

Course Information

2018

Invitational Capacity-building Program In Employment Policy for ASEAN Local Government Officials

July 1 (Sun.)–July 14 (Sat.), 2018
Seongnam & Suwon, Republic of Korea



Korea International Cooperation Agency



Gyeonggi Provincial Human
Resources Development Institute

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PART I

COURSE OVERVIEW

1. TITLE: Invitational Capacity-building Program in Employment Policy for ASEAN Local Government Officials

2. PERIOD: July 1(Sun.)–July 14(Sat.), 2018

3. GOAL

To increase capacities of local government officials for the set-up of various practical policies on employment and job creation

4. OBJECTIVES

- a) To help understand policies on employment and job creation by learning local government's policies
- b) To find solutions to problems related to jobs, small and medium-sized businesses, vocational training, or personal income by sharing Gyeonggi Provincial Government's experiences
- c) To strengthen competences for strategic planning, effective public administration, or efficient performance management by establishing an Action Plan
- d) To promote cooperation between participating countries and Krea

5. NUMBER OF PARTICIPANTS: 16 participants from 8 countries

- Myanmar (2), Cambodia (2), Sri Lanka (2), the Philippines (2), Indonesia (2), Vietnam (2), India (2), and Laos (2)

6. LANGUAGE OF INSTRUCTION: English

7. VENUE: Namyangju & Suwon, Republic of Korea

8. TRAINING INSTITUTE: Gyeonggi Provincial HRD Institute (<http://edl.gg.go.kr>)

9. ACCOMMODATIONS: KOICA ICC (International Cooperation Center), and Value High End Hotel in Suwon,

10. QUALIFICATIONS OF APPLICANTS:

- This is the first-year course designed to support the capacity-building for the establishment of employment and job creation policies. Participants can gain hands-on knowledge and experience through various classes, study visits, or workshops. It targets high and mid-level public officials with approximately 10 years of work experience including at least 2 years of relevant work experience.

| | |
|------------|---|
| Mandatory | <ul style="list-style-type: none"> a) Be nominated by his/her government; b) Be in good health both physically and mentally, enough to take the course; c) Have not participated in the same KOICA fellowship program for the past 3 years-unless otherwise specified; d) In a middle and high ranking position (Senior Manager, Deputy Director, Director, etc.) with approximately 10 years of work experience in public administration, e) More than 2 years of work experience in employment administration (Industry, Economic, Social, Labor, etc.), f) Target ministries or organizations (Industry, Economic, Social, Labor, etc.), g) Sufficient proficiency in written and spoken English to actively participate in seminars and write an Action Plan, h) Have a willingness to show a high level of participation and commitment throughout the course and contribute to the capacity building of his/her organization after the completion of the program; |
| Preferable | <ul style="list-style-type: none"> a) Working knowledge of computers and MS PowerPoint software |

11. CLOSING DATE FOR APPLICATION: June 1, 2018

12. 3-year Program Overview (tentative)

| Phase | 1 st year (2018) | 2 nd year (2019) | 3 rd year(2020) |
|----------------------------|--|--|--|
| Goal | To increase capacities local government officials for the set-up of various practical policies on employment and job creation | | |
| Objective | - To develop capacities regarding employment and job creation based on a comprehension of local government's experience | - To enhance capacities regarding employment and job creation based on a comprehension of local government's experience | - To enhance capacities regarding employment and job creation based on a comprehension of local government's experience |
| Major Target & Beneficiary | - High and mid-level officials engaging in the industry, economic, social, labor or other relevant fields. (at least 10 years of work experience) | - High and mid-level officials engaging in the industry, economic, social, labor or other relevant fields. (at least 10 years of work experience) | - Mid and low-level officials engaging in the industry, economic, social, labor or other relevant fields. (at least 7 years of work experience) |
| Main Activities | - Training in Korea (2 weeks) - Identifying current problems through a country report - Finding a solution through learning, discussions and study visits - Presenting the Action Plan at the final seminar session | - Training in Korea (2 weeks) - Identifying current problems through a country report - Finding a solution through learning, discussions and study visits - Presenting the Action Plan at the final seminar session | - Training in Korea (2 weeks) - Identifying current problems through a country report - Finding a solution through learning, discussions and study visits - Presenting the Action Plan at the final seminar session |
| Output | - Specific Action plan - Basic Dissemination and Application of the program contents | - Specific Action Plan - Advanced Dissemination and Application of the program contents | - Specific Action Plan - Extensive Dissemination and Application of the program contents |

PART II**COURSE MODULE****1. COURSE MODULE**

| MODULE | MAIN LECTURES & DISCUSSIONS | STUDY VISIT |
|--|---|---|
| Module 1. Strengthening competitiveness of local small and medium business | <ul style="list-style-type: none">▷ Policy for strengthening competitiveness of small and medium businesses (Gyeonggi Provincial Government)▷ Technical support for the parts and materials industry and enhancement of its competitiveness | <ul style="list-style-type: none">▷ Taedok Science Town |
| Module 2. Local economy and job creation | <ul style="list-style-type: none">▷ Creating customized jobs and lifelong education▷ Present and Future of e-Government▷ Cultivating small business owners and supporting management▷ Local autonomy and local development | <ul style="list-style-type: none">▷ Gyeonggi Job Foundation▷ Korea Local Information Research & Development Institute▷ Gyeonggi Small and Medium Business Support Center▷ Hyundai Motor Company▷ Hyundai Heavy Industries |
| Module 3. Consumer-oriented regulatory reform | <ul style="list-style-type: none">▷ Local regulatory reform system and case study▷ Activation of e-trade and support for overseas marketing | <ul style="list-style-type: none">▷ Daejeon Government Complex |
| Module 4. Country Report / Action Report | <ul style="list-style-type: none">▷ Country Report▷ Action Plan: Step 1 ~ 4 | <ul style="list-style-type: none">▷ Refer to Part III and Part IV |
| Module 5. Understanding of Korean Culture | <ul style="list-style-type: none">▷ Cultural Experiences: Suwon Traditional Market, Suwon Hwaseong Fortress | |

1. GUIDELINES FOR THE PREPARATION FOR THE COUNTRY REPORT

A Country Report is an in-depth report that contains an analysis of the current development issues facing participants' countries in their fields of expertise. The KOICA's Fellowship Program includes a Country Report Presentation session where participants have an opportunity to share these issues with other participants and Korean experts. Throughout the course, participants will engage in debates and discussions to resolve them.

The Country Report is directly aligned with an Action Plan. Based on what participants have presented and discussed throughout the course, participants are requested to present an Action Plan towards the end of the program with an aim of developing feasible measures to apply the knowledge, technology and experience learned to their workplace

Program participants are requested to prepare and submit their Country Report individually or as a group to the **GPHRDI (Gyeonggi Provincial Human Resource Development Institute) Program Manager via e-mail at emerald94@gg.go.kr no later than June 20, 2018**

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

All participants are required to make a 15-minute presentation on their Country Report individually or as a group on the second day of the program. For more effective presentations, a projector, slide projector, overhead projector, and multimedia TV will be available for use (PowerPoint presentations are preferred).

2. TOPICS TO BE COVERED IN THE COUNTRY REPORT

A. Programs to improve policies of job and small-medium businesses

Possible subject 1: Current status and problems of the parts and materials industry in ASEAN countries

Possible subject 2: Policies and problems to support competitiveness of small and medium businesses in ASEAN countries

Possible subject 3: Policies and problems of job creation and industrial regulation in ASEAN countries

B. Details of Country Report Preparation

• National level service structure

- Introduce your organization including personnel, main roles, equipment and surveying vessels.
- Introduce your Ministry/Department/Bureau of Finance and Economy, Industry, Labor engaged in employment and job creation. Describe the authorities responsible for the planning and implementation of job creation and policies
- Attach the Ministry/Department/Bureau's structure chart including the number of workers engaged in the related job

• Strategic policies

- Describe government policies or guidelines on the above subjects. (short or long-term plans: goals, priorities, strategies, etc.)

• Data collection, reporting and monitoring system

- What kinds of statistical data is collected?
- Describe major problems regarding the current data collection, reporting and monitoring system.
- Are there any quality control and quality assurance activities?

• Statistical data on the following information (Please indicate the source of the data).

- Job, employment rate, Companies, etc. surveying

• Other relevant information

1. GUIDELINES FOR BUILDING AN ACTION PLAN

An Action Plan is a specific plan created by participants on how they can apply their learning to their work performance. Action Planning is a process which will help them identify their objectives and explore what steps they need to take to achieve their goals. Establishing and implementing the Action Plan will contribute not only to their development professionally and individually but also to desirable organizational change.

A good Action Plan contains detailed information like what can be done, who will do it, and how and when. Please keep in mind that meeting the financing requirement including budget and timeline is crucial to make their action plan feasible and applicable to their workplaces.

All participants are requested to make a presentation on their Action Plan individually or as a group at the end of the course. They are encouraged to make the most of their weekends and free time to further their knowledge acquired from the course and better build their Action Plan.

Participants can receive feedback from Korean experts who will share their insight and help upgrade the Action Plan. Even after participants return to their home countries, KOICA will continue to follow up with participants on the progress being made through the implementation of their Action Plan. KOICA looks forward to all participants achieving their desired outcomes.

2. TOPICS TO BE COVERED IN THE ACTION PLAN

- a) Identify various problems related to each country's current situation of conflicts in ocean and marine.
- b) Analyze causes and devise the best way to solve problems and make proposals.

- c) Consider how it will affect the current problems and what advantages it will bring in the future.
 - Possible Subject 1: The introduction of the minimum wage system and the policy for the improvement of the quantity and quality of employment
 - Possible Subject 2: The plan for the improvement of the survival capability of companies themselves, The incentive of companies moving into new fields
 - Possible Subject 3: The policy of easing various regulations, The incentive of Investment to activate jobs increasing
- d) Discuss how it can be applied to your current work including a budget and a financing plan.
- e) Expected Results and Impact

3. STEPS FOR THE ACTION PLAN

- **[Step 1] Present a Country Report (July 3)**
 - On the 1st day of the course, participants are to share their current situation and issues of their interests through Country Report presentation
 - GPHRDI will provide an orientation for writing an Action Plan
- **[Step 2] Lecture on Action Plan and Team-building (July 3)**
 - Lecture on Action Plan building process
 - Team-building according to the selection of Action Plan topic
- **[Step 3] Group Discussion/ workshops (July 9, 11)**
 - Brainstorming and group discussions in groups for developing an Action Plan
 - Consult with experts and receive feedbacks
- **[Step 4] Complete the Action Plan (July 13)**
 - Finalize an Action Plan for the development of new policies/programs or upgrade their existing policies, systems and practices
 - Presentation on the final Action Plan and getting feedback

1. TRAINING INSTITUTE

Gyeonggi Provincial Human Resources Development Institute (GPHRD)
(<http://edu.gg.go.kr>)

Since its establishment in 1957, the Gyeonggi Provincial Human Resources Development Institute (GPHRD) has contributed to the development of Gyeonggi Province through the training of superior human resources. Today, the Institute strives to cultivate public servants essential for the realization of Gyeonggi Province's vision in a new global era.

We have implemented a revised educational curriculum that focuses on core values and leadership competence. More precisely, we redesigned the curriculum from passive education programs that only delivered knowledge to Action Learning programs which enable participants to improve their own problem-solving abilities.

We also constructed the Gyeonggi Cyber Academy based on IT technology to support ubiquitous permanent learning. Additionally, we applied the Education Consultation method to the 31 cities and counties of Gyeonggi Province so as to satisfy their educational needs.

We believe that education changes thinking and attitudes through its focus on people. Accordingly, we strive to provide high quality education programs and recruit exceptional faculty members in order to improve the competence of public servants. You will be able to design your life and dreams with GPHRD.

We have trained approximately 1,000 public officials for last 15 years from all over the world. Major courses are e-Government, Public Administration of the Central or Local Government, Economic and Social Development, Strengthening of Public Officials' Key Competence, Fostering of HRD programs and specialists, etc.

2. CONTACT INFORMATION

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

- CIAT Program HOT Line +82-1899-4519
- Websites: <http://www.koica.go.kr>
<http://training.koica.go.kr>
<http://www.facebook.com/koica.icc>

- **Program Manager: Mr. Hyunseok KANG**

- Phone: +82-31-740-0537
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- **Program Coordinator: Ms. Sujin YIM**

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- **Gyeonggi Provincial Human Resources Development Institute (GPHRDI)**

- **Training Manager & Coordinator: Mr. Jingu KIM**

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Appendix 1.

INTRODUCTION to KOICA



is a development cooperation agency of the Republic of Korea 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, providing people in the developing world with opportunities for better lives and improving their well-being.

KOICA Fellowship Program

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 lasted for many decades. With scarce natural resources, HRD has played a vital role in the process of the economic development of Korea, enabling the nation to emerge as an exemplary case of rapid economic growth powered by HRD. From its own experience, Korea fully recognizes the significance of HRD. With its extensive experience and know-how in HRD, Korea has greatly contributed to the international community by sharing its unique development experience with many other countries around the world.

The KOICA Fellowship Program is one of KOICA's main projects to help partner countries secure human resources for their development. Its primary objective is to share important technical skills and knowledge with partner countries as well as to help them build capacity for sustainable socio-economic development. The program deals with a wide range of topics, from public administration, economic development and science and technology to agriculture, health, and more. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its Fellowship Programs.

Appendix 2.

KOICA FELLOWSHIP PROGRAM (CIAT)

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.

The CIAT Program provides participants with opportunities to gain first-hand knowledge of Korea’s development experience. The programs are designed to enable participants to apply what they have learned to the development of their home countries. Since 1991, KOICA has offered about 4,255 courses to more than 69,981 participants from 172 countries.

Appendix 3.

KOICA FELLOWSHIP COMMUNITY

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.



facebook.com/koica.icc

Appendix 4.

MAP AND VENUE INFORMATION



Appendix 5.

INFORMATION ON DIRECTION TO KOICA ICC

- Route: Incheon International Airport Terminal → Korea City Airport, Logis & Terminal (CALT)
→ KOICA International Cooperation Center (ICC)
- Arrival at Incheon International Airport (<http://new.airport.kr>)

Flow:

- ▶ Fill out Arrival Card (or Immigration Card), Customs Declaration Form, and Quarantine Questionnaire (on board)
- ▶ Present the Quarantine Questionnaire to the quarantine counter (on the second floor)
- ▶ Present your Arrival Card, Passport and other necessary documents to an officer at the immigration desk
- ▶ Claim your baggage on the first floor
- ▶ Hand in Customs Declaration Form at Customs
- ▶ Pass through the Arrival Gate
- ▶ Go to the KOICA Counter

Incheon International Airport opens *Second Passenger Terminal 2 (T2)*

on January 18, 2018

The new terminal is serviced by Korean Air (**KOREAN AIR**), KLM Royal Dutch Airlines (**KLM**), Air France (**AIRFRANCE**) and Delta Airlines (**DELTA**).

Accordingly, KOICA sets up an additional KOICA Counter in Terminal 2 as well.

Please check its location in advance by referring to the followings information.

| KOICA Counter at Incheon International Airport Terminal 1 (IIAT1) | | |
|---|--|--|
| IIAT (T1) |  | <p>Location : Next to Gate 1 on the 1st floor (No.9-10)</p> <p>Contact Information Tel. : 82-32-743-5904 Contact : Ms. Jin-Young YOON</p> |
| KOICA Counter at Incheon International Airport Terminal 2 (IIAT2) | | |
| IIAT (T2) |  | <p>Location : Tourist Information Center (Close to Arrival Gate B)</p> <p>Contact Information Tel. : 82-32-743-5904 Contact : Ms Jin-Young YOON</p> <p><small>*Contact information at T2 is subject to change.</small></p> |

- After passing through Customs, please go to the KOICA Counter. At the KOICA Counter, you can get detailed information about how to get to the KOICA International Cooperation Center (ICC) and receive a limousine bus ticket for City Airport, Logis & Travel (CALT).
- All the KOICA staff at the Incheon Airport wear a name tag or has a sign for indication.
- Even though you cannot find any KOICA staff at the counter, you can purchase a limousine bus ticket at the bus ticket counter. After purchasing it, please go to the CALT Bus Stop (refer to the following information), get on the bus #6103 and present your ticket to the bus driver. It will take about 70 to 90 minutes from IIAT 1 and about 90 to 110 minutes from IIAT 2 to CALT.

| Incheon International Airport Terminal 1 (IIAT1) | | |
|--|--|-------------------------|
| IIAT 1 | Bus ticket counter : 1 st floor / Bus Stop 7A | Limousine Bus # 6103 |
| Incheon International Airport Terminal 2 (IIAT2) | | |
| IIAT 2 | Bus ticket counter : Basement 1 / Bus Stop 22 | |

• **CALT (City Airport, Logis & Terminal)**

- When you arrive at CALT, you can meet another KOICA staff who will help you reach the KOICA ICC.
- If you paid for a limousine bus ticket out of your own pocket, KOICA will reimburse the bus fare when you arrive at the KOICA ICC. Also, please note that there can be illegal taxis at the airport. Even if they approach you to offer rides, do not take the 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."