



# GROUP AND REGION-FOCUSED TRAINING

## GENERAL INFORMATION ON

**Small and Medium Enterprises / Local Industry Activation  
for Central and South America**

**課題別研修「中南米地域 中小企業・地場産業活性化」**

***JFY 2015***

**NO. J1504187 / ID. 1584639**

**Course Period in Japan: From July 28, 2015 to August 28, 2015**

This information pertains to one of the Group and Region-Focused Training 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.

# **I. Concept**

## **Background**

In many developing countries, the population and industry are concentrated in urban areas, while regional areas remain underdeveloped and face the problem of disparities among regions. In response to that, governments in developing countries aim to create employment, stimulate local communities, and reduce poverty in regional areas by promoting local industries in an effort to develop community.

JICA provides the support program on "poverty reduction to redress disparities" through various cooperation schemes with due consideration given to the concept of human security to support the initiatives of governments of developing countries in this regard. As part of the endeavor this program offers the bidirectional information from supporting institutions and support recipients; the programs of local governments and small and medium size enterprise (SME) supporting institutions responsible for assisting SMEs and promoting local industries in Japan, as well as the activities of industries that are the recipients of that support. Thus, the program aims for participants to understand at the site how the systems and measures are applied so that they can improve the support programs for SMEs in their respective countries and enhance their policies and measures to stimulate local industries.

The program demonstrates that local resources can be used. The local resources as shown in One Village One Product movement in Oita, which is offered in this program, can be used as an example to promote local industries.

This program is designed to introduce basic skills in promoting SMEs and local industries in different countries, and the curriculum covers a wide range information including visits and views of on-site staff with regards to the role of city government for promotion measures of SMEs and trade, the role of the chamber of commerce, human resource development, and activities to develop local industries.

## **For what?**

The program participants will understand the measures of promoting SMEs and local industries in Japan, with emphasis on the role of an administrative officer, and the formulation of measures for SME support and local industrial development suited for the participants' respective countries.

## **For whom?**

This program is offered to public sector employees responsible for SME support and local industry development with over 5 years' experience.

## **How?**

- ① Building the capacity as an administrative officer by receiving lectures and visiting sites to learn about the knowhow and concept of Japanese measures on SME promotion and local industry development.
- ② SME support and local industry development is considered to require the development

of human resources with business management capacity. The ability to offer guidance for the concerned parties will be improved through this program.

- ③ The program reminds the participants from public agencies of the significance of their roles by experiencing the specific skills needed to develop the local community.

## ***II. Description***

**1. Title (J-No.): Small and Medium Enterprises / Local Industry Activation for Central and South America (J1504187)**

**2. Course Period in JAPAN:** July 28, 2015 to August 28, 2015

**3. Target Regions or Countries:**

Argentina, Bolivia, Chile, Colombia, Costa Rica, Dominican Republic, El Salvador, Paraguay and Peru

**4. Eligible / Target Organization**

Public sector responsible for supporting small and medium enterprises and developing local industries (Central government ministries and agencies, local governments, other public institutions, Federations of Private Business)

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

10 participantes

**6. Language to be used in this program:**

Spanish

(Application form and documents to be submitted must be written in English)

**7. Course Objective**

The organization of the participant can take necessary measures to support small and medium enterprises and develop local industries.

**8. Overall Goal**

The organization of the participant can implement measures to support small and medium enterprises and develop local industries.

## 9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below:

<b>(1) Preliminary Phase in a participant's home country</b> <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Job Report & IAS is formulated	Formulation and submission of the Job Report and the Issue Analysis Sheet(IAS) with the application form

<b>(2) Core Phase in Japan</b> (July 28 to August 28, 2015) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1. To understand the measures for SMEs promotion and local industries development in Japan, be aware of the role of a government officer responsible for the promotion of SMEs and local industries, and sort through the issue of the country of the participant	1) Industrial development and the role of SMEs in Japan 2) SMEs promotion measures and Trade promotion measures of Kitakyushu City 3) Role of the Chamber of Commerce 4) Collaboration among industry, government and academia 5) School for SMEs 6) Polytechnic Center Yahata 7) Kyushu Bureau of Economy, Trade and Industry	Lecture and Site Visit
2. To understand the management knowledge and marketing necessary for supporting SMEs and local industries and sort through the issues of the participant's country	1) Business strategies of SMEs (Management & Marketing strategy) 2) Human resource development through coaching 3) Japanese style of management 4) ISO9001, ISO22000 5) Small business consultant in Japan 6) 5S Activities	Lecture and Site Visit
3. To understand necessary benchmark by visiting SMEs and local industries in Japan and sort through the issues of the participant's country	1) Company visit (TOYOTA, TOTO, Shabondama Soap) 2) Rural development (One village one product movement) 3) Wholesale coffee company in cooperation with Latin America 4) Environment-related business	Lecture and Site Visit

4. To be able to draw up the measures to promote SMEs and local industries suited for the participant's country	1) Training Course Orientation 2) IAS Hearing 3) Job report presentation 4) Instruction of Action Plan 5) Discussion (Review session) 6) Instruction of Action plan presentation 7) Action plan presentation	Lecture, Exercise and Presentation
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### **(3) Finalization Phase in a participant's home country**

*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

<b>Output de Módulo Esperado</b>	<b>Actividades</b>
To be discussed and considered the measures to promote SMEs and local industries of the participant's country	Application and implementation of the action plan back in the participant's country and submission of its final report to the respective country's JICA office.

## **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 use the project 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 project 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) Public sector personnel responsible for supporting SMEs and developing local industries (Central government ministries and agencies, local governments, other public institutions, Federations of Private Business)
- 2) Minimum 5 years work experience in the relevant field
- 3) Good command of Spanish
- 4) Those who can prepare and submit application form in English,

English ability is not considered for the program

- 5) Must be in good health, both physically and mentally, to participate in the Program in Japan
- 6) Must not be serving any form of military service

**(2) Recommendable Qualifications:**

- 1) To be able to communicate everyday conversation in English
- 2) Age: between the ages of twenty-five (25) and fifty (50) years

**3. Required Documents for Application**

- (1) Application Form:** The Application Form is available at **the JICA office (or the Embassy of Japan)**.

\*Pregnancy

Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health.

- 1) letter of the participant's consent to bear economic and physical risks
- 2) letter of consent from the participant's supervisor
- 3) doctor's letter with permission of her training participation.

Please ask JICA Staff for the details.

- (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 Expire date.

- (3) Job Report:** to be submitted with the application form. Job Report is used for screening of participants. It is a report to understand an outline of an organization that a nominee belongs to as well as his/her work experience in relevant fields. The report should be completed in accordance with descriptions of Annex-1.

- (4) Issue Analysis Sheet (IAS):** to be submitted with the application form. IAS is used for screening of participants. IAS is a tool to logically organize relationships between issues or problems which a nominee's organization facing with and the subjects to be covered in the training program in Japan. The sheet should be completed in accordance with descriptions of Annex-2. The nominee should submit his/her IAS with approval of his/her superior.

#### **4. Procedure for Application and Selection:**

##### **(1) Submitting the Application Documents:**

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by **June 5, 2015.**

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

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) 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.*

##### **(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than June 26, 2015.**

#### **5. 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 training expenditure depending on the severity of said violation.
- (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 KYUSHU (Training Program Division)

(2) **Contact:** kictp@jica.go.jp

### **2. 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 JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

### **3. Accommodation in Japan:**

JICA will arrange the following accommodations for the participants in Japan:

JICA Kyushu International Center (JICA KYUSHU /KIC)

Address: 2-2-1 Hirano, Yahata Higashi-ku, Kitakyushu-shi, Fukuoka,  
805-8505 Japan

TEL: +81-93-671-6311 FAX: +81-93-671-0979

(81: country code for Japan, 93: area code)

<http://www.jica.go.jp/english/contact/domestic/index.html>

### **4. Expenses:**

The following expenses will be provided for the participants by JICA:

(1) Allowances for accommodation, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets).

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

### **5. Pre-departure Orientation:**

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.



## ***V. Other Information***

### **1. Reports Presentation**

#### **(1) Job Report & Issue Analysis Sheet (IAS)**

As written in the previous page, each nominee is required to submit his/her own Job Report and IAS following the instruction in Annex. Accepted participant will have a presentation of his/her Job Report & IAS up to 10 minutes at the earlier stage of the training program in order to share knowledge and background with other participants as well as the course leader and lectures. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you. When you use Power Point, it is preferable to use letters more than 24 points and not to use pictures on the background.

#### **(2) Action Plan**

Accepted participants are required to formulate an action plan at the end of the training program in Japan to show your ideas and plans, which you carry out after return home, reflecting the knowledge and method acquired from the training. Each participant will have 10 minutes for presentation.

### **2. Remarks**

JICA training is implemented for the purpose of development of human resources who will promote the advancement of the countries, but not for the enrichment of individuals or private companies. Matters of a trade secret and patent techniques will remain confidential and inaccessible during the training.

## ***VI. ANNEX***

### **1. Job Report (Annex-1)**

### **2. Issue Analysis Sheet (Annex-2)**

### **3. Training Schedule (Annex-3)**

## **Annex-1**

### **Small and Medium Enterprises / Local Industry Activation for South America**

#### ***Job Report***

Name:

Country:

Organization and present post:

E-mail:

**Remarks 1:** The Report should be typewritten in English (12-point font, A4 size paper) , and total pages of the report must be between 3 to 7 pages (not including figures and tables).

**Remarks 2:** Each participant is required to have presentation in based on this Job Report at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

**Remarks3:** Please itemize your answer and make them specific.

**Remarks4:** Figures and tables can be attached separately.

#### **1. Measures taken by your organization to promote SMEs/local industries activation**

- (1) What is the main policy of your organization as measures to promote SMEs/local industries activation?
- (2) Do the measures as in (1) function well? If not, describe reasons.
- (3) What are the problems in SMEs Promotion?
- (4) What are the focused industrial sectors to promote SMEs? Explain the current situation of the industries.
- (5) What are you interested in to promote SMEs among the items below?
  - a) Attraction of companies
  - b) Reduce tax rate, low interest loan system
  - c) Dispatching an advisor
  - d) Product promotion support, sales promotion
  - e) Trade promotion
  - f) Collaboration between industries and academia
- (6) What subject are you interested in as an element to promote SMEs among the items below?
  - a) Business management (Financial management, Cost management)
  - b) Product development and marketing, opening up a new market

- c) Productivity improvement, 5Ss and KAIZEN
- d) Quality Control
- e) Cost reduction and automation
- f) One Village One product movement, promotion of local industries, processing agricultural products

**2. Organization and main tasks**

- (1) Your organization and main tasks of the organization (Attach your organization chart)
- (2) Your assignments

**3. Expectation of the training course**

- (1) The purpose of participating in this course
- (2) Subjects of the course which you are interested in most

**4. Other matters which you are expecting to obtain from the course**

## Annex-2

### Issue Analysis Sheet (IAS) Guidelines

#### 1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

#### 2. How to fill out IAS?

- (1) Please describe the issues you (your organization) confronts in column "**A: Issues that you (your organization) confront(s)**"

Prepare the separate rows for each problem; if necessary, please add new rows.

- (2) In column "**B: Actions that you (your organization) are (is) taking**", please describe actions that you (your organization) are taking to solve the issues shown in "**Column A**"

This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.

- (3) In order to solve issues, you (your organization) need various types of information, so you hope to participate in this training course.

The main purpose of this training course is to provide the information you need. The contents of this course are shown in **II-9 Subjects/Agendas (Expected Module Outputs and Contents) (p.3-4)**. Referring to the "Subjects/Agendas", please extract subjects from which you expect to get useful information you need, and write their Subject No. in column "**C:Subjects No.**"

You can input as many subjects as you think the subjects are related.

You do not need to input "Subject Titles" into the chart, but only "Subject No."

Issue Analysis Sheet (IAS)

Name:

[A] Issues that you (your organization) confront(s).	No	[B] Actions that you (your organization) are (is) taking. (Please add your struggling / time-consuming points for the actions)	[C] Subject *)
1			
2			
3			

[C] Please write the "Subject No." you most expect to get the information you need.  
For the "Subject No.", please refer the "Subjects/Agendas" shown in the II -9.(2) Core Phase in Japan of GI (p.3-4).

Annex-3 Tentative Training schedule

**Small and Medium Enterprises / Local Industry Activation for Central and South America in 2015**

Day	Week	Subject	Place	Subject	Place
Jul 28	Tue	Arrival			
29	Wed	Program Orientation by JICA	KIC	-Same as the left-	KIC
30	Thu	General Orientation by JICA	KIC	-Same as the left-	KIC
31	Fri	Interchange program by JICA	KIC	Course Orientation by KITA	KIC
Aug 1	Sat				KIC
2	Sun				
3	Mon	Hearing of Job Report and IAS	KIC	Role of SMEs in Japan economic development History of SMEs business policy in Japan	KIC
4	Tue	Job Report Presentation	KIC	SMEs promotion measures in Kitakyushu	KIC/Kitakyushu SMEs Promotion Division
5	Wed	Japanese style of Management: Organizational theory, Reform and improvement, Customer Satisfaction Management, etc.	KIC	Guidance of making Action Plan	KIC
6	Thu	Visit to one village one product : Tourism in rural area	Yufuin in Oita	Visit to an organization for One Village One Product in Oita	Oita city
7	Fri	Visit to one village one product: Food processing women's group	Oita city	Visit to one village one product :Food processing and restaurant	Ooyama in Oita
8	Sat				
9	Sun				
10	Mon	Visit to Kitakyushu Foundation for the Advancement of Industry Science and Technology	FAIS	Trade promotion measures by Kitakyushu city and Visit to JETRO	Kitakyushu city hall
11	Tue	Visit to Polytechnic Center	Yahata Center in Kitakyushu	Visit to MSMEs university in Nogata by the Ministry of Economy, Trade and Industry	MSMEs university in Nogata
12	Wed	Visit to Kyushu Bureau of Economy, Trade and Industry	Fukuoka prefecture	Exchange with students from Latin America at Fukuoka foreign language collage	Fukuoka city
13	Thu	Various SMEs business management Strategies: Marketing, Sell and Management (Workshop)	KIC	Various SMEs business management Strategies: Marketing, Sell and Management (Workshop)	KIC
14	Fri	Human resource development : Coaching management	KIC	Work shop of 5s activities	KIC
15	Sat				
16	Sun				
17	Mon	Group discussion	KIC	Matsumoto Industry (Leadership of Management)	Matsumoto Industry
18	Tue	Visit to Sunaqua TOTO : Visualization of activities and 5S	Sunaqua TOTO	Discussion with staffs in Sunaqua TOTO	Sunaqua TOTO
19	Wed	Visit to Chamber of Commerce and Industry in Yukuhashi, Japan Agriculture Cooperatives and Farmers' direct shop	Yukuhashi, JA Keichiku	Visit to Wholesale Coffee company	Café Fadie
20	Thu	Discussion and Workshop (Review session)		Instruction of Action Plan making 1	KIC
21	Fri	Visit to Soap Industry	Shabondama Soap	Instruction of Action Plan making 2	KIC
22	Sat				
23	Sun				

24	Mon	Qualification system for SMEs promotion (Consulting support)	KIC	ISO9001: Quality Management, ISO22000: Food safety Management	KIC
25	Tue	TOTO Eito (traditional pottery industry): Total Productive	TOTO	Visit to Kitakyushu Environment Museum, Innovation Gallery	Kitakyushu city
26	Wed	Visit to Kitakyushu Environment Museum, Innovation Gallery	Kitakyushu city	Visit to ECO Town in Kitakyushu city	Kitakyushu ECO town
27	Thu	Evaluation Meeting	KIC	Action Plan Presentation/Closing Ceremony	KIC
28	Fri	Departure			

## *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, training programs, JOCV programs, etc.

Within this wide range of programs, Training 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 the Embassy of Japan. Further, address correspondence to:

**JICA Kyushu International Center (JICA KYUSHU)**  
**Address: 2-2-1, Hirano, Yahata Higashiku, Kitakyushu-shi,**  
**Fukuoka 805-8505, Japan**  
**TEL: +81-93-671-6311 FAX: +81-93-671-0979**



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起案日 19/02/2015  
 決裁日 20/02/2015  
 文書保存期間 Class 5 (1 yr.)  
 Approved By 研修管理課長

## JICA OFFICIAL MESSAGE

INFO . CATEGORY C

NO. TA/##- 1066

DATE: 20/02/2015

To: Related DGs/CRs/RRs(as attached)

From: DG of TA 国内事業部長

Subject: Sending G.I. on "Small and Medium Enterprises/ Local Industry Activation for Central and South America"(J1504187)&lt;Project No.1584639&gt;

平成27年度(課題別研修)「中南米地域 中小企業・地場産業活性化」(J1504187)コースに係るG.I.の送付について<案件番号:1584639>

☒Requests ☐Pls. Reply ☐For Your Info. ☐Others

Ref. No.(YOURS)

(OURS)

## 1. GI

・標記研修に関し、「KENSU Post (KP)」にG.I.情報を格納したところ、関係機関への配布及び応募推奨方願います。

・KPにアクセスできない事務所については、メール送付します(メールが届かない場合には jicadpa-ukeire@jica.go.jpまで連絡願います。)

## 2. 応募書類の送付

・【応募締切日：2015年06月05日】 【所管：九州】

・KPの利用が可能な事務所においては、受領したアプリケーションフォーム等選考用情報をKPに格納し、その旨を所管国内機関及びCCにて国内事業部研修管理課長へ公電連絡願います。

・KPの利用が困難な事務所等においては、従来どおり、公電にアプリケーションフォーム等選考情報を添付し、国内機関(To)及び国内事業部(Cc)へFAX送付願います。

・アプリケーションフォームに関する公電をFAXで送付する場合の専用番号:+81-3-3485-7067

・カントリーレポート、ジョブレポート、クエスチョネアのみを送付する場合は、直接コース担当者等にe-mail送付することも可能です。

※「KENSU Post」の操作方法等新方式マニュアル:KENSU Postの「マニュアル等参考情報」に格納済。 以上

## 1. G.I.

\* This is to inform that the G.I. of the above-mentioned course is now stored in the Groupware KENSU Post (KP). Please deliver the G.I. to the organizations concerned.

\* We will send the G.I. by e-mail to the office which has problems in access to KP. If your office receives no electronic data of the G.I. from TA, please contact the following email address. Email address: jicadpa-ukeire@jica.go.jp.

## 2. Sending information of applicants

\* 【Deadline for Application : 05/June/2015】 【Center in charge : KIC】

\* When KP is available at your office, please store the received information such as Application

Form into the KENSHU Post and notify the completion of the process by JICA official message to the JICA International Center in charge and TATA as CC.

\* When KP is unavailable at your office, please send the information such as Application Form attached to JICA official message to the Center in charge and TATA as CC.

\* The fax number for official message regarding Application Form is +81-3-3485-7067

\* If you send only country report, job report or questionnaire, you may send them by e-mail directly to the person in charge of training at the JICA International Center.

☆Instruction Manual for G.I. & Application Form is stored in "Reference Information (Instruction Manual)" of KENSHU Post.

END

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NOTICE : If you have received this facsimile in error, please notify the sender immediately.

Thank you for your cooperation.

起案者 : 国内事業部 研修管理課 菅原純子

T.A. Adm. Div. , TA Junko SUGAWARA

(入力者 : )

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## ■ To,CcList

To(Eng.)	<ul style="list-style-type: none"><li>•Dominic.Rep.Office</li><li>•JICA El Salvador Office</li><li>•JICA Bolivia Office</li><li>•JICA Paraguay Office</li><li>•JICA Peru Office</li><li>•Argentina Office</li><li>•Costa Rica Office</li><li>•Colombia Office</li><li>•Chile Office</li></ul>
CC(Eng.)	<ul style="list-style-type: none"><li>•Train.Prog.Div., KIC</li></ul>



## GI Outline Screen

Close

Release

J number	J1504187
Course Title	Small and Medium Enterprises/ Local Industry Activation for Central and South America
Center	K I C
Duration of the Program	28/07/2015 ~ 28/08/2015

Deadline for application	05/06/2015
Prescribed date of response	26/06/2015
Documents for submission & Deadline for submission of documents	(1)Application Form (2015/6/5) (2)Job Report (together with Application Form) (2015/6/5) (3)Issue Analysis Sheet (together with Application Form) (2015/6/5)
Message	
Message in Japanese	
Koden no & Date	TA/##-1066-20/02/2015

## ■General Information原稿等

[http://knowledge.jica.go.jp/KM/PCourse.nsf/VIEWALL/C279BB61C87B412749257DF000265049/\\$FILE/GI\\_J1504187.pdf](http://knowledge.jica.go.jp/KM/PCourse.nsf/VIEWALL/C279BB61C87B412749257DF000265049/$FILE/GI_J1504187.pdf)



Annex-1.doc



Annex-2.doc

Type document/s attached.

General Information (URL)	<input checked="" type="checkbox"/>
Other (s)	<input checked="" type="checkbox"/>

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## **Annex-1**

### **Small and Medium Enterprises / Local Industry Activation for South America**

#### ***Job Report***

Name:

Country:

Organization and present post:

E-mail:

**Remarks 1:** The Report should be typewritten in English (12-point font, A4 size paper) , and total pages of the report must be between 3 to 7 pages (not including figures and tables).

**Remarks 2:** Each participant is required to have presentation in based on this Job Report at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

**Remarks3:** Please itemize your answer and make them specific.

**Remarks4:** Figures and tables can be attached separately.

#### **1. Measures taken by your organization to promote SMEs/local industries activation**

- (1) What is the main policy of your organization as measures to promote SMEs/local industries activation?
- (2) Do the measures as in (1) function well? If not, describe reasons.
- (3) What are the problems in SMEs Promotion?
- (4) What are the focused industrial sectors to promote SMEs? Explain the current situation of the industries.
- (5) What are you interested in to promote SMEs among the items below?
  - a) Attraction of companies
  - b) Reduce tax rate, low interest loan system
  - c) Dispatching an advisor
  - d) Product promotion support, sales promotion
  - e) Trade promotion
  - f) Collaboration between industries and academia
- (6) What subject are you interested in as an element to promote SMEs among the items below?
  - a) Business management (Financial management, Cost management)
  - b) Product development and marketing, opening up a new market

- c) Productivity improvement, 5Ss and KAIZEN
- d) Quality Control
- e) Cost reduction and automation
- f) One Village One product movement, promotion of local industries, processing agricultural products

**2. Organization and main tasks**

- (1) Your organization and main tasks of the organization (Attach your organization chart)
- (2) Your assignments

**3. Expectation of the training course**

- (1) The purpose of participating in this course
- (2) Subjects of the course which you are interested in most

**4. Other matters which you are expecting to obtain from the course**

## Annex-2

### Issue Analysis Sheet (IAS) Guidelines

#### 1. What is IAS?

- (1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.
- (2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.
- (3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival through to the end of the training.
- (4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

#### 2. How to fill out IAS?

- (1) Please describe the issues you (your organization) confronts in column **"A: Issues that you (your organization) confront(s) "**

Prepare the separate rows for each problem; if necessary, please add new rows.

- (2) In column **"B: Actions that you (your organization) are (is) taking"**, please describe actions that you (your organization) are taking to solve the issues shown in **"Column A"**

This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.

- (3) In order to solve issues, you (your organization) need various types of information, so you hope to participate in this training course.

The main purpose of this training course is to provide the information you need. The contents of this course are shown in **II-9 Subjects/Agendas (Expected Module Outputs and Contents) (p.3-4)**. Referring to the "Subjects/Agendas", please extract subjects from which you expect to get useful information you need, and write their Subject No. in column **"C:Subjects No."**

You can input as many subjects as you think the subjects are related.

You do not need to input "Subject Titles" into the chart, but only "Subject No."

Issue Analysis Sheet (IAS)

Name:

[A] Issues that you (your organization) confront(s).	No	[B] Actions that you (your organization) are (is) taking. (Please add your struggling / time-consuming points for the actions)	[C] Subject *)
1			
2			
3			

【C】 Please write the "Subject No." you most expect to get the information you need.  
For the "Subject No.", please refer the "Subjects/Agendas" shown in the II-9.(2) Core Phase in Japan of GI (p.3-4).