



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

FOOD SAFETY ADMINISTRATION

課題別研修「食品安全行政」

JFY 2017

NO. J17-04269 / ID. 1784457

Course Period in Japan: From September 30, 2017 to November 1, 2017

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) 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.

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept

Background

As the food-borne disease situation in developing countries cannot be ignored, assurance of food safety is an important part of the improvement of residents' health levels. In addition, these countries also need to enhance their food inspection systems in order to increase their international competitiveness so that they can facilitate the exportation of food products. Under these circumstances, government officials involved in the administration of food safety are required to have increasingly extensive knowledge and skills. This is why it is now an urgent task for these countries to develop human resources in this field.

On the other hand, Japan has experienced an improvement in the standards of food sanitation, resulting in rapid decreases in outbreaks of diseases transmitted through food or beverages, particularly those of contagious diseases, as well as deaths caused by food poisoning. In addition, from the perspective of food safety assurance, Japan has long been participating in the establishment of international food standard (CODEX) by the Joint FAO/WHO Food Standards Program.

This training program was designed, in the hope that inviting people from developing countries to receive training in Japan would contribute to enhancing the food safety assurance systems in each country, as a result safety food products will be imported to all over the world from these countries.

For what?

This program is designed to provide the lectures and observations of Japan's laws and policies for food sanitation, and the role and cooperative structure of national/local government and food inspection organization. Participants will understand the whole process from inspection to management, and develop their own plan to implement appropriate food safety measures in their own countries.

For whom?

This program is offered to national government and governmental organization in charge of food safety or agricultural products' safety.

How?

Participants shall have opportunities to learn the basics of food safety, food sanitation measures that cover the whole processes from inspection to management, and obtain the knowledge and skills required to give supervision and guidance.

II. Description

1. **Title (J-No.): Food Safety Administration (J1704269)**
2. **Course Period in JAPAN:**
September 30 to November 1, 2017
3. **Target Regions or Countries:**
Iraq, Lebanon, Mongolia, Myanmar, Palau, Peru, Samoa, Thailand, and Tonga
4. **Eligible / Target Organization:**
This program is designed for national government and governmental organization in charge of food safety or Agricultural products' safety
5. **Course Capacity (Upper limit of Participants)**
10 participants
6. **Language to be used in this program:** English
7. **Course Objective:**
Improvement plan which contributes to network strengthening and functional enhancement of national/local administration and inspection organizations on food safety will be formulated.
8. **Overall Goal:**
Improvement plan on food safety is implemented in participant's organization, and its situation will be improved.
9. **Expected Module Output and Contents:**
This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase in a participant's home country (July to September 2017) <i>Participating organizations make required preparation for the Program in the respective country.</i>				
Expected Module Output		Activities		
Job report is formulated		Formulation and submission of Job Report		
(2) Core Phase in Japan (September 30 to November 1, 2017) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>				
Expected Module Output	Contents		Subjects	Methodology
<Output 1> To be shared roles and cooperative structures regarding to the food safety on	For the reference to public administration in participants' countries, you will learn, 1) Overview and	1	Outline of Food Sanitation Administration in Japan	Lecture Observation Presentation
		2	Food Sanitation Law	
		3	Food Sanitation Administration of Local Government	

national and local government in Japan, also shared policies in participants' countries, and clarified problems	Measures of Japanese administration for food safety, role and cooperation system of national and local government, 2) Agricultural food safety policies, history of improvement on public health and experience of food pollution	4	Risk Analysis for food safety	
		5	Food labeling system	
		6	Monitoring system of Imported Food	
		7	Registration of agrichemicals and criteria of usage in Japan (GAP)	
		8	History of Public Health and Hygiene in Japan	
		9	Job report presentation	
<Output 2> To be able to explain systems regarding to licenses, supervision and inspection to secure food safety, also the approach by food handlers and the roles of inspective organizations.	For the reference to Public administration in participants' countries, you will learn, 1) Practical method of supervision on food related facilities, inspection, complaint procedure and food poisoning. 2) Sanitary management on food related facilities, action to secure the agricultural food safety, roles of consumers, and roles of private food inspection organizations. Also practical training for HACCP and pesticide residue.	10	Food Sanitation duties in Health center	Lecture Observation Practice
		11	Assuring Safety of Wholesale Market	
		12	Sanitary control on Food processing facilities for providing meals	
		13	Permission and Sanitary Management of Restaurants	
		14	Sanitary management of food supplier	
		15	Sanitary control on school lunch (HACCP)	
		16	HACCP (1) to (3)	
		17	Sanitary Control of Dairy Industry (HACCP)	
		18	Sanitary Control of slaughterhouse (HACCP)	
		19	Food sanitation and packaging technique	
		20	Claim handling and Food poisoning investigation	
		21	Self-Management System and support by Japan Food Hygiene Association	
		22	Roles and Activities of Consumers for Food Sanitation	
		23	Safety Measure for Agricultural Products taken by Japan Agricultural Cooperatives	
		24	Roles of Municipal Institute of Science	
		25	Roles and Registration System in Private Food Inspection Organization	
		26	Pesticide residue inspection	
		27	IAS guidance and course orientation	

< Output 3 > To be able to improve the capacity of formulating an improvement plan by utilizing knowledge obtained in Japan.	Complementary Sessions to provide necessary information. Develop and discuss for action plan to solve the problem you are facing to.	28	Follow up (1) to (3)	Lecture Workshop Consultation Presentation
		29	Preparation on Action plan	
		30	Presentation on Action plan	

III. Conditions and Procedures for Application

1. Expectations from 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) Be nominated by their governments in accordance with the appropriate procedures
- 2) Current Duties: be a government official or inspector who in charge of food safety or agricultural products' safety
- 3) Experience in the relevant field: have more than 3 (three) years of experience in the field of food safety or agricultural products' safety in national governmental organization
- 4) Educational Background: be a graduate of university or possesses equivalent qualification
- 5) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more
- 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications

Age: be between the ages of twenty-five (25) and forty-five (45) years

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at **the JICA office (or the Embassy of Japan)**.
- (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) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)
- (4) **Job Report:** to be submitted with the Application Form. Fill in *Annex-1* of this General Information. (Job Report is a report to understand the outline of the organizations that nominees belong to as well as his/her work experience in a relevant field(s) to him/her.)
- (5) **Issue Analysis Sheet:** to be submitted with the Application Form. Fill in *ANNEX-2* of this General Information. (The purpose of Issue Analysis Sheet is to logically organize relationships between problems facing the organizations that nominees belong to and contents of fields. The sheet is to be utilized as a logical process control sheet to draw on improvement plans for problems by filling out the sheet in phases from prior to a participant's arrival in Japan through the end of the training program.)

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

Job Report and an *IAS* are necessary documents for selection of nominees, and nominees are required to submit them with Application Form. The documents should be completed in accordance with descriptions of *ANNEX-1 (Job Report)* and *ANNEX-2 (Issue Analysis Sheet)*. Each participant will be requested to present his/her *Job Report* and *IAS* in approx. 10 minutes in an early stage of training program.

Nominees are required to submit his/her *IAS* with approval of his/her superior, and *IAS* without approval of an applicant's superior are not accepted.

4. Procedures for Application and Selection:

(1) Submission of 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 July 25, 2017.**)

(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.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan)
not later than **August 25, 2017.**

5. Document(s) to be submitted by accepted candidates:

None

6. 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

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

2. Implementing Partner:

(1) **Name:** Kitakyushu International Techno-cooperative Association (KITA)

(2) **URL:** http://www.kita.or.jp/english/e_index.html

3. 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:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:

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

JICA Kyushu International Center (JICA Kyushu)

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

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

(where "81" is the country code for Japan, and "93" is the local area code)

If there is no vacancy at JICA KYUSHU, JICA will arrange alternative accommodations for the participants.

<http://www.jica.go.jp/english/about/organization/domestic/pdf/kyushu01.pdf>

*While stay in Tokyo, JICA will also arrange accommodations.

5. Expenses:

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

(1) Allowances for accommodation, meals, 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.

6. 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. Report and Presentation

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

Each applicant is required to submit his/her own Job Report & Issue Analysis Sheet following the instruction. Participants will have a presentation of his/her Job Report & Issue Analysis Sheet up to 10 minutes at the earlier stage of the training in order to share knowledge and background with other participants as well as instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you.

(2) Action Plan

Participants are required to make an Action Plan at the end of the training to express your idea and plan which you carry out after your return, reflecting the knowledge and method you acquire in the training. Each person will have 10 minutes for presentation.

Also, participants are required to complete IAS by the end of the training and present it at the Action Plan Presentation.

2. Travel

The course starts in Tokyo and stays for a week, and move to JICA Kyushu center by a domestic flight. Passengers have less baggage allowances in domestic flights than in international flights. Therefore participants are recommended to minimize luggage for the travel to Japan.

(In general, check-in luggage under 20kg is for free, and carry-on luggage under 10kg is allowed.)

3. Certification

Participants who have successfully completed the course will be awarded a certificate by JICA.

4. Remarks

This training is designed for the purpose of acquiring the knowledge and the techniques of Japan, NOT for a specific participant's country. Participants are kindly requested to understand the differences and not to insist on the techniques of their countries.

VI. ANNEX-1:

Job Report Food Safety Administration JFY 2017

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

Remarks 2: Each participant is required to have presentation in about 10 minutes based on this *Job Report* and *IAS* at the early stage of the training in Japan, for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

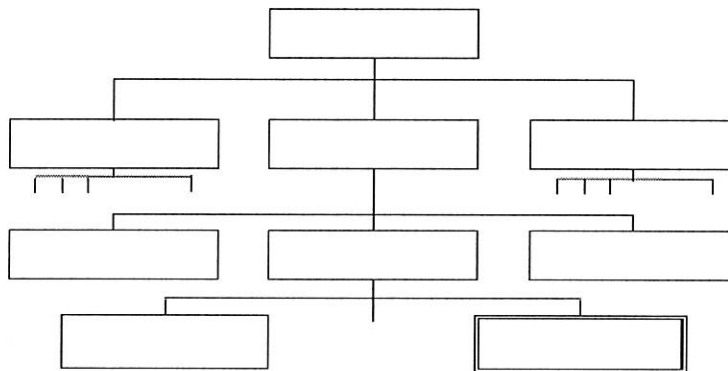
For the presentation, it is recommendable to include visual items such as photos or videos to show your country's staple foods, food processing facilities, street vendors, etc.

a) Food safety situation in your country

- 1) Please describe briefly on food related facilities' hygiene, supervision, food inspection and consumers' attention.
- 2) Three (3) major issues that need to be solved or improved.

b) Organization Chart

Referring to the example below, draw the chart of your organization and indicate your department / division / section with a double line.



c) Role of Organization

d) Your present position and duties relating to the roles of food safety

VII. 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) confront(s) 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) It's not necessary to fill in column **"I : Task or the information that I need"**, column **"II : Useful information that I obtained/found"** and column **"III : Lecturer"**. These columns shall be filled out during the training.
- (4) **"Column I "** shall be clarified and filled out in the subject **"Task extraction using IAS"** implemented at the earlier time in the training.
- (5) **"Column II "** and **"Column III"** shall be filled out during the training and you are required to present completed IAS in the subject **"Action Plan Presentation"**.

Issue Analysis Sheet (IAS)

Country: _____ Name: _____

No.	【A】 Issues that you (your organization) confront(s).	No.	【B】 Actions that you (your organization) are (is) taking.
1			
	【 I 】 Task or The information that I need.		【 II 】 Useful information that I obtained /found. 【 III 】 Lecturer

No.	【A】 Issues that you (your organization) confront(s).	No.	【B】 Actions that you (your organization) are (is) taking.
2			
	【 I 】 Task or The information that I need.		【 II 】 Useful information that I obtained /found. 【 III 】 Lecturer

No.	【A】 Issues that you (your organization) confront(s).	No.	【B】 Actions that you (your organization) are (is) taking.
3			
	【 I 】 Task or The information that I need.		【 II 】 Useful information that I obtained /found. 【 III 】 Lecturer

【 II,【III】 These columns will be filled during the training course.

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, Yahatahigashi-ku, Kitakyushu-shi, Fukuoka, 805-8505, Japan

TEL: 81-93-671-6311 FAX: 81-93-663-1350