

GENERAL INFORMATION
ON
TRAINING PROGRAM
FOR YOUNG LEADERS
2008
Malaysia

Course Title: Administration (Human Resources Development)

(行政 : 人材開発)

Course No.: J0840045

Project No.: 0898045

Duration: 12 January, 2009 — 29 January, 2009

JAPAN INTERNATIONAL COOPERATION AGENCY



“Training Program for Young Leaders”

“Training Program for Young Leaders” in 2008 is conducted by JICA (Japan International Cooperation Agency) under the technical cooperation scheme of the Government of Japan, with a purpose to promote human resource development in the developing countries.

Under the program, young leaders who will become nation-building leaders in the future are invited to Japan for 18 days to provide with opportunities to:

- 1) develop their specialties through experiencing and learning technologies and skills in Japan, and
- 2) increase their willingness to resolve issues on their own.

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1. Course Outline

Course No.	J0840045
Group(Course) Title	Administration (Human Resources Development)
Duration	12 – 29 January, 2009
No. of Participants	16
Language	English
Target Group	Officers in charge of human resource development for government officials in National Personnel Authority (JPA), National Institute of Public Administration(INTAN), Economic Planning Authority (EPU), Ministry of Foreign Affairs and other public institutions. Gender balance of the participants is also highly considered.
Objectives	The objectives of the program are: (1) To develop a capacity for a strategic planning of human resource development at public institutions; (2) To understand a training method of human resource development, personnel evaluation and human resource management; and (3) To learn an administrative management and project method based on the collaboration with various actors.
Outline of the Program	A tentative schedule of the program is given in Appendix 1. The following topics will be covered in the program (Please note that the schedule is subject to change). 1) Programs to develop government officials' capacity for a strategic planning of human resource development. - To learn an international trend of regional development - To learn Japanese training system for government officials in National Personnel Authority and Local Autonomy College 2) Municipal development with citizen participation and human development of local government officials in a local autonomy -To learn Municipal development method focused on environment in Nishinomiya City, Hyogo Prefecture -To learn a method of citizen participation and human development of local government officials 3) Discussion among the participants as well as with Japanese resource person
Accommodations	12 - 14 January : JICA Tokyo International Centre 15 - 28 January : JICA Hyogo International Centre

2. Qualifications of Applicants

All applicants must:

- a. be nominated by his/her respective Governments in line with the procedures mentioned in 5-(1) below;
- b. be involved in Human Resources Development the Government officials;
(Please refer to “Target Group” in 1. “Course Outline” above);
- c. be from twenty (20) to thirty-five (35) years of age who are expected to become leaders in their specialized fields in the future;
- d. have a good command of spoken and written English;
- e. be in good health, both physically and mentally, to participate in the program;
Note: i) Applicants are requested to submit the Medical History Questionnaire included in the Application Form mentioned in 3-(1) below.
ii) As the schedule of this program includes many field trips and activities which may cause some complications for pregnant women, pregnancy is regarded as a disqualifying condition for participating in this program.
- g. not be serving in the military; and
- h. not have, in principle, made any previous visits to Japan.

3. Procedures for Application

(1) The Government of Malaysia will take the necessary measures to nominate appropriate applicants for the program, and will forward to the JICA office in Kuala Lumpur three (3) copies of the specified Application Form for each applicant not later than three (3) months prior to the departure to Japan.

Note: The Government of Malaysia is requested to nominate some substitute candidates in case of the disqualification of nominated candidates or unexpected vacancies.

(2) The Government of Japan will inform The Government of Malaysia through JICA representative office whether or not the nominee’s application has been approved not later than two (2) months prior to the departure to Japan.

4. Rules and Regulations

- (1) Participants must have an entry visa for Japan, which will be issued by the diplomatic missions of Japan in Malaysia.
- (2) Participants are requested to confirm the validity of visas for any third countries for travel to and from Japan.
- (3) Participants are required to assemble at the designated place in her/his country on the date designated by JICA after confirmation of their acceptance as mentioned in 3-(2) above. Final confirmation of the place and date will be done by JICA Malaysia office.

- (4) Participants should strictly observe the program schedule.
- (5) Participants may not be accompanied by any member of their family during the program.
- (6) Participants are requested to follow the return trip schedule designated by JICA.

5. Allowances and Expenses

The government of Japan will bear the following allowances and cover the following expenses through JICA in accordance with relevant laws and regulations.

(1) Round-trip air ticket between an international airport designated by JICA and Japan.

- Note: i) Taxes and fees that may be incurred during the participants' trip such as airport taxes, departure taxes, transit taxes, etc. will not be paid by JICA.
- ii) Excess baggage charges will not be paid by JICA.
 - iii) In some cases, participants visiting or leaving Japan may be required to obtain visas for third countries. Where this is the case, it shall be the participants' responsibility to obtain and pay for the visas. JICA will not bear any costs for third-country visas.
 - iv) JICA is not responsible for the following expenses:
 - Excess baggage charges
 - Compensation for lost and/or damaged luggage
 - Hotel no show charge at transit airport
 - Lost-ticket fee

(2) As a rule, one-way domestic trip expenses from the participants' dwelling place to the location of the pre-departure orientation program (receipts for the expenses incurred are required for reimbursement at the JICA Office).

(3) Other allowances:

- a. Outfit allowance
- b. Shipping allowance
- c. Living allowance
- d. Stop-over allowance (when expenses incurred due to a stop-over in a third country are not paid by the airline company)

Note: i) The specific amounts of each allowance will be announced after applicants are officially accepted.

- ii) Stop-over allowances will be paid to participants only in the following cases:
 - participant must obtain a Japanese visa in a third country;
 - participant must stay in a third country for over six (6) hours due to a flight change.
 - participant is required to show the evidence to specify the accommodation where s/he has stayed, when s/he stays in a third country for over six hours either before or after midnight but not over midnight.
 - iii) A participant may receive his/her stop-over allowance at JICA Malaysia

Office.

(4) Free medical care for participants who may become ill after arrival in Japan

Note: Costs related to pre-existing illness, pregnancy and dental treatment are NOT included in this free care.

6. Other Matters

- (1) Each group will undergo a pre-departure orientation program for several days prior to the visit to Japan. Participants will get information about the trip to Japan, conditions of the program, and other matters. A brochure, “KENSU-IN GUIDE BOOK”, and a Japanese language textbook, “NIHONGO 21,” will be provided to each participant before (or during) the orientation.
- (2) A representative (of each country) will be asked to present a “Country Report” on the main issues concerning the group’s specialty during the Specialized Program. It would be advisable for participants to prepare such a Country Report. As presentation time is not necessarily long, the brief but well-structured report is advisable (e.g. within 4 pages of A4 size paper).
- (3) It is suggested that Participants bring some materials to introduce their home country and profession.
- (4) For enquiries and further information concerning the program, please contact the following offices.

JICA Malaysia Office

Suite 29.03, Level 29, Menara Citibank, 165, Jalan Ampang, 50450 Kuala Lumpur, Malaysia

Tel: (60-3)-21668900

Fax: (60-3)-21665900

JICA Hyogo International Centre, Japan

1-5-2, Wakinohama-Kaigandori, Chuo-ku, Kobe, Hyogo 651-0073

JAPAN

Tel: (81) 78-261-0341

Fax: (81)78-261-0342

E-mail: jicahic@jica.go.jp

JICA Tokyo International Centre

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

Tel: 81-3-3485-7051

Fax: 81-3-3485-7904

E-mail: jicatic@jica.go.jp

Appendix 1: Tentative schedule of the program

Appendix 1

TENTATIVE SCHEDULE OF THE PROGRAM Administration (Human Resource Development) for Malaysia 12 – 29 January, 2009

Day	Date	Sub-Program	Venue	Contents	Purpose
		Pre-Departure Orientation		Explanations of training schedule and overseas travel Japanese language lesson	To prepare for the program in Japan
1	12 Jan.	Arriving Program	JICA Tokyo	Arrival in Tokyo	To learn about the culture, economy and industry of Japan
2	13 Jan.			Briefing to staying in Japan Opening Ceremony Lectures on Economy and Industry in Japan	
3	14 Jan.			Program Orientation Workshop for problem analysis	
4	15 Jan.	Specialized Program	JICA Tokyo	Function of National Personnel Authority including Training system and a trends of personnel management and evaluation in Japan	(1) To learn human resource development in Japan including businesses sector. (2) To learn a role of National Personnel Authority and a training system for government officials (3) To learn a training system for local government officials (4) To learn strategic and sustainable regional development and a role of officials (5) To learn personnel management, evaluation and training in an local government (6) To learn the ideal relationship between the officials for citizen (7) To learn the effective method for human resource development (8) To discuss a strategic program for human resource development
5	16 Jan.			To introduce: UN University Innovative Community Local Autonomy College	
6	17 Jan.		JICA Hyogo	Move to Hyogo	
7	18 Jan.			Self-directed training	
8	19 Jan.		Nishinomiya City	To introduce “Environmental Learning City” of Nishinomiya Municipal (City) Government; collaborative learning of citizen, business and administration	
9	20 Jan.			Trend of development, management and evaluation of human resource in Nishinomiya municipal government	
10	21 Jan.			Community development and the role of local government and its officials	
11	22 Jan.			“Action Plan” formulation Environmental Management System and enlivenment of an organization <ul style="list-style-type: none"> ▪ To introduce a case of capacity development for a strategic planning of human resource development 	
12	23 Jan.		JICA Hyogo	Group work for action plan (1)	
13	24 Jan.			Self-directed training	
14	25 Jan.	Group work for action plan (2)			
15	26 Jan.				
16	27 Jan.	Departure Program	JICA Hyogo	Presentation of Action Plans Evaluation meeting	<ul style="list-style-type: none"> ▪ To confirm the knowledge gained through the program
17	28 Jan.			Closing ceremony	
18	29 Jan.			Departure from Hyogo	

