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பிரதான செயலாளர் அலுவலகம் - தென் மாகாணம்

### CHIEF SECRETARY'S OFFICE - SOUTHERN PROVINCE

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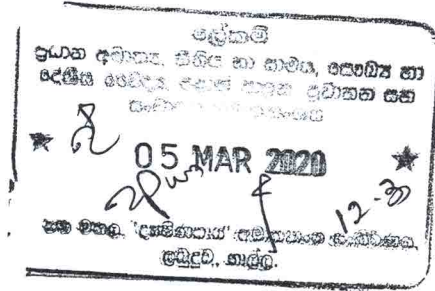
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Date }

04.03.2020

✓ Secretary,  
Ministry of Chief,  
Southern Province.

Commissioner of Local Government,  
Department of Local Government,  
Southern Province.



### Capacity Development of Local Government for Community Rebuilding in Conflict – Affected Countries (from 28<sup>th</sup> of June to 15<sup>th</sup> of July 2020) Japan

This has reference to the letter no. TA/JICA/S/1265 and dated 26.02.2020 addressed by the Director General, Department of External Resources.

02. Accordingly, the Japan International Cooperation Agency (JICA) has requested to submit nominations from eligible government officials of Sri Lanka for the above programme. The GI booklet and the application form submitted by JICA in this regard are enclosed for your information.

03. Therefore, you are kindly requested to submit applications along with relevant documents mentioned in the Nominee Qualifications of the GI booklet on or before 27<sup>th</sup> of April 2020.

**Gamini Weerawickrama,**  
Deputy Chief Secretary (Personnel & Training)  
For Chief Secretary,  
Southern Province.



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வெளிநாட்டுவளங்கள்திணைக்களம்  
Department of External Resources

මුදල්, ආර්ථික සහ ප්‍රතිපත්ති සංවර්ධන අමාත්‍යාංශය  
මහලේකම් කාර්යාලය (3වැනි මහල), කැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව

நிதி பொருளாதாரம் மற்றும் கொள்கை அபிவிருத்தி அமைச்சு  
செயலகம் (3ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance, Economy and Policy Development  
The Secretariat (3<sup>rd</sup> Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

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எனது இல  
My No

TA/JICA/S/1265

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

26 February 2020

Secretary

Ministry of Public Administration, Home Affairs, Provincial Councils & Local Government

Attn: Officer In-charge of Foreign Training

Dear Sir,

Capacity Development of Local Government for Community Rebuilding in Conflict - Affected Countries

From: 28<sup>th</sup> June to 15<sup>th</sup> July - 2020 - Japan

The Japan International Cooperation Agency (JICA) has requested us to submit nominations from eligible Government officials of Sri Lanka for the above programme. The GI Booklet and the Application Form submitted by JICA in this regard are enclosed for your information please.

You are kindly requested to submit nominations in line with the required qualifications mentioned in the "Nominee Qualifications" of the GI Booklet submitted by JICA. It is appreciated if you could submit two sets of applications along with the following documents *on or before 27 April 2020*.

1. The duly filled Application Form for "JICA Knowledge Co-Creation Programme" (hand written applications will not be accepted) - Application Form can be downloaded from ERD public website.
2. Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
3. Inception Report (together with Application Form)
4. Organization Chart
5. Copy of the Passport
6. ERD Form (Original only)

Please note that re-nomination of an official, already trained under a JICA programme will not be qualified for another JICA training programme within five (5) years of such training.

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Your early response in this regard is highly appreciated.

With regards.

Yours faithfully



**L.A.Y. Darshani De Silva**

Director / TA Division  
for Director General

Copies to: 01. Chief Secretaries  
All Provincial Council

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Pl. submits your applications  
with the recommendation of the  
relevant line Ministry.



Japan International Cooperation Agency  
10th & 13th Floors, DHPL Building,  
No. 42, Navam Mawatha,  
Colombo - 2, SRI LANKA.  
TEL : (+94)011-2300470 / 2303700  
FAX : (+94)011-2300473 / 2303692

February 12, 2020

Director General  
Department of External Resources  
Colombo 1.

Dear Sir,

**KNOWLEDGE CO-CREATION PROGRAM:**  
**CAPACITY DEVELOPMENT OF LOCAL GOVERNMENT FOR COMMUNITY**  
**REBUILDING IN CONFLICT-AFFECTED COUNTRIES**  
**COURSE NO: 201902051J001**

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 28<sup>th</sup> June to 15<sup>th</sup> July 2020.

The participants for the above course should be nominated in accordance with the General Information (GI) regulations. Four copies 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 Internal & Home Affairs and Provincial & Local Government
- All Provincial Department of Local Governance

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office on or before 29 April 2020.

- Duly filled prescribed Application Form
- Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
- Copy of the passport (if available)
- Inception Report (together with Application Form)
- Organization Chart

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.

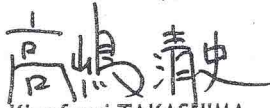
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We also note that, handwritten training applications shall not be accepted by JICA at any reason.

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,



Kiyofumi TAKASHIMA  
Senior Representative  
JICA Sri Lanka office

C. C - Secretary, Ministry of Internal & Home Affairs and Provincial & Local Government  
Ms. Chiharu Hoshiai, First Secretary, Embassy of Japan