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வெளிநாட்டு வளங்கள் திணைக்களம்

Department of External Resources

මුදල්, ක්‍රමසම්පාදන සහ ආර්ථික සංවර්ධන අමාත්‍යාංශය
මහලේකම් කාර්යාලය (3 වැනි මහල), කොළඹ 00100, ශ්‍රී ලංකාව

நிதி, திட்டமிடல் மற்றும் பொருளாதார மேம்பாட்டு அமைச்சகம்

செயலகம் (3 ஆம் மாடி), கொழும்பு 00100, இலங்கை

Ministry of Finance, Planning and Economic Development

The Secretariat (3rd Floor), Colombo 00100, Sri Lanka



Website: www.erd.gov.lk

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මගේ අංකය
எனது இல
My No

TA/JICA/S/15/26

මගේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

10th April 2026

Attn: Officer In-charge of Foreign Training

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

Secretary / Ministry of Health and Mass Media

JICA Knowledge Co-Creation Programme: Quality improvement of Health Services through KAIZEN Approach;

From 9th July to 8th August 2026, In Japan

The Japan International Cooperation Agency (JICA) Sri Lanka Office has invited nominations from eligible government sector officials from Sri Lanka for the above training programme scheduled to be held in Japan from 9th July 2026 to 8th August 2026.

This training programme aims to provide participants with practical knowledge, problem-analysis skills, and leadership qualities necessary to improve hospital services and to formulate a strategic plan for establishing a structure to promote KAIZEN (continuous improvement of hospital services).

This programme is considered as a valuable opportunity for the Ministry and the institutions under your purview, particularly in strengthening technical and institutional capacities in the relevant field. In this regard, you are kindly requested to nominate suitably qualified candidates in accordance with the criteria stipulated in the *General Information (GI) guidelines*, and in compliance with *TA Circular 2013/2014 (ii) dated 24th October 2013*, issued by the Ministry of Finance and Planning.

Please ensure that the most suitable nominations are submitted to the Department of External Resources (ERD), together with the following documents, on or before **2.00 p.m. on 29th April 2026**

1. Nomination letter with the recommendation of the relevant Line Ministry.
2. Copy of the passport (Please attach along with the application form with Name, Date of Birth, Nationality, Sex, Passport No. and Expiry Date)
3. Duly completed prescribed Application Form (AF) for the *JICA Knowledge Co-Creation Programme*. The new official application form can be downloaded from the ERD public website (www.erd.gov.lk). Please note that handwritten applications will not be accepted.
4. Copy of the nominee's English language proficiency score sheet (e.g., TOEFL, TOEIC, IELTS, etc.).
5. Duly completed ERD Form (available on the ERD website: www.erd.gov.lk).

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

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

කාර්යාලය
அலுவலகம்
Office

94-11-2484500
94-11-2484600

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தொலைபேசி
Fax

94-11-2447633
94-11-2387153

Please also note that the submission deadline will be strictly enforced. Only duly completed applications, accompanied by all required documents as stipulated, and received by this office on or before 2.00 p.m. on 29th April 2026, will be considered for processing.

In addition, we would like to inform you that the officials already trained under the JICA programme will not be qualified for another JICA training programme within two (02) years of such training.

All nominations will be forwarded to the Government of Japan for final selection. Once selected, candidates are expected to honor their acceptance and refrain from withdrawing their candidature except under exceptional and unavoidable circumstances. We wish to emphasize that this training opportunity is extended for the benefit of the country, and withdrawals after selection not only tarnish Sri Lanka's image but also result in the loss of valuable training slots allocated to the nation. Moreover, such actions deprive other deserving candidates of the opportunity. In order to avoid such inconveniences, we kindly request both the nominees and the respective Ministries/organizations to ensure that applications are submitted with a firm commitment to participate.

To ensure the most effective representation of Sri Lanka at this programme, it is recommended that nominations be made with due consideration to the nominees' subject matter expertise, continuity in the relevant portfolio, and capacity to contribute substantively to the programme agenda. Selected participants are expected to represent Sri Lanka's national interests in a professional and consistent manner.

We highly appreciate your kind cooperation in identifying and nominating the most suitable and deserving candidates for this invaluable opportunity extended by the Japan International Cooperation Agency (JICA) to the Government of Sri Lanka. We look forward to receiving a strong list of nominations.



Upendra Wijerathne
Director (Actg)
For Director General

Copies: 1. Chairman, Division of International Health
2. Chief Secretaries, All Provincial Councils

Enclosure: General Information booklet