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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
 E-mail : sl_oso_rep@jica.go.jp
 Homepage: <http://www.jica.go.jp/srilanka/english/index.html>
 Facebook : <https://www.facebook.com/jicasrilanka>

October 15, 2019

Director General
 Department of External Resources
 Colombo 1.

Dear Sir,

KNOWLEDGE CO-CREATION PROGRAM:
REGIONAL ECONOMIC AND SOCIAL VITALIZATION THROUGH TOURISM DEVELOPMENT:
REGIONAL BRANDING AND MARKETING IN HOKKAIDO
COURSE NO: 201984925-J002

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 26 January 2020 - 26 February 2020.

The participants for the above course should be nominated in accordance with the General Information (GI) regulations. Eight 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 Tourism Development, Wildlife and Christian Religious Affairs
- Chief Secretariat - 9 Provinces (*for Provincial Ministry of Tourism / Department of Tourism*) - *officials should be directly related to Tourism Promotion*
- Sri Lanka Tourism Promotion Bureau (SLTPB)
- Sri Lanka Association of Inbound Tour Operations (SLAITO) *for Japanese Market*

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office on or before **25 November 2019**.

- Duly filled prescribed Application Form
- Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
- Copy of the passport (if available)
- Country Report (Annex 1)

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.

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 Tourism Development, Wildlife and Christian Religious Affairs
Chief Secretariat, Central Province
Chief Secretariat, Eastern Province
Chief Secretariat, North Central Province
Chief Secretariat, Northern Province
Chief Secretariat, North Western Province
Chief Secretariat, Sabaragamuwa Province
✓ Chief Secretariat, Southern Province
Chief Secretariat, Uva Province
Chief Secretariat, Western Province
Managing Director, Sri Lanka Tourism Promotion Bureau
President, SLAITO Secretariat
Ms. Chiharu Hoshiai, First Secretary, Embassy of Japan