

Capacity Development for Public Administration (Peru)

September 25 (Sun.) - October 15 (Sat.), 2016

Seongnam & Wanju, Korea



Korea International Cooperation Agency



Ministry of the Interior

**Local Government Officials
Development Institute**

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: Capacity Development for Public Administration (Peru)

2. Duration: September 25 (Sun.) - October 15 (Sat.), 2016

3. Goals

Reinforcing administrative capacity of local government officials.

4. Objectives

- a) To understand various policies and strategies in the fields of HRD (human resource development), performance management, local governance, transparency and share Korea's experiences in the areas concerned
- b) To assist Peru in the capacity building of local government officials which leads to national development of Peru by customizing the training program which satisfies specific training needs of the program participants

5. Number of Participants

15 participants from Peru

6. Language of Instruction: Spanish

7. Venue: Seongnam & Wanju, 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	<ul style="list-style-type: none">a) Be nominated by his/her governmentb) Be in good health both physically and mentally, to undergo the coursec) Has not participated in the same KOICA fellowship program in the past 3 years - unless otherwise specifiedd) Show a high level of participation and commitment throughout the course and promote capacity building in his/her organization after the completion of the programe) Include local government officials from Cuzco
Preferable	<ul style="list-style-type: none">a) Be a government employee in a senior and managerial positionb) Working knowledge of computers and PowerPoint software

11. Closing Date for Application: August 26 (Fri.), 2016

11. 3-year Program Overview (tentative)

Stage	Year 1	Year 2	Year 3
Overall Goal	Sharing of Korea's development experiences and capacity building of local government officials		
Major Target Beneficiary	Senior local government officials who make policy decisions (15)	Managerial government officials working for local governments (15)	Managerial and working-level officials of local governments (15)
Main Activities	Training in Korea (3 weeks)	Training in Korea (3 weeks)	Training in Korea (3 weeks)
Objectives by Stage	<ul style="list-style-type: none"> - To share Korean local administration and local autonomy systems - To present directions for better governance and administrative accountability in Peru 	<ul style="list-style-type: none"> - To carry out a more practical training program by focusing on the areas of interest, such as HRD - To give shape to the Action Plan already presented in the previous year during the training course in Korea 	<ul style="list-style-type: none"> - To establish finalized Action Plans corresponding to the major tasks selected previously - To share experiences and information on how to put the Action Plans into practice
Outcome by Stage	Case report and Action Plan	Revised Action Plan & mid-outcome	Revised Action Plan & final outcome

Part II**PROGRAM CONTENTS****1. PROGRAM MODULE**

Module	Main Lectures & Discussions	Study Visit
Module 1. Sharing Administrative Development Experiences	<ul style="list-style-type: none">▷ Understanding local administration in Korea▷ Strategies for transparency enhancement in the Peruvian civil service▷ Regional public safety administration	<ul style="list-style-type: none">- Andong City Hall- Korean National Police University- Chungnam Provincial Police Agency- National Forensic Service
Module 2. Strategies for Economic Development	<ul style="list-style-type: none">▷ Korean economic development at a glance▷ Korean agricultural policy	<ul style="list-style-type: none">- Mine Reclamation Corp.- Rural Development Administration- Local Food Happy Station- Base Center for Farmer's Manufacture
Module 3. Support for Establishing Future Development Strategies	<ul style="list-style-type: none">▷ Public Human Resource Management and development in Korea▷ Performance management in the public sector▷ Effective leadership for government organization▷ Strategies for conflict management	<ul style="list-style-type: none">- Ministry of the Interior- National institute of Forest Science- Incheon International Airport Customs
Cultural Experience	<ul style="list-style-type: none">▷ Seoul City Tour (www.visitseoul.net)▷ Jeonju Tour (tour.jeonju.go.kr)	

1. GUIDELINES FOR PREPARATION AND SUBMISSION OF THE CASE REPORT

I . Case Report Topic: Human Resource Management and Development

Each participant is kindly requested to prepare and to present a case report on the above topic to the LOGODI Program Manager via email at **suzy3442@korea.kr** no later than **September 9 (Fri.), 2016.**

The purpose of the case report session is to share each participant's experience of various HRM and HRD in local governments. In the presentation, each participant is asked to identify specific HRM and HRD problems at different areas including recruitment and selection, promotion and career development, compensation and pay, training and development, annual performance appraisal, retirement and pension, etc. Each participant is expected to select in his or her theme for case study and will be asked to prepare 10-15 minute-long presentation. There will be brief Q&A session after each presentation. A wrap-up discussion will be followed to exchange ideas and thoughts to develop specific Action Plans on particular policy issues.

II . General Guideline for Writing Report

The case report should be prepared and saved in MS PowerPoint or Word format. The length of the report should not exceed 30 PPT slides. The report should be written in English. A sample of the presentation is as follows:

- 1) Title Page: Presenter's name and institutional association, topic
- 2) Background of the selected case
- 3) Problem identification: main issues and problems
- 4) Alternative solutions: Various alternative solutions considered

- 5) Key stakeholders and decision-makers involved in the selected case
- 6) Main strategies and tactics adopted
- 7) Action Plans (possibly combined with Item 6) strategies and tactics
- 8) Various challenges in implementation processes
- 9) Evaluations and policy implications: Critical success factors (CSFs) results and impacts
- 10) Lessons learned

* Participants may prepare their presentation on the following topics:

- 1) Recruitment and selection
- 2) Promotion and career development
- 3) Compensation and pay
- 4) Training and development
- 5) Annual performance appraisal
- 6) Retirement and pension

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. The action plan is to bring current status and problems, and propose appropriate solutions.

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.

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 the 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

- a) Bring up various problems related to the current situation in the field of “Human Resource Management and Development.”
- b) Review what the goal is, and how and why the current strategies work or do not work properly in achieving that goal.
- c) Find out the best way of solving problems and potential difficulties and challenges.
- d) Describe how you can overcome the above mentioned difficulties and challenges.
- e) It will be a good exercise to include “time frame” in your action for development.

3. STEPS FOR THE ACTION PLAN

- **[Step 1] Present Country Report**

- Participants are to share their current situation and issues of their interests through country report presentation
- LOGODI will provide an orientation for writing an Action Plan

- **[Step 2] Lecture on Methodology / Grouping**

- Lecture on Action Plan methodology
- Form Action Plan working groups

- **[Step 3] Group Discussion**

- Brainstorm and discuss in groups for developing an Action Plan

- **[Step 4] Complete Action Plan**

- Establish an Action Plan for new development/upgraded policies or programs
- Presentation on the final Action Plan and feedback

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 the Interior (MOI) 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 4,040 policy makers and senior officials from 85 countries through 153 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. CONTACTS

- **Korea International Cooperation Agency (KOICA)**

- **Program Manager: Ms. Yoo Kyung Lee**

- Phone: +82-31-740-0421
 - Fax: +82-31-740-0684
 - E-mail: ylee207@koica.go.kr
 - Websites: <http://www.koica.go.kr>
<http://training.koica.go.kr>
<http://www.facebook.com/koica.icc>

- **Program Coordinator: Suyeon Park**

- Phone: +82-31-8017-2675
 - Fax: +82-31-8017-2680
 - E-mail: psy8811@global-inepa.org

- **Local Government Officials Development Institute (LOGODI)**

- Training Program Manager: **Soon-nyo SHIN (Ms.)**

- Phone: +82-63-907-5052
 - Fax: +82-63-907-6008
 - E-mail: suzy3442@korea.kr, suzy3442@hotmail.com
 - Home page: <http://www.logodi.go.kr>

- Program Coordinator: **Young-min Kim (Mr.)**

- Phone: +82-63-907-5066
 - Fax: +82-63-907-6008
 - E-mail: asd5686@korea.kr

Appendix 1.

Brand Name of the KOICA Fellowship Program

KOICA has launched a brand-new name for the KOICA Fellowship Program in order to more effectively raise awareness about the program among the public and its partner countries.

In English, CIAT stands for Capacity Improvement and Advancement for Tomorrow and in Korean it means “seed (씨앗)” with hopes to contributing in the capacity development of individual fellows as well as the organizations and countries to which they belong.



Appendix 2.

facebook.com/koica.icc

The Fellows' Facebook is a place for fellows to ask questions and write comments on KOICA fellowship programs. So, if you have questions regarding our program, please feel free to join our Facebook community.



twitter.com/koica.icc

Do you have a Twitter account? It seems everyone does these days. If you have a Twitter account, be sure to follow us @koica_icc



Appendix 3.

Map of Korea



Appendix 4.

HOW TO GET TO THE KOICA ICC

- Route: Incheon International Airport → KOICA International Cooperation Center (ICC)
- Arrival at Incheon International Airport (<http://www.airport.kr>)

Flow:

- ▶ Fill out Arrival Card (or Immigration Card), Customs Declaration Form, Quarantine Questionnaire (on board)
- ▶ Quarantine including animals and plants (on 2nd Floor)
- ▶ Present your Arrival Card, Passport and other necessary document to Passport Control
- ▶ Claim baggage on 1st Floor
- ▶ Customs Clearance
- ▶ Pass an Arrival Gate
- ▶ Go to the KOICA Counter, which is located between Exit 1~2

• **KOICA Counter at Incheon International Airport**



Location : Next to Exit 1 on the 1st
floor (No.9- 10)
Tel. : 82-32-743-5904
Mobile : 82-(0)10-9925-5901
Contact : **Ms. Jin-Young YOON**

- After passing through Customs Declaration, please go to the KOICA Counter (located between exit 1~2) at Incheon International Airport. At the KOICA Counter, you can get detailed information about how to get to KOICA International Cooperation Center (ICC).
- All the KOICA staff at the Incheon International Airport wears nametags or has signs for indication. Also, please be aware that there may be illegal taxis at the airport. Even if they approach you first, please do not take illegal taxis and check to see if they are KOICA staff.

"Please remember to read the Fellows' Guidebook. It is available from the Korean Embassy or KOICA Overseas Office in your country and provides valuable information regarding KOICA programs, allowances, expenses, regulations, preparations for departure and etc."