Local Administration Capacity Building in Central and South America

June 7 (Sun.) - 27 (Sat.), 2015

Jeonju & Seongnam, Korea

KOICA **CIAT**
KOICA Fellowship Program

Local Government Officials Development Institute

Korea International Cooperation Agency

Local Government Officials Development Institute

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KOICA & CIAT

KOICA

The Korea International Cooperation Agency (KOICA) is a development aid agency of the Republic of Korea which was established in 1991. KOICA's mission is to reduce poverty, promote living standards and help realize sustainable, equitable and inclusive development in developing countries. To accomplish its mission, KOICA has been actively involved in enhancing developing countries' socio-economic infrastructure and institutions, empowering and providing the people of the developing world with opportunities for better lives and improving their well-being.

CIAT(Capacity Improvement & Advancement for Tomorrow) Programs

Human Resource Development (HRD) has been one of the most important factors in Korea's escape from the vicious cycle of poverty and underdevelopment which had existed for many decades. With scarce natural resources, HRD played a vital role in Korea's development; thus, Korea has emerged as an exemplary showcase of national development powered by HRD. From its own experience Korea came to fully recognize the significance of HRD. With extensive experience and know-how in HRD, Korea contributes greatly to the international community by sharing its unique development experience with other countries.

The CIAT Program provides opportunities to participants to gain first-hand knowledge of Korea's development experience. The programs are designed to enable the participants to apply what they have learned for the development of their home countries. Since 1991, KOICA has offered about 3,700 courses to more than 58,000 participants from 172 countries. There are a wide range of topics in the Program, including public administration, economic development, science and technology, agriculture and health, etc. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its HRD programs.

Part I	**PROGRAM OVERVIEW**

1. Title: Local Administration Capacity Building in Central and South America

2. Duration: June 7 (Sun.) - 27 (Sat.), 2015

3. Goals

Reinforcing Administrative Capacity of Local Government Officials

4. Objectives

a) To understand various policies and strategies in the fields of local governance and share Korea's experiences in the areas concerned

b) To build the capacity of local government officials which is closely linked to national development by customizing the training program which satisfies specific training needs of the program participants

c) To promote a better understanding and more friendly relations between Korea and participating countries

5. Number of Participants: 15 local government officials from Paraguay(2), Jordan(2), Jamaica(2), Honduras(2), Colombia(2), Ecuador(2), Sudan(2), and Peru(1)

6. Language of Instruction: English

7. Venue: Seongnam & Jeonju, Republic of Korea

8. Implementing Agency: Local Government Officials Development Institute (http://www.logodi.go.kr)

9. Accommodations: KOICA ICC

10. Qualifications of Applicants:

Mandatory	a) Be nominated by his/her government; b) Be in good health both physically and mentally, to undergo the course; **c) Be senior local government officials who are involved in the field of local administration and development** d) Has not participated in the same KOICA fellowship program in the past 3 years - unless otherwise specified; e) Show a high level of participation and commitment throughout the course and promote capacity building in his/her organization after the completion of the program; f) Sufficient Proficiency in spoken English
Preferable	a) Be a government employee in a managerial position b) Working knowledge of computers and PowerPoint software

10. Closing Date for Application: May 25, 2015

| Part II | **PROGRAM CONTENTS** |

1. PROGRAM MODULE

Module	Main Lectures & Discussions	Study Visit
Module 1. Sharing Administrative Development Experiences	▷ Advancing Good Governance in Local Governments ▷ Local Public Finance in Korea ▷ Strategies for Regional Development	- Rural Development Administration - Busan Metropolitan City Office - National Assembly -
Module 2. Sharing Strategies for Economic Development	▷ Korean Economic Development at a Glance ▷ Saemaul Undong ▷ Korean Agricultural Development Policy	-Hyundai Motor/ Heavy Industries - Samsung Electronics
Module 3. Support for Establishing Future Development Strategies	▷ Trust and Transparency in the Local Government ▷ Government Innovation ▷ Global IT Collaboration with Korea in the Post-Information Society	- Ministry of Government Administration and Home Affairs - Korea University - National Archives of Korea
Cultural Experiences	▷ Jeonju City Tour ▷ Seoul City Tour ▷ Busan City Tour ▷ Gyeongju Culture Experience	

| **Part III** | **PREPARATION OF CASE REPORT** |

1. GUIDELINES FOR THE PREPARATION OF THE CASE REPORT

Program participants are requested to prepare and submit their case reports **individually** to LOGODI Program Manager via e-mail at **suzy3442@korea.kr** until **May 31, 2015.**

Note. The KOICA's Fellowship Program includes a 'Case Report' session where participants have an opportunity to analyze the case or issue that he or she chose its current status and circumstances in the program subject and share it with other participants and Korean experts. It aims to provide appropriate solutions and insights to the identified problems and issues of their countries.

The Case Report should be in MS PowerPoint or Word format. The length of the report should not exceed twenty A4-sized pages. The report should be written in English and double-spaced.

All participants are required to give a 15-minute presentation on their case report individually. For more effective presentations, a projector, slide projector, overhead projector, and multimedia TV will be available (PowerPoint presentations are preferred).

2. Case Report Topic: Case Study on the "Interaction and Communication with Citizens for Service Provision"

Each participant is required to submit and to present a case report on the above topic (i.e. Interaction and Communication with Citizens for Service Provision). In this case report, you are expected to suggest the problems or difficulties in interaction and communication with citizens for public service provision that you have ever experienced at workplace. It is the best idea to select a case illustrating the communication issue between government officials and citizens.

The focus should be on how to interact with citizen to figure out their demands, what were the differences between your idea and citizen's expectation concerning the service and on what you did to resolve the differences for fulfilling job responsibility.

Accordingly, please avoid taking big issues such as change of institutional arrangement, revision of law, or government policy.

In preparing and writing a case report, please select a topic that clearly captures key characteristics and contents of your case.

3. General Guideline for Writing Report

Following is a general guideline for writing case report. This guideline is to help you prepare a case report. The purpose of case report writing and presentation is to share your experiences (success, failure, strategy, and so forth) with others. Your presentation will be a useful asset for every participant who may face similar issues. In writing a case report, please keep in mind the followings.

1) Please make it sure that your case report does not exceed 10 pages.
   You will be given 15 minutes for presentation (10 minutes for presentation and 5 minutes for Q&A)
2) Accordingly, you need to narrow down the topic of your report.
3) Please point out key issues:
   Do not explain all the details. Yet your case report should address the following elements.
   a. Very brief description of the case service
   b. Problems you found
   c. Your position and citizen's expectation
   d. Key obstacles in problem solving you found
   e. Strategy and actions: What you did to resolve the problems
   f. Result and Lessons

4) If needed, use some, not many, graphs or pictures for better illustration. For example, please show one-page-long chart or figure to explain the process or structure. It will be very helpful for other's understanding and useful to save time.

5) Please write your case report using MS Power Point. It is supposed to be 8 to 10 page-long with the font size of 20-24. You can use your report for presentation without making other presentation document.

Part IV	PREPARATION OF ACTION PLAN

1. Guidelines for preparation of the action plan

All participants are requested to join actively the session for Action Plan Presentation at the end of the course (June 24, 2015). The Action Plan is to bring up each organization's current problems and propose appropriate solutions in order to solve the problems.

Based on what you have learned and discussed throughout the courses, you are requested to present Action Plans for the issues of your concern on the last day of the Workshop (June 24, 2015).

Action plan should be innovative but feasible. Participants are requested to explore the applicability of their experiences, observation, and findings from this program into the action plan.

It is a good idea for the participants to improve their presentation for Action Plan based on the knowledge acquired from the training course by making a good use of their weekend or leisure time.

2. Topics to be covered in the action plan

Bring up various problems related to each organization's current situation in the field of the "Interaction and Communication with Citizens for Service Provision"

a) Find out the best way of solving problems and make proposals.

b) Think about how it will effect to the current problems and what advantages it will.

Part V	USEFUL INFORMATION

1. IMPLEMENTING AGENCY

Local Government Officials Development Institute
(http://www.logodi.go.kr/english)

The Local Government Officials Development Institute (LOGODI) is a training institute under the Ministry of Government Administration and Home Affairs (MOGAHA) in the Republic of Korea. The Local Administration Training Institute (LATI) was established by the former Ministry of Home Affairs for the purpose of training senior local government officials in 1965. LATI was renamed as the National Institute of Professional Administration (NIPA) in 1999 and the NIPA was reorganized as LOGODI in 2005. LOGODI, since in 1965, has brought together senior level officials from 243 local governments in Korea and provided them with practitioner-oriented learning opportunities.

The purpose of the training programs is to strengthen the capacities of local government officials particularly in the fields of leadership, public administration and local governance, management and creativity by providing access to excellent guest speakers and professors, customized programs and an optimum environment for effective learning

LOGODI offers training programs not only for Korean, but also for foreign government officials. LOGODI's international training programs began in 1996 and have so far grown to accommodate more than 3,769 policy makers and senior officials from 85 countries through 144 international training programs. International participants join LOGODI training programs to gain insights into the driving forces behind Korea's miraculous economic growth, which was accomplished in such a short span of time. By attending LOGODI training programs, the participants also benefit from the development experience and know-how accumulated through the processes of local governance and national development in Korea.

To meet the growing needs from diverse countries for capacity building programs, LOGODI will continue to expand its scope of activity. At the same time, LOGODI will strive to be a globally recognized training center of excellence.

2. REGULATIONS

- Participants should participate in the program to the best of their abilities
- Participants should refrain from engaging in political activity or any form of employment for profit or gain
- Participants must return to their home country upon completion of the program and resume work in their country
- Participants should not extend the length of the program or stay for personal convenience
- Participants are not permitted to change the flight schedule arranged by KOICA for personal convenience
- Participants should not be accompanied by any member of their family
- Participants are to assume responsibility for any personal expenses incurred regardless of implementation of the course
- Participants are required to strictly observe the course schedule and abide by the rules and regulations stipulated by the Korean government in respect to the program
- Participants should cooperate in preventing any sexual harassment and attend a short training session regarding 'Sexual Harassment Prevention' on the first day of KOICA orientation.

3. CONTACT INFORMATION

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