



# **【Online】 Knowledge Co-Creation Program (Country Focus)**

## **General Information on**

**LEP2.0 Management Training Program for Junior Officers  
国別研修「マレーシア LEP2.0 行政初級職人材育成・プロジェクト管理」  
JFY 2021**

**Course No.: 202003797J001**

**Online Course Period: From February 16 to March 8, 2022**

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 February 2015, 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**

Launched by the Government of Malaysia in late 1981, the Look East Policy Program (LEP) has served as an important vehicle for Malaysians to learn from the successful Japanese model and adapt it to Malaysian needs. Under the LEP, education and training programs were initiated and sponsored by Public Service Department (JPA) and Executive Management Seminar (EMS). The initial management training programs were implemented from 1997 to 2005 with both the Malaysian and Japanese governments sharing the costs.

Following the signing and ratification of the Japan-Malaysia Economic Partnership Agreement (JMEPA) by the governments of Japan and Malaysia in 2006, the implementation of the training program continued from 2006 to 2015 under the Economic Partnership Program (EPP) with some modifications and upgrades to the content.

The LEP 2.0 Training Program, a new cost-sharing training program in line with Malaysia's Economic Transformation Program, was launched in 2016 towards 2020 following the achievements of the EPP. The Government of Malaysia and the Government of Japan have agreed to continue the cost-sharing training program beyond 2021 as part of LEP 2.0.

The Management Training Program for Junior Officers is conducted as part of the LEP 2.0 training program. The participants of this program include government officials who are or will be involved in the promotion of the "Free and Open Indo-Pacific" and it is expected that this program will contribute to the promotion of this goal.

## **For what?**

This program aims to enhance the management skills and knowledge of junior civil servants by providing them with opportunities to learn about business systems and management practices in Japanese government agencies, public sector and private companies. Participating junior officials are expected to play an active role in improving public services in their respective organizations.

## **For whom?**

This program is designed for junior-level officers in central and local governments.

## **How?**

Participants will take lectures delivered by the Japanese specialists and gain knowledge of the management practices carried out in both the public and private

sectors in Japan. They will also deepen their understanding of the focused topics through interactive online discussions/Q&A sessions with lecturers and other participants. In addition, participants are expected to identify the managerial issues in their workplace and develop an “Action Plan” with ideas to address relevant issues.

### **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. The program, which aims to improve the quality and efficiency of public services, contributes to the realization of all the SDG goals by ensuring that the public has access to reliable and effective public services in various sectors in Malaysia.



**Reference:** Images from the LEP2.0 Management Training Program for Junior Officers in 2019.



## II. Description

**1. Title (Course No.)**

LEP2.0 Management Training Program for Junior Officers  
(202003797J001)

**2. Course Period**

From February 16 to March 8, 2022

In the context of the COVID-19 pandemic, please note that there is a possibility the course period may be changed, shortened, or the course itself cancelled.

**3. Target Regions or Countries**

Malaysia

**4. Eligible / Target Organization**

Junior governmental officers with working experience of more than 3 years up to 10 years.

**5. Capacity (Upper limit of Participants)**

20 participants

**6. Language**

English

**7. Objective(s)**

To enhance the management skills and knowledge of junior civil servants by providing them with opportunities to learn about business systems and management practices in Japanese government agencies, public sector and private companies. Participating junior officials are expected to play an active role in improving public services in their respective organizations.

**8. Output and Contents:**

This course consists of the following components (subject to minor changes).

Expected module output	Subjects/Agenda	Learning method
<b>(1) Current situations and issue analysis</b> Participants identify their current situation and the issues/challenges that they are facing.	<ul style="list-style-type: none"><li>Identifying the challenges that each participant faces as a junior officer in the workplace.</li><li>Analyzing the issues.</li></ul>	<ul style="list-style-type: none"><li>Self-analysis</li><li>Submission of the Preliminary Report.</li><li>Presentation</li><li>Group-discussion</li><li>Workshop</li></ul>
<b>(2) Social issues in Japan</b> Participants gain a deeper	<ul style="list-style-type: none"><li>Japanese economy.</li><li>Trade promotion and</li></ul>	<ul style="list-style-type: none"><li>Lectures</li><li>Discussion</li></ul>

understanding of Japan's social issues and responses to them today.	<p>customs administration.</p> <ul style="list-style-type: none"> <li>◆ Japanese administrative structures and policies/systems in social security and welfare for the elderly</li> <li>◆ Recent initiatives: E-government and GovTech, etc.</li> <li>◆ Current situation of disaster risk reduction and environmental issues in Japan.</li> </ul>	
<p><b>(3) Management of the Japanese organizations and the roles of managers</b></p> <p>Participants understand the management practices carried out by various organizations in the public and private sectors, as well as the roles and responsibilities of managers.</p>	<ul style="list-style-type: none"> <li>◆ Management of Japanese enterprises.</li> <li>◆ The role of managers.</li> <li>◆ Management skills and practices in team management, leadership building, problem-solving capacity and human resources management.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Lectures</li> <li>◆ Site visits (To be confirmed)</li> <li>◆ Discussion</li> </ul>
<p><b>(4) The role of civil servants and work ethics</b></p> <p>Participants understand the roles and work ethics required for civil servants through case studies and workshops.</p>	<ul style="list-style-type: none"> <li>◆ Mission of public officials</li> <li>◆ Organizational management</li> <li>◆ Work ethics</li> </ul>	<ul style="list-style-type: none"> <li>◆ Lectures</li> <li>◆ Discussion</li> <li>◆ workshop</li> </ul>
<p><b>(5) Action Plan Presentation</b></p> <p>Each participant develops and presents an Action Plan.</p>	<ul style="list-style-type: none"> <li>◆ Summarize the learnings from the course.</li> <li>◆ Develop an Action Plan.</li> <li>◆ Present the Action Plan.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Self-analysis</li> <li>◆ Group discussion</li> <li>◆ Presentation</li> <li>◆ Submission of an Action Plan</li> </ul>

During the program, participants are responsible for time management. Please make sure that participants discuss their course participation with their supervisors in their organizations, so that enough time can be allocated to their course work.

## III. Eligibility and Procedures

### 1. Expectations for 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 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.

#### (1) Essential Qualifications

##### 1) Current duties:

Junior officers working in central and local government organizations.

##### 2) Experience in the relevant fields:

Have more than 3 years up to 10 years, and under 48 years of age.

##### 3) Educational background:

A bachelor's degree holder or equivalent.

##### 4) Language:

Have a competent command of spoken and written English (this course includes active participation in discussions which requires high competence of English ability. Applicants are strongly encouraged to provide a proof of English proficiency by submitting an official certificate of English tests such as TOEFL, IELTS, TOEIC, etc.).

##### 5) Technical Requirements for the Online Course

##### Technology Proficiency:

- Have basic computer skills such as sending/receiving emails with attachments, using a web browser and opening PDF files.
- Have an ability to operate software including "Microsoft Word" "Microsoft Excel" and "Microsoft PowerPoint".

- This course will be delivered using Google Workspace (cloud storage and online meetings). JICA's technical support and online tutorials are limited. The ability to be self-directed in learning new technology skills is required.

**Internet Connection:**

- High-speed broadband connection (at least 2Mbps).  
\* Internet connection charges incurred for the program participation shall be borne by the participant/participant's organization.

**Hardware (minimum requirements):**

- Regular access to a computer, either at home or in the office.
- Operating system: Windows or Mac OS (an updated version of OS is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher.
- Memory: 4GB of RAM or higher.
- Hard drive space: 5GB free disk space.
- Browser: Google Chrome is the preferred browser (Edge, Firefox, Safari can be used).
- Others: Webcam microphone and audio output devices (speakers or headsets).

**6) Health:**

Must be in good health to participate in the program.

**7) Attendance Requirement:**

Participation in online program is an essential requirement for the completion of the course.

**(2) Recommended Qualifications**

Gender consideration: JICA promotes 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**

**(2) Photocopy of Passport or ID:** To be submitted with the Application Form. The photocopy of a valid passport should include name, date of birth, nationality, sex, passport number and expiry date. The photocopy of a valid identification document should include name and date of birth.

**(3) English Score Sheet (Photocopy):** To be submitted with the Application Form

if the applicant has any official English examination scores (e.g., TOEFL, IELTS, TOEIC).

**(4) Preliminary Report:** To be submitted with the Application Form.

Applicants are asked to choose one of the following topics and write up to one page (Microsoft Word A4) on the issues identified in their workplace.

- Promotion of E-government and GovTech
- Social insurance system / welfare services for the elderly
- Disaster risk reduction
- Environmental conservation
- Trade promotion / customs administration

\*During the course, participants will be divided into five groups to analyze issues and develop action plans for each topic. Please note that there is a possibility that participants will be assigned to a group for a topic that they did not choose.

#### **4. Procedures for Application and Selection**

##### **(1) Submission of the Application Documents**

Closing date for applications: **Please confirm the local deadline with the JICA office.**

(All required materials must be received by **JICA Kansai Center in Japan** by **January 7, 2022.**)

##### **(2) Selection**

Primary screening is conducted at the JICA office 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 of utilizing 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 office will notify the selection results **no later than January 17, 2022.**

#### **5. Additional Document to be submitted by accepted participants:**

Accepted participants will be required to complete an additional assignment and submit it by **February 1, 2022.** Further information will be provided with the notice of



acceptance.

## **6. Conditions for Participation**

The Participants of KCCP are required:

- (1)** to strictly observe the course schedule
- (2)** not to change the program topics
- (3)** not to record or share the online contents without JICA's permission

## IV. Administrative Arrangements

### 1. Organizer (JICA Center in Japan):

(1) **Center:** JICA Kansai Center (JICA Kansai)

(2) **Programme Officer:**

Ms. KIYOTA Satoko ([Kiyota.Satoko@jica.go.jp](mailto:Kiyota.Satoko@jica.go.jp))

Ms. KAWASAKI Megumi ([Kawasaki.Megumi@jica.go.jp](mailto:Kawasaki.Megumi@jica.go.jp))

### 2. Implementing Partner:

(1) **Name:** Japan International Cooperation Center

(2) **URL:** <https://www.jice.org/en/index.html>

### 3. Pre-course Orientation

The introductory videos, “Knowledge Co-creation Program and Life in Japan” and “Introduction of JICA Center in Japan”, can be viewed at the links below.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
Part II: Introduction of JICA Center in Japan	
JICA Kansai	<a href="https://www.jica.go.jp/kansai/english/office/index.html">https://www.jica.go.jp/kansai/english/office/index.html</a>

## V. Other Information

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

## **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, 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 useful ideas and clues 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**

For enquiries and further information, please contact the JICA overseas office or the Embassy of Japan. Further, address correspondence to:

**JICA Kansai Center (JICA Kansai)**

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