Knowledge Co-Creation Program
(Country Focus)

GENERAL INFORMATION ON

LEP2.0 MANAGEMENT TRAINING PROGRAM FOR JUNIOR OFFICERS
国別研修「LEP2.0 行政初級職人材育成・プロジェクト管理」
JFY 2019
NO. 201700373J005 / ID.201700373
Course Period in Japan: From February 9 to March 7, 2020

This information pertains to one of the JICA Knowledge Co-Creation Programs (Country Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

‘JICA Knowledge Co-Creation (KCC) Program’ as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet in February 2015, it is clearly pointed out 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 center of mutual learning process.
I. Concept

Background
In July 1981, Prime Minister Dato’ Seri Dr. Mahathir bin Mohamad announced an initiative to learn from the experiences of Japan (and Korea) in the nation-building of Malaysia. He considered the secret of Japanese success and its development lies in its labor ethics, morale, and management capability. He felt a program enabling that young Malaysians to learn in Japan would contribute to the economic and social development of Malaysia. For this purpose, Malaysia decided to dispatch their students to Japan, to study not only academics and technical know-how but also to learn labor ethics and discipline of the Japanese people. This initiative is called "Look East Policy" and since its launch, it has served as an important vehicle for Malaysians to learn from the successful Japanese models and adapting them to Malaysian needs.

Education and training program was implemented under the Look East Policy Program (LEP), sponsored by Public Service Department (JPA) from 1982 to 2005. The program has continued its implementation from 2006 to 2015 under the Economic Partnership Program (EPP) with appropriate revisions and upgrades of the contents, after the Japan Malaysia Economic Partnership Agreement (JMEPA) was signed and ratified by both Japan and Malaysia Governments in 2006.

As the LEP approached its 30th Anniversary, a decision was made to re-evaluate and update the concept of the LEP to better reflect Malaysia’s current needs. Based on that, the second wave of LEP, also known as LEP2.0, was announced during the ASEAN-Japan Commemorative Summit in 2013, and both country leaders reiterated the significant contribution of LEP, particularly on human resource development. As a result, LEP2.0 Training Program, a new cost-shared training program in line with Malaysia’s Economic Transformation Program, was launched for the next five years to year 2020.

For What & To Whom
This Program is designed for young public officers to enhance their skills and knowledge in management, through learning from work ethics and management methods performed by Japanese organizations in public and private sectors. The participating young officers are expected to increase efficiency and effectiveness in their work in order to better serve to public, which leads to better social and economic development in Malaysia.
Sustainable Development Goals (SDGs)
The United Nations Sustainable Development Goals (SDGs) were adopted as the 2030 Agenda for Sustainable Development by world leaders in September 2015, which now call for action by all countries. As a development cooperation agency, JICA is committed to achieving the SDGs. This program, which aims at increasing quality and efficiency of public services, contributes to realizing the all goals, by ensuring public access to reliable and effective public services in various sectors in Malaysia.

II. Description

1. Title (J-No.): LEP2.0 Management Training Program for Junior Officer (201700373J005)

2. Course Period in JAPAN
   February 9 to March 7, 2020

3. Eligible / Target Organization
   Junior Governmental Officers with working experience of more than 3 years up to 10 years.

4. Course Capacity (Upper limit of Participants)
   20 participants

5. Language to be used in this program: English

6. Course Objective:
   To develop capacity of junior officers and their competence in management, in order to perform their public services effectively and efficiently.

7. Overall Goal
   To foster junior officers who are capable in meeting the various needs of public, in line with the Malaysia’s strategy in improving public services.

8. Expected Module Output and Contents:
   This program consists of the following components.

<table>
<thead>
<tr>
<th>Topics</th>
<th>Contents</th>
<th>Seminar Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Current situations and issue analysis</td>
<td>♦ Identifying participant's issues as a junior officer at their current department (assignment before coming to Japan) ♦ Analyzing current issues</td>
<td>♦ Self-analysis ♦ Submission of the Questionnaire ♦ Presentation ♦ Group-discussion ♦ Workshop</td>
</tr>
<tr>
<td>(2) Basic Information about Japan</td>
<td>♦ Japanese society (i.e. history, culture, language, education system, etc.) ♦ A tour of the historical heritage in</td>
<td>♦ Lectures ♦ Site visits ♦ Discussion</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Kyoto</th>
<th>Japanese economy</th>
<th>Japanese administrative structure</th>
<th>Current situation of disaster risk reduction and environmental issues in Japan</th>
</tr>
</thead>
</table>

(3) **Management of Japanese Organization and the role of managers**  
Participants understand the management method carried out by various organizations in private and public sectors, as well as the roles and responsibility of managerial staff. Participants will have a chance to observe the recent situation how Internet of Things (IoT) is utilized to increase productivity in Japanese organization.

<table>
<thead>
<tr>
<th>Kyoto</th>
<th>Management of Japanese enterprises</th>
<th>The role of managerial staff</th>
<th>Management skill such as: team management, leadership, problem solving ability, human resource management</th>
<th>Others</th>
</tr>
</thead>
</table>

(4) **The role of the public officers and the work ethic**  
Participants understand the appropriate roles of public officer, work ethic and expected attitude through the case studies.

<table>
<thead>
<tr>
<th>Kyoto</th>
<th>Mission of the public officer</th>
<th>Organizational management</th>
<th>Work ethics</th>
<th>Lectures</th>
<th>Site visits</th>
<th>Discussion</th>
<th>workshop</th>
</tr>
</thead>
</table>

(5) **Action Plan Presentation**  
Each participant will compile and present the Action Plan that summarizes the ideas of their own practical future action to deal with the issues set at the beginning of the course.

<table>
<thead>
<tr>
<th>Kyoto</th>
<th>Summarize the learning from the program</th>
<th>Preparation of Action Plan</th>
<th>Presentation of Action Plan</th>
<th>Self-analysis</th>
<th>Group discussion</th>
<th>Presentation</th>
<th>Submission of the Action Plan</th>
</tr>
</thead>
</table>

*The contents are subject to change without prior notice.*
III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:
   (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to utilize the program for those specific purposes.
   (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program 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.

   Essential Qualifications:
   1) Experience in the relevant field: More than 3 years up to 10 years, and under 48 years of age
   2) Educational Background: University graduate
   3) Language: Competent command of spoken and written English (This program 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) Health: must be in good health, both physically and mentally, to participate in the program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

   Recommendable Qualifications:
   Gender Consideration: JICA is promoting gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application:
   (1) Application Form: The Application Form is available at the JICA office (or the Embassy of Japan).
      * If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the Medical History (1-(d)) of the application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.
   (2) Photocopy of passport: to be submitted 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.
      *Photocopy should include the followings:
Name, Date of birth, Nationality, Sex, Passport number and Expiry date.

(3) **Nominee’s English Score Sheet (photocopy):** to be submitted with the Application Form, if you have any official documentation of English ability (e.g. TOEFL, TOEIC or IELTS).

(4) **Questionnaire:** to be submitted with the Application Form. Please fill in the questionnaire [ANNEX-VI] of this General Information.

(5) **Procedures for Application and Selection:**

   (1) **Submission of the Application Documents:**
       Closing date for applications: Please inquire to the JICA office (or the Embassy of Japan).
       (After receiving applications, the JICA office will send them to the JICA Kansai Center in JAPAN by December 2, 2019.)

   (2) **Selection:**
       After receiving the documents through proper channels from your government, the JICA office will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

   (3) **Notice of Acceptance:**
       Notification of results will be made by the JICA office (or the Embassy of Japan) not later than January 9, 2020.

(6) **Conditions for Attendance:**

   (1) to strictly adhere to the program schedule,
   (2) not to change the program topics,
   (3) not to extend the period of stay in Japan,
   (4) not to be accompanied by family members during the program,
   (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA,
   (6) to refrain from engaging in any political activities, or any form of employment for profit or gain,
   (7) to observe Japanese laws and ordinances. If there is any violation of said laws
and ordinances, participants may be required to return part or all of the program expenditure depending on the severity of said violation, and (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.
**IV. Administrative Arrangements**

1. **Organizer:**
   (1) **Name:** JICA Kansai  
   (2) **Contact:** Ms. Yoshiko Oi (Oi.Yoshiko@jica.go.jp)

2. **Implementing Partner:**
   (1) **Name:** Pacific Resource Exchange Center (PREX)  
   http://www.prex-hrd.or.jp/index_e.html
   The Pacific Resource Exchange Center was established in 1990. It integrates consensus among Kansai’s industry, government and academia. It endeavors to promote international exchanges through human-resource development projects and their related activities in developing countries.

3. **Travel to Japan:**
   (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by Malaysian government.
   (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan will not be covered.
   (3) Allowances for accommodation, meals, living expenses, outfit, and shipping, will be borne by Malaysian government

4. **Accommodation in Japan:**
   JICA will arrange the following accommodations for the participants in Japan:
<table>
<thead>
<tr>
<th>JICA Kansai</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan</td>
</tr>
<tr>
<td>TEL: 81-78-261-0388/0341 FAX: 81-78-261-0465</td>
</tr>
</tbody>
</table>
   (where “81” is the country code for Japan, and “78” is the local area code)
   If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL, https://www.jica.go.jp/kansai/english/office/index.html

5. **Expenses:**
   The following expenses will be provided for the participants by JICA:
   (1) Expenses for study tours (basically in the form of train tickets),
   (2) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, and dental treatment are not included), and
   (3) Expenses for program implementation, including materials.
   For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSHU-IN GUIDE BOOK,” which will be given before departure for Japan.
6. Pre-departure Orientation:
A pre-departure orientation will be held at the respective country’s JICA office (or Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the program, and other matters.

V. Other Information

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

2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.

3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan (AP), etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 6 desk-top computers are available with internet access. Some facilities outside JICA Kansai may not have internet access.

4. It is very important that some of your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.
Each applicant is requested to submit the questionnaire together with the Application Form.

**Purpose**
- To reflect on yourself your current situation in managing/leading the team at work.
- To set the goal and identify necessary skills you need for your better management of the team.

**Instructions**
- a) Answer the Questionnaire below, after reading the concept of this seminar “II. Description” (page 4-5) carefully.
- b) Describe three (3) kinds of relevant roles, issues and skills for each topic.
- c) Each item should be typewritten in thirty (30) words or less, and be
  - typed directly onto the Questionnaire in the ANNEX of this brochure, or
  - typed on an A4 size sheet of paper with double spacing.

## QUESTIONNAIRE

Name: ____________________________________________

Organization you are attached to: ____________________________

(1) Describe the main roles that you are expected to perform in your organization as a manager.
   (Three items maximum, each 30 words or less)

1.

2.

3.
(2) Describe three problems/issues that you are facing as a junior officer, in managing your team at work. (Three items maximum, each in 30 words or less.)

1

2

3

(3) Explain three management skills that you need to improve further, in order to carry out your work as a manager.

(Three items maximum, each in 30 words or less)

1

2

3

Thank you for your cooperation.
For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, Knowledge Co-Creation programs (until 2015, so called “training”), JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs 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 are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “adopt and adapt” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

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 this “adoption and adaptation” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.
CORRESPONDENCE
For enquiries and further information, please contact the JICA office or Embassy of Japan. Further, address correspondence to:

JICA Kansai Center (JICA Kansai)
Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan
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