



9th July, 2026

Director General
Department of External Resources
Colombo 1.

Dear Sir,

KNOWLEDGE CO-CREATION PROGRAM:
HOSPITAL MANAGEMENT (A) (ONLINE & IN JAPAN)
COURSE NO: 202517140J001

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 7th January 2027 to 18th February 2027.

Online Program Period: from 7th January to 15th January 2027

Course Period in Japan: from 17th January to 18th February 2027

The participants for the above course should be nominated in accordance with the General Information (GI) regulations. One set 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

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office on or before **23rd October 2026**.

- Duly filled prescribed Application Form
- Copy of the passport (if available)
- Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
- Job Report : to be submitted with the application form. Fill in Annex 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.

Cont.../2

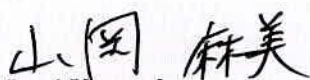
Japan International Cooperation Agency
Level 17, Parkland
No. 33, Park Street, Colombo - 2, SRI LANKA.
TEL : (+94)011- 2303700
FAX : (+94)011- 2303692
E-mail : sl_oso_rep@jica.go.jp
Homepage: <https://www.jica.go.jp/english/overseas/srilanka/index.html>
Facebook : <https://www.facebook.com/jicasrilanka>

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,


Mami Yamaoka
Senior Representative
JICA Sri Lanka office

C. C - Secretary, Ministry of Health
Director, Division of International Health
Mr. Kenji OHASHI, Head of Economic & Development Cooperation Section,
Embassy of Japan



Online

+



Face-to-Face (in Japan)

JICA Program GENERAL INFORMATION

Knowledge Co-Creation Program (Group & Region Focus)

Hospital Management (C)



Course Number

: 202517140J001

Course Period

: January 7, 2027- February 18, 2027

Online Period

: January 7, 2027- January 15, 2027

Face to Face Period

: January 17, 2027- February 18, 2027



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

NOTE: If you have any difficulties reading this document, please contact the JICA Office in your country or a 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.

JICA Knowledge Co-Creation Program Hospital Management (C)

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023 stating that "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." **We believe that this 'Knowledge Co-Creation Program' will serve as a foundation of the mutual learning process.**

Outline



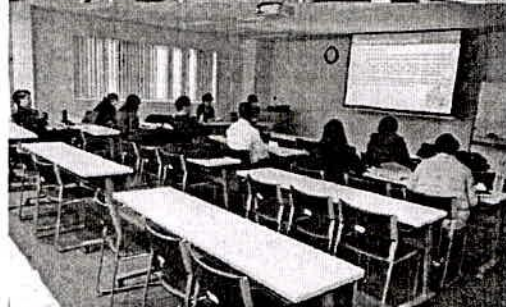
This course is designed for hospital managers from regional core hospitals as well as central and local government authorities responsible for health services. Its objective is to promote the implementation of efficient and effective hospital management plans at regional core hospitals and relevant central and local government institutions in the health sector.

The program, conducted in Japan, includes in-person lectures, workshops, and participant presentations. In addition, participants will undertake training at the training facilities of **St. Mary's Hospital and at JICA Kyushu.**

All sessions are carried out **in English.**

The period of the program is **from January 7, 2027-February 18, 2027.**

Course Capacity: 10 participants



Concept

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

THE WHO HEALTH SYSTEM FRAMEWORK

SYSTEM BUILDING BLOCKS

SERVICE DELIVERY

HEALTH WORKFORCE

INFORMATION

MEDICAL PRODUCTS, VACCINES & TECHNOLOGIES

FINANCING

LEADERSHIP / GOVERNANCE

ACCESS
COVERAGE

QUALITY
SAFETY

OVERALL GOALS / OUTCOMES

IMPROVED HEALTH (LEVEL AND EQUITY)

RESPONSIVENESS

SOCIAL AND FINANCIAL RISK PROTECTION

IMPROVED EFFICIENCY

Source: Everybody business: strengthening health systems to improve health outcomes: WHO's framework for action, World Health Organization 2007

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 participant 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 participant is expected to contribute to **strengthening the health system of their country** through hospital management.

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For What?

Background

Improving access to essential health services requires the strengthening of health financing systems. With this recognition, the enhancement of health financing systems has been positioned as the fourth cluster and a priority issue for achieving **Universal Health Coverage (UHC)**.

This course program is aligned with "Strengthening Diagnostic and Treatment Capacity at Core Hospitals," one of the pillars of the JICA Global Health Initiative. It aims to support hospital administrators in achieving sustainable and effective hospital operations by providing knowledge and skills in efficient management and financial administration.

Objectives

An efficient and effective hospital management plan (Action Plan) is formulated to enhance and strengthen the participant's regional core hospital or governmental organization.

To Whom?

Individuals who are engaged in hospital operations and management at regional core hospitals or at central and local government institutions, have at least five years of professional experience in the field, and possess sufficient English communication and reading skills.

High priority will be given in the selection process to organizations that demonstrate a strong commitment to making effective use of this program.

Targeted Countries

- Guatemala (1)
- Guyana (1)
- Honduras (1)
- Iran (1)
- Kenya (1)
- Namibia (1)
- Nepal (1)
- Sri Lanka (1)
- Uganda (1)
- Vietnam (1)

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

When? Where?



Online

Remote Program: January 7-15, 2027



Face-to-Face (in Japan)

On-site Program in Japan:

January 17, 2027- February 18, 2027

This course will be organized by **St. Mary's Hospital.**

Participants will stay at the JICA Kyushu Center initially and at **St. Mary's Hospital in Kurume, Fukuoka.**

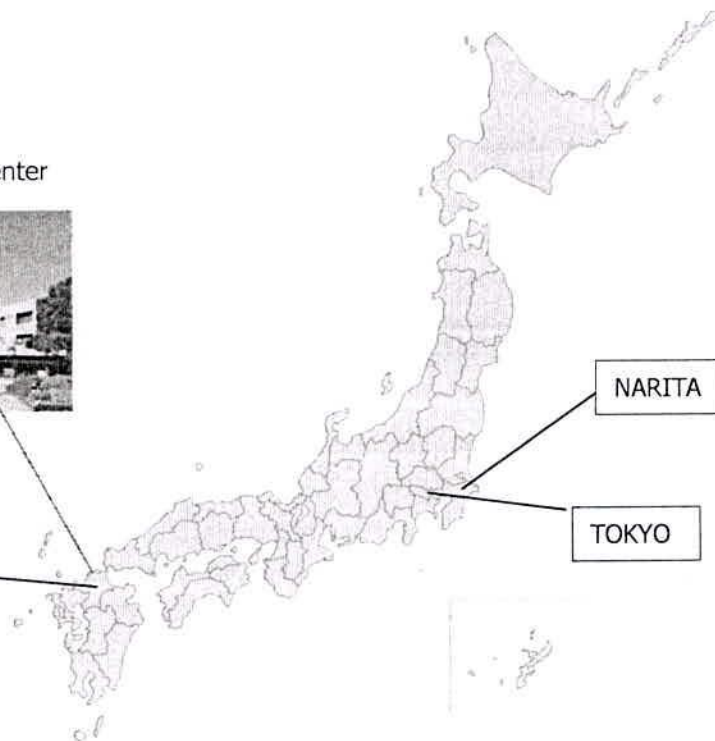
JICA Kyushu Center



FUKUOKA



© St. Mary's Hospital



How?

How to Learn

- Online Self-Study
- Online Interactive
- Q&A Sessions
- Lectures
- Workshops
- Discussions
- Field Visits
- Presentations



Study



Discuss



Listen



Interact



Present



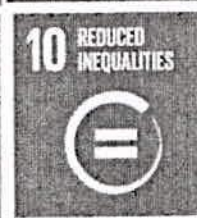
Experience

Language

English

Commitment to the SDGs

SUSTAINABLE
DEVELOPMENT
GOALS



Program Structure

1. Online Program Period

Date	Activity	Location
January 7	Course Orientation	Online (Live)*
January 7- 15	On-Demand Video Lectures • Social Security and Modernization in JAPAN • Health Medical Care System in Japan • Improving Hospital Management with TQM: Total Quality Management • What is KAIZEN? Improving Quality of Healthcare	Online (on-Demand)

Local Times for the Online Course Orientation

The online course orientation will be held on **Tuesday, January 7, from 18:00 to 19:30 (Japan Standard Time)**.

Please find below the corresponding local times in each participating country.

Guatemala Honduras	Guyana	Namibia	Uganda	Kenya	Iran	Sri Lanka	Nepal	Vietnam
03:00– 04:30	05:00 –06:30	11:00– 12:30	12:00– 13:30	12:00 –13:30	12:30– 14:00	14:30– 16:00	14:45– 16:15	16:00– 17:30

2. Course Period in Japan

Date	Activity	Location
Jan. 17	Arrival in Japan	JICA Kyushu
Jan. 18-19	Briefing Orientation Japanese Lesson	JICA Kyushu
Jan. 20	Couse Orientation	JICA Kyushu
Jan. 21	Job Report Presentation Action Plan (AP) Guidance	JICA Kyushu
Jan. 22-Feb 4	Lectures/Observation	St. Mary's Hospital
Feb. 7-15	Project Cycle Management (PCM) Workshop Action Plan Preparation	JICA Kyushu
Feb. 16	Action Plan (AP) Presentation	JICA Kyushu
Feb. 17	Evaluation Meeting Closing Ceremony	JICA Kyushu
Feb. 18	Departure from Japan	

3. 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
- Quality indicator (QI)
- Health Care Administration and Management
- WHO Health Systems Framework and hospital management

(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
- 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
- Positive deviance approach in hospital management
- 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

Management Members

Course Leader

Mr. SUGIMOTO Takao

St. Mary's Hospital, International Cooperation Office

Message:

Those of us engaged in training in Japan cannot resolve your challenges, as it is not possible for us to fully comprehend the specific circumstances of your healthcare system. Ultimately, it is you who must address these issues. This course seeks participants who will engage proactively in the training, rather than receive instruction passively.



Course Coordinator

Ms. NAKAMURA Yukie

Japan International Cooperation Agency (JICA)
Kyushu Center

Message:

Rest assured. I will do my utmost to make sure your stay in Japan is as comfortable as possible and to ensure the course is both enjoyable and engaging, even during one of the hottest months of the year



Program Officer

Ms. OGAWA Yoko

Japan International Cooperation Agency (JICA)
Kyushu Center

Message:

Hello everyone!

Have you ever faced challenges while trying to improve hospital management?

In this program, you will explore how to gather the right information to support better decision-making, from the basics to the latest developments.

Join us in engaging discussions with our lecturers and fellow participants and discover new perspectives together!



Voice

Past Program Alumni Comments



Ms. CHAWNGTHU Lalnunsangi

India

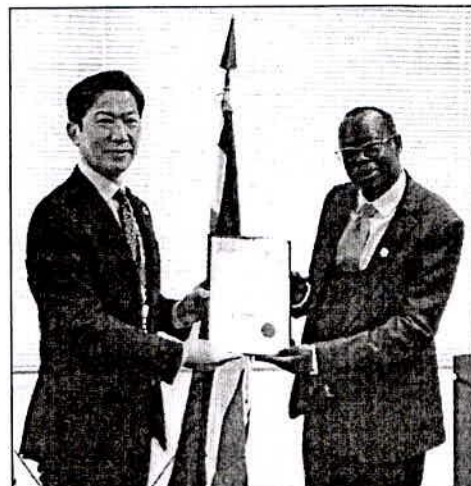
I am really thankful to JICA for this opportunity of training in KCCP Hospital Management (C). Being in Japan, the place, the people, and the management course have taught me a lot of lessons for life which will be useful for me, my family, my organization and my country as well.



Mr. WATMON Benedicto

Uganda

My appreciation to JICA and the Government of Japan for sponsoring me in this course. It has given me an avenue to approach problem solving from another dimension system thinking given that I work in a resource limited environment. This is an opportunity to change the mindset of most of the staff that solutions cannot only be solved through big funding or partnerships. The problem-solving approach is with us.



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.

【Remarks】

Gender: Each organization is requested to **strongly encourage female candidates** to apply for the course to accelerate the realization of gender equality and women's empowerment.

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. **"Reasonable accommodation"** means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

(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 above (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 (18:00-19:30 Japan Standard Time, January 7, 2027) and program in Japan (January 17 – February 18, 2027).

5) IT Proficiency:

- Basic computer skills such as sending/receiving email with attachments, and using a web browser.
- Basic computer skills such as using Microsoft Office software (WORD/EXCEL/POWERPOINT) or an equivalent.

6) Online Program 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.

Participant's health and safety should be given utmost priority. Pre-existing conditions and pregnancy may lead to health problems that were not present prior to arriving in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out-of-pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue only after confirming your agreement to the points below.

① Questionnaire ("QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION")

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Resolved past medical conditions (including serious illnesses affecting the heart, liver, or brain; tuberculosis; etc.)
- d. Pregnancy (for female applicants)

② Medical certificate

Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Resolved past medical conditions (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

③ Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

④ Insurance coverage

Medical and additional living expenses related to pregnancy and pre-existing conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

* Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

* Medical expenses in Japan could be a significant financial burden when not covered by insurance.

(2) Recommended Qualifications

1) Age: between the ages of thirty (30) and forty-five (45) 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. 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 assistance 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

*It is recommended that your passport be valid for more than 6 months after the last day of the program.

(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** of this

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 **October 30, 2026**)

(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 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 applicants of the results **no later than November 27, 2026.**

5. Conditions for Participation

The participants of KCCP are required to:

- (1) strictly observe the course schedule;
- (2) not change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves;
- (3) 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 bring or invite any family members (except for programs longer than one year);
- (5) 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) observe the rules and regulations of the program implementing partners to provide the program or establishments;

- (7) not engage in political activities, or any form of employment for profit;
- (8) discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or any type of immoral conduct including sexual harassment, 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";
- (9) 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 drive a car or motorbike, regardless of an international driving license possessed;
- (11) observe the rules and regulations at the place of the participants' accommodation;
- (12) refund allowances or other benefits paid by JICA in the case of a change in schedule;
- (13) promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy);
- (14) understand the proper data handling rules 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 citation.
- (15) prepare necessary equipment (computer/tablet, webcam, microphone, and earphones) as well as global Internet access to take part in the online program;
- (16) refrain from smoking except in designated areas (please note that it is difficult to find smoking area near St. Mary's Hospital, while JICA Kyushu has a smoking space).

6. Requirements for Course Completion

Must participate in both online program and program in Japan:

- (1) Must watch all required video lectures by the deadline.
- (2) Must create an action plan with all the necessary items and submit it by the deadline.
- (3) 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:** MS. Ogawa Yoko (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) **Remarks:** St. Mary's Hospital is dedicated to providing community-based medical care. Since its founding in 1953, it has delivered healthcare guided by the spirit of Catholic love, with a strong focus on emergency services and responding to local needs. With the support and guidance of many stakeholders, the hospital has grown to include 43 clinical departments and 1,097 beds. Looking ahead, it aims to strengthen comprehensive, continuous health, medical, and welfare services through collaboration with the community and local physicians, while also advancing international cooperation in healthcare.

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

In principle, 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>

<https://www.japan.travel/en/destinations/kyushu/fukuoka/kita-kyushu-and-around/>

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" is the country code for Japan, and "942" is the local area code)

You are required to live communally during your stay at Marian House 2, which is like a dormitory (you will be assigned a single private room).

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

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

※ Kurume sightseeing: <https://welcome-kurume.com/en/spots?sort=hot>

If there is no vacancy at JICA KYUSHU and Marian House 2, JICA will arrange alternative accommodation for the participants.

5. Expenses

The following expenses in Japan will be provided by JICA:

- (1) Allowances for meals, living expenses, and stopovers.
- (2) Expenses for study tours (in the form of train tickets etc.).
- (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 distributed before departure to Japan.

*Link to JICA Homepage (English/French/Spanish/Russian):

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 the 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 videos of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the links 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.	https://www.youtube.com/watch?v=SLurfKuqrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WlQSDjI
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

Other Information

1. Report and Presentation

(1) Job Report

Each applicant is required to submit his/her own Job Report following the instruction. Participants will make a presentation of his/her Job Report for up to 10 minutes near the beginning of the course in Japan in order to share knowledge and background with other participants as well as instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you.

(2) Action Plan

Participants are required to write an Action Plan by the end of the program to express their ideas and plans, which will be carried out after completing the course, reflecting the knowledge and methods acquired from the program. Each participant will have 10-15 minutes for the presentation. The report will be sent to the respective country's JICA office.

2. 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 her/his own PC, then she/he can borrow one from JICA KYUSHU library, but please be reminded that only English OS is available. Please note that Japan's standard voltage is 100V and commonly found power outlets in Japan are type A.
3. Allowances will be deposited to your temporary bank account in Japan within 2 to 5 days after your arrival to Japan. **It is highly advised to bring some cash (100 USD etc.) in order to cover necessary expenses for the first 2 to 5 days** after your arrival.
4. It is very important that your currency must be **exchanged to Japanese Yen at any transit airport**, such as Narita International Airport in Tokyo. It is quite difficult to exchange money after that, due to the lack of facilities or available time during the Course program.
5. International Exchange Program with Local Communities
JICA encourages international exchange between JICA participants and local communities. Participants may have opportunities to visit schools or communities. Therefore, participants are recommended to bring their national costumes or crafts and small gifts that can introduce their country, in order to make the exchange program more fruitful.
6. Remarks
JICA Knowledge Co-Creation Program 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. Trade secrets and patented techniques will remain confidential and inaccessible during the program.
7. If you would like to purchase **a prepaid SIM card**, it is convenient to buy one at **Haneda or Narita International Airport**, where there is a wide variety. It will be difficult to find a retailer near JICA Kyushu.

[Prepaid SIM at Haneda Airport in Tokyo: What Are The Options?](#)

Annex

Job Report Form (Word)

Annex**Job Report**

Name of Course	Hospital Management (C) 202517140J001
Name of Applicant	
Name of 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 program more effective and fruitful by comprehending the situations and problems of the other participants. Your report will be uploaded onto the course 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 health status and medical situations (national strategies, organizational 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		
		2 years ago ()	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)			

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(s) to solve or alleviate the issues above if you have any. 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 Course 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 Kyushu Center (JICA Kyushu)

Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City, Fukuoka Prefecture 805-8505

Tel: +81-93-671-6311 Fax: +81-93-671-0979

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

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