

Tentative Course Schedule

1. Pre-course Network Connection Meeting

Prior to the online program, a network connection meeting will be arranged to know participants' PC environment and English ability. The participants are asked to spare about 10 minutes to join the test.

2. Online Program Period

Online program period		
Date	Activity	Location
Aug. 19	Course Orientation	Online (Live)*
Aug. 19 – 23	On-Demand Video Lectures	Online (on-Demand)

*Timeframe of online course orientation on August 19, 2024

Honduras	Guinea	Morocco	Malawi Mozambique Sudan Zambia	Sri Lanka	Bangladesh	Thailand	Japan
02:00 -03:30	08:00 -09:30	09:00 -10:30	10:00 -11:30	13:30 -15:00	14:00 -15:30	15:00 -16:30	17:00 -18:30

3. Course Period in Japan

Course period in Japan		
Date	Activity	Location
Aug. 25	Arrival in Japan	JICA Kyushu
Aug. 26-28	Briefing/Orientation/Japanese Lessons	JICA Kyushu
Aug. 29	Program Orientation	JICA Kyushu
Aug. 30	JR ¹⁾ Presentation/Lectures	JICA Kyushu
Sep. 2-13	Lectures/Observation	St. Mary's Hospital
Sep. 16-21	PCM ²⁾ Workshop/AP ³⁾ Preparation	JICA Kyushu
Sep. 25	AP Presentation	JICA Kyushu
Sep. 26	Evaluation Meeting/Closing Ceremony	JICA Kyushu
Sep. 27	Departure from Japan	

- 1) Job Report
- 2) Project Cycle Management
- 3) Action Plan

(Note)

Excursions may be arranged on some weekends.

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) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.
- (4) 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 currently engaged in hospital management and financing.
- 2) Experience in the Relevant Field: have at least 5 years of work experience in the field.
- 3) Language Proficiency: 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).
- 4) Participation:
 - = Should be able to participate, giving full attention, in both scheduled live session (5-7 pm Japan Standard Time) and program in Japan.
- 5) IT Proficiency:
 - Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
 - Basic computer skills such as, using a Microsoft Office (WORD/EXCEL/POWERPOINT) or an equivalent.
- 6) Online Training Participation Environment
 - To be able to establish a stable and secure connection to the internet (if you have any concerns over internet access, please do not hesitate to ask about it to the JICA office in your country.).

- To be able to prepare a PC/Tablet, a webcam, a microphone, and earphones.
- 7) 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.
 - Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommended Qualifications

- 1) Age: between the ages of thirty (30) and forty (40) years.
- 2) 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)**
- (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 VI. 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 Kyushu Center in Japan by JUNE 17, 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 1, 2024.**

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

Soft (data) and hard copy of Job Report should be submitted.

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 "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,
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (13) to understand the proper data handling as shown below and sign a pledge before the course starts:
 - ✓ Copyright infringement
 - ✓ Data posting on SNS without permission.
 - ✓ Unauthorized upload
 - ✓ Unauthorized modification
 - ✓ Unauthorized redistribution
 - ✓ Recording without approval
 - ✓ Unauthorized citationand,
- (14) to prepare necessary equipment (computer/tablet, webcam, microphone, and earphones) as well as global internet access to take part in the online program.

7. Requirements for Course Completion Conditions for Participation

- (1) Must participate both online program and program in Japan.
- (2) Must view all video lectures, complete the study report, and submit it by the deadline.
- (3) Must create an action plan with all the necessary items and submit it by the deadline.
- (4) Must present the job report and action plan in the presentation sessions.

Failure to meet all of the above requirements could result in non-issuance of the completion certificate.

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Kyushu Center (JICA Kyushu)
- (2) **Program Officer:** Mr. TAKAHASHI Eiichiro (kictp@jica.go.jp)
- (3) **URL:** <https://www.jica.go.jp/kyushu/english/office/index.html>

2. Implementing Partner

- (1) **Name:** St. Mary's Hospital
- (2) **URL:** <https://www.st-mary-med.or.jp/>
- (3) **Remark:** The mission of St. Mary's Hospital is to provide medical care, rooted in the local community. St. Mary's Hospital has been carrying out health and medical activities based on the "spirit of Catholic love" since its establishment in 1953. They have always been aiming at providing medical care rooted in the local community, mainly with the Emergency Medical Center. They have been making efforts in order to meet the exact medical needs of the local community. With the advice and assistance from everyone concerned, St. Mary's Hospital now has 41 clinical departments and 1,097 beds, in total. They would like to establish "comprehensiveness and the continuity of health, medical care and welfare" in collaboration with people in the local community and doctors in the future. They also believe that it is the mission of St. Mary's Hospital to promote international cooperation in medical and health care same as our local community.

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(s) for the participants in Japan:

1. 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
("81" is the country code for Japan, and "93" is the local area code)
Please refer to the facility guide of JICA Kyushu at its URL,
<https://www.jica.go.jp/kyushu/english/office/c8h0vm0000fgiksk-att/kyushu01.pdf>
Kitakyushu sightseeing: <https://www.gururich-kitaq.com/en/>

2. Marian House 2 (Hospital Dormitory)

Address: C/O St. Mary's Hospital, 422 Tsubuku-honmachi, Kurume City, Fukuoka, 830-8543 Japan

TEL: +81-942-35-3322 FAX: +81-942-34-3336

("81": country code for Japan, "942": local area code)

- If there is no vacancy at JICA Kyushu and Marian House 2, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA KYUSHU at,

<http://www.jica.go.jp/english/about/organization/domestic/pdf/kyushu01.pdf>

- You are required to live communally during training course at Marian House 2 where is like a dormitory (you will be assigned for single private room).

- There is no restaurant in the Marian House 2, but a dining room and a kitchen are available at Marian House 2. You need to cook your meals yourself, or buy foods at the supermarket and convenience store. There are also some restaurants around Marian House 2.

- Please note that it is difficult to obtain halal around Marian House 2.

※ Kurume city: <http://www.city.kurume.fukuoka.jp.e.ax.hp.transer.com/>

※ Kurume sightseeing: <http://www.kurume-hotomeki.jp/en/>

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 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"](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), 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
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7I-WIQSDjI
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Kyushu	https://www.jica.go.jp/kyushu/english/office/index.html

V. Other Information

1. Reports and presentation

(1) Job Report

As written in the previous page, each applicant is required to submit his/her own Job Report. Participants are kindly requested to give a presentation of his/her Job Report, using PowerPoint, up to 10 minutes in the first week of the training in order to share knowledge and background with other participants as well as instructors.

(2) Action Plan Report

Participants are required to write an Action Plan by the end of the training to express your idea and plan, which you will carry out after completing the course, reflecting the knowledge and method you acquire from the training. Each participant will have 10 - 15 minutes for presentation. The report would be sent to the respective country's JICA office.

(3) Laptop PC

Participants are strongly recommended to bring their own laptops and USB flash memory with them. They will be useful to take notes, modify reports, and prepare for presentations. If one does not bring their own PC, then she/he can check out from JICA KYUSHU library, but please be reminded that only English OS is available. AC plug adapter is necessary to use electric devices in Japan.

2. International Exchange Program with Local Communities

JICA encourages international exchange between JICA participants and local communities. Participants may have a chance to visit schools or communities. Therefore, participants are recommended to bring their national costumes or crafts and small gifts that can introduce your country, in order to make the exchange program more fruitful.

3. Remarks

JICA training is implemented for the purpose of development of human resources that will promote development of the countries, and not for the enrichment of private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

VI. Annex

HOSPITAL MANAGEMENT (A) (JFY 2024)

Job Report (Country Report)

Name of applicant:

Country:

Organization and present post:

E-mail:

Remarks 1: The Report should be typewritten in English (12-point font, A4 size paper), and total pages of the report must be limited to 5 pages.

Remarks 2: The purpose of the report is to make the training more effective and fruitful by comprehending the situations and problems of the participants each other. Your report will be uploaded onto the training platform and be available for viewing for all participants and facilitators/organizers of the course during the viewing period.

Remarks 3: We recommend that you add pictures/video clips to your report in order to better describe the issues/challenges you are facing.

1. (Country report)

Please fill out the following table.

Country Name:	
Capital:	
Population:	
Area:	
Climate:	
Geographical features:	
Languages:	
Religions:	
Political system:	
Main industries:	
GDP (nominal) per capita:	
Main exports:	
Main imports:	

2. Describe overall conditions of status health and medical situations (national strategies, organization structure of health institutions including ministry of health, main medical systems including insurance schemes main diseases and health services, number of hospitals, medical staffs, and other supportive systems, etc.).

3. Describe the mission of your organization and department/division.

(1) Name of Organization

(2) Mission of organization and department/division you belong to

(3) Draw a chart of your organization and write the names of the departments/sections. In addition, please add the number of staff at each department (section).

(4) Your position

(5) Describe your current duties.

4. Hospital Profile

Please explain the administration of your hospital.

Ownership				
Name of the hospital				
Coverage area		km ²		
Coverage population(estimate)		persons		
		The 2 years ago ()	The 1 year ago ()	Latest year ()
Number of employees	Medical doctor (persons)			
	Nurse (persons)			
	Others (persons)			
Number of beds				
Average length of stay		day	day	day
Bed occupancy rate		%	%	%
Number of inpatients per month (persons)				
Number of outpatients per day (persons)				
Number of deliveries per month (persons)				
Number of operations per month	General anesthesia (persons)			

	Local anesthesia (persons)			
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5. Questions

- (1) In your hospital/organization, what are the urgent issues to be solved? Please describe in as much detail as possible.
- (2) Among the above-mentioned issues, please specify the one(s) which is (are) within the scope of your duties. Also, please name the main cause(s) of the said issue(s).
- (3) Describe a project idea to solve or alleviate the issues above if you have. Please pick out the highest-priority ones and show how you think the problem could be solved.

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.



Contact Information for Inquiries

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