

INFORMATION ON
***LOCAL EDUCATIONAL ADMINISTRATION SEMINAR
FOR SUB-SAHARAN AFRICAN COUNTRIES II***

JFY2004

**集団：地方教育行政セミナー
(サブ・サハラアフリカ諸国) II**

COURSE No.: J-04-00721

January 18, 2005 - February 20, 2005



THE GOVERNMENT OF JAPAN
JAPAN INTERNATIONAL COOPERATION



Preface

The Japanese Government extends official development assistance (ODA) to developing countries to support self-help efforts that will lead to economic progress and a better life for the citizens of those countries.

Since its foundation in 1974, the Japan International Cooperation Agency (JICA) has implemented Japan's technical cooperation under the ODA program.

Currently, JICA conducts such activities as training, dispatch of experts, provision of equipment, technical cooperation project, development study, dispatch of cooperation volunteers, survey and administration of capital grant aid programs.

The training program for overseas participants is one of JICA's fundamental technical cooperation activities for developing countries. Participants come from overseas in order to obtain knowledge and technology in a wide variety of fields.

The objectives of the JICA training program are:

- (1) to contribute to the development of human resources who will promote the advancement of developing countries.
- (2) to contribute to the promotion of mutual understanding and friendship.

The Local Educational Administration Seminar for Sub-Saharan African Countries aims to provide an opportunity for administrators in charge of improving school education, school principals and vice- principals, and teachers at teacher's collage or university who are concerned with In-Service Training (INSET) and improvement of classes (1) to understand the implementation and management of INSET (2) to acquire the knowledge on how to improve the class (how to make the class more attractive) (3) to understand the school management through a curriculum comprised of lectures, discussions, and visits/study trips pertaining to the educational administration of Sapporo City. Through this training course, participants are expected to contribute to the improvement of the quality of education.

I. ESSENTIAL FACTS

COURSE TITLE (No.)	Local Educational Administration Seminar for Sub-Saharan African Countries (J-04-00721)
DURATION	January 18, 2005 ~ February 20, 2005
DEADLINE FOR APPLICATION	November 19, 2004 * for acceptance in the JICA office or Embassy of Japan
NUMBER OF PARTICIPANTS	10
LANGUAGE	English
TARGET GROUP	Be educational administrators who are responsible for improving school education preferably who have teaching experience at schools or have been school principals or vice-principals), or be principals or vice-principals of primary or secondary schools with more than 5-year teaching experience who have some challenging experience to make the school or classes better, such as conducting teachers' training on their own, or be teachers of teacher's colleges or universities who have more than 5-year experience in teaching method of teaching.
COURSE OBJECTIVES	Upon successful completion of the course, the participants are expected to: (1) understand the implementation and management of INSET (In-service Training) (2) acquire the knowledge on how to improve the class (how to make the class more attractive) (3) understand the school management (4) consider the applicability of what the participant learned through this course with a focus on INSET, improvement of the class, and school management in his/ her country
TRAINING INSTITUTION	<ul style="list-style-type: none"> Sapporo Education Center Address: 1-1, Miyanosawa, Nishi-ku, Sapporo, Hokkaido, 063-0051 Japan Tel : 81(*)-11 (**)-671-3410 Fax: 81(*)-11 (**)-671-3434
ACCOMMODATIONS	<ul style="list-style-type: none"> Sapporo International Center (JICA Sapporo) Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku, Sapporo, Hokkaido, 003-0026 Japan Tel : 81(*)-11(**)-866-8383 Fax: 81(*)-11(**)-866-8382 <p>If no room is available at SIC, JICA will arrange accommodations at other appropriate places.</p>
ALLOWANCES & EXPENSES	<p>The Government of Japan provides the following allowances and covers the following expenses through JICA in accordance with relevant laws and regulations.</p> <p><u>Details</u></p> <p>Round-trip air ticket between an international airport designated by JICA and Japan, accommodation allowance, living allowance, outfit allowance, book allowance, shipping allowance, expenses for JICA study tours, free medical care for participants who become ill after arrival in Japan (costs related to pre-existing illness, pregnancy and dental treatment are not included), etc.</p>

(*:country code for Japan, **:area code for Sapporo)

II. CURRICULUM

Country Report Presentation

This is for knowing about each other's educational situation.

Each participant will present:

- 1) His/ her job description
- 2) Challenges and tasks that the he/she has in his/her job
- 3) Expectation for this seminar

Lectures and Observation

Educational Administration in Japan

Improvement of class

In Japan, teachers analyse each other's method of teaching by watching each other's class and discuss how to improve the class. Through the lectures and observation, participants are expected to acquire the knowledge and techniques of how to improve the class.

In-Service Training

In Japan, there exists a teacher training system by law. After 5 and 10 years of teaching at school, teachers are obliged to have in-service training. Through the lecture and observation, participants are expected to acquire the knowledge on in-service training and consider the applicability in their countries.

School Management

In Japan, every teacher has responsibility for school management other than teaching. Participants are expected to acquire the knowledge on school management and consider the applicability in their countries.

Discussion

Discussion about the problems which participants have in each country.

- The topics will be chosen (with the focus on the 3 topics above) by the participants, and they will discuss the topics which are chosen.

Final Report

To present what the participants have learned through this seminar, especially focused on applicability to each country:

- 1) Things which the participants have learned through this seminar
- 2) Applicability to his/ her country

* Based on this concept, Sapporo Education Center will make the 4 weeks curriculum with lectures and observation.

III. REQUIREMENTS FOR APPLICATION

Applicants should:

- (1) Be educational administrators who are responsible for improving school education (preferably who have teaching experience at schools or have been school principals or vice-principals) or be principals or vice-principals of primary or secondary schools with more than 5-year teaching experience who have some challenging experience to make the school or classes better, such as conducting teachers' training on their own, or be teachers of teacher's colleges or universities who have more than 5-year experience in teaching method of teaching.
- (2) be under 45 years of age.
- (3) be proficient in spoken and written English.
- (4) be nominated by their government in accordance with the procedures mentioned in IV below.
- (5) be in good health, both physically and mentally, in order to undergo the course of training.
- (6) not be serving in the military.

* This course's curriculum is made for the participants to help improve the classes and the school management and to help solve the problems that the schools and the educational administration have, so the applicants should be directly engaged in improving the school education in their countries.

ATTENTION

Participants are required:

- (1) to respect and follow the course schedule, and not to change the seminar subjects or the training period.
- (2) not to bring any members of their family.
- (3) to return to their home country at the end of the course according to the international travel schedule designated by JICA.
- (4) to refrain from engaging in political activities or any form of employment for profit or gain.
- (5) to observe the rules and regulations of their place of accommodation and not to change accommodations designated by JICA.

IV. PROCEDURES FOR APPLICATIONS

1. The government desiring to nominate applicants for the course should fill in and forward one (1) original and three (3) copies of the Nomination Form (Form A2A3) for each applicant, to the JICA office or Embassy of Japan **by November 19, 2004.**

2. The JICA office or Embassy of Japan will inform the applying government whether or not the nominee's application has been accepted **no later than December 17, 2004.**

3. COUNTRY REPORT

- (1) Before coming to Japan, applicants should prepare a "country report" which describes the applicant's job, the expectation for this seminar (country report-I), and present situation of education, such as the INSET system, school management, and the challenges that his/her country has (country report-II).

<Part-I and II>

Part-I and II are used for selection of applicants. **These parts should be submitted with the application form.**

<Part-III>

Part-III is basic information on education in each participant's country. This information is for knowing the educational situation of each country and exchange ideas. This part should be submitted **by December 6, 2004.**

- (2) The applicants should submit 3 (three) copies of the country report I and II with Nomination Form (Form A2A3) **by the deadline of application,** and country report-III **by December 6, 2004.**

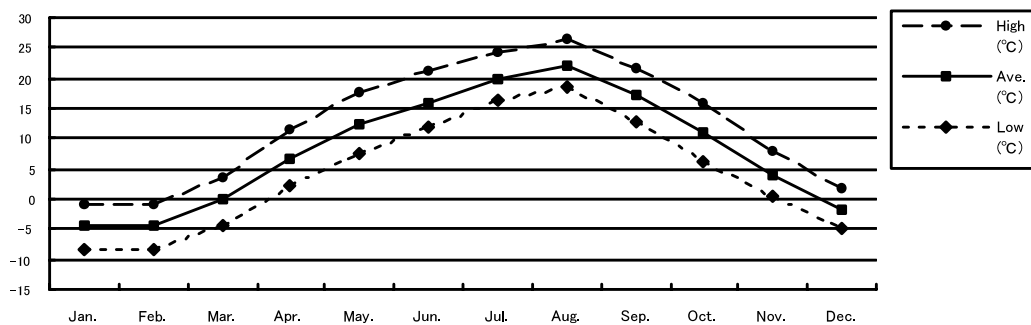
- (3) The country report should be written in accordance with the subjects and format explained in ANNEX I. Country report I and II should be written in **English** and summarized in **approximately 4 (four) pages**. Country report III should also be written in **English** and **summarized in approximately 2 (two) pages**.
- (4) Each participant will have 10 - 20 minutes for an oral presentation on his/her country report at the beginning of the course.
- (5) It is advisable to use audio visual aids such as Over Head Projector (Transparency), Microsoft Power Point at the presentation.

V. OTHER MATTERS

1. Pre-departure orientation is held at JICA office or Embassy of Japan to provide the selected candidates with details on travel to Japan, conditions of training, and other matters. Participants will see a video, "TRAINING IN JAPAN", and will receive a textbook and a cassette tape, "SIMPLE CONVERSATION IN JAPANESE". A brochure, "GUIDE TO TRAINING IN JAPAN" will be handed to each selected candidate before or at the orientation.

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

3. Climate in Sapporo



	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
High (°C)	-1	-0.8	3.4	11.4	17.8	21	24.2	26.3	21.7	15.9	7.8	1.7
Ave. (°C)	-4.4	-4.4	-0.2	6.5	12.2	16	19.8	22.1	17.1	11	4.1	-1.6
Low (°C)	-8.4	-8.5	-4.2	2.1	7.3	11.9	16.4	18.7	12.8	6.3	0.4	-5
Snow(cm)	58	83	64	2							5	28

*Typical Seasonal Wear

(January-February) Long-Sleeves, Winter Coat, Gloves, Thick Jacket, Sweater

4. Recreation

- 1) Participants can use an indoor swimming pool, gymnasium, and tennis courts located next to SIC. The charges are paid by JICA.
- 2) JICA encourages international friendship exchange between the participants and local communities. Therefore, it will be helpful to bring their national costumes and materials such as slides, videos, and music cassettes which introduce the culture in their countries.

5. Equipment of SIC

SIC has the following equipment for the participants.

<Utensils in the Room> 2 Glasses, Teapot, Ashtray

*ATTENTION: There are no slippers and towels. Soap, shampoo & conditioner, toothpaste & toothbrush, razor, detergent, sewing kit and floppy disks can be purchased at the front desk. Participants can also borrow winter coats.

<Audio-visual equipment for training>

Video recorder, Overhead projector, Slide projector, Multimedia projector (available to use Microsoft Power Point 2002).

ANNEX I

This ANNEX I (country report I and II) is used for selecting the applicants. So, country report I and II should be submitted with the application form.

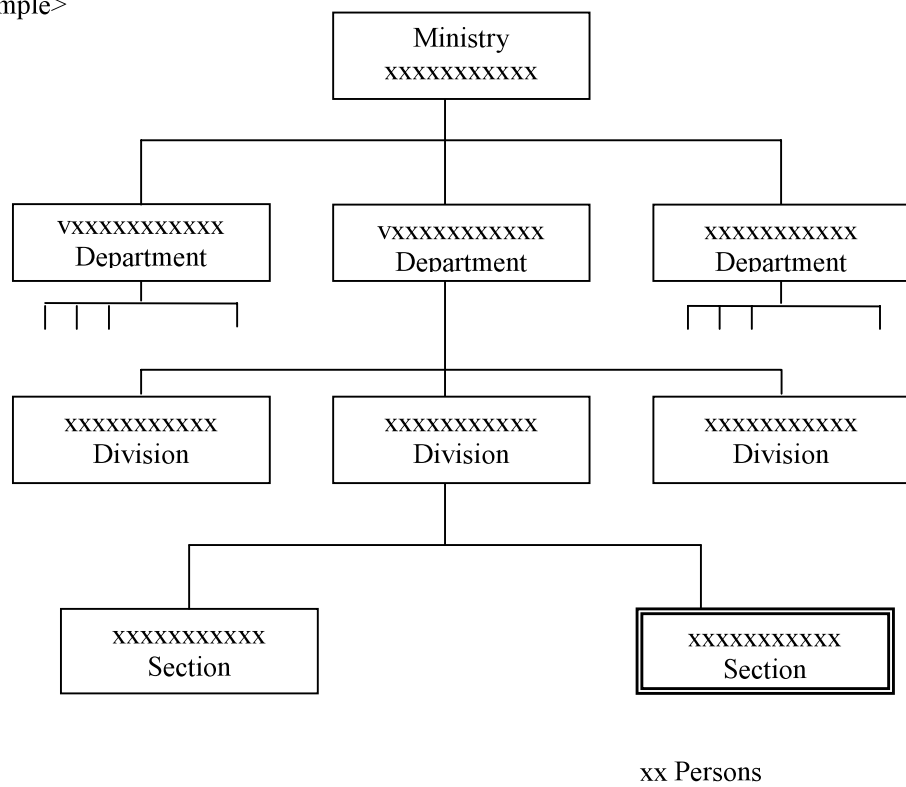
COUNTRY REPORT-I

Information about applicant

Name of applicant	
Name of the country	
Applicant's experience	Have the applicant studied any subjects related to education in a university or a college? <input type="checkbox"/> Yes <input type="checkbox"/> No (If the answer is "Yes", please let us know the subject)
	Have you ever had any teaching experience in schools? <input type="checkbox"/> Yes <input type="checkbox"/> No (If any, please answer the next questions)
	For how many years did you teach? <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 year to 3 years <input type="checkbox"/> 3 years to 5 years <input type="checkbox"/> More than 5 years
	In which grade were your pupils/students?
	What subject did you teach?
Name of the applicant's organization and its roles	
Applicant's present duty	
Challenges and tasks that the applicant has in his/her job	
Expectation for this seminar	

Organization chart

<Example>



COUNTRY REPORT-II

Information about the educational situation and the applicant's opinions

Please describe educational situation and applicant's opinions or experience (or if you have any case study on these 3 points, please explain about these) in 3 points below and the topics he/she would like to talk about in the discussion.

1) About the INSET system

a) Situation

b) Your experience or opinion

2) Classroom improvement

a) Situation

b) Your experience or opinion

3) School management

a) Situation

b) Your experience or opinion

4) The topics that the applicant would like to have in the discussion

<NOTE>

Country report I and II should be:

1. Typewritten, double-spaced, A-4 size paper (21cm×30cm)
2. Within 4 pages in total length (country report I and II)

* At the beginning of the course, each participant will give an oral presentation of the country report. This country report will help participants and persons concerned understand his/her background and job content, challenges and tasks that he/she has in his/her job and the expectation for this seminar

*This will be distributed to each lecturer so that they can understand the situation in each country better.

ANNEX II

COUNTRY REPORT-III

Basic Information on Education in each country

* This part should be submitted until December 6, 2004.

Education system	
Education Policy	
How to take a teacher's licence	
Teacher's status and salary	
Ministry or organization which is in charge of education	
number of primary school	
number of secondary school	
Number of collage or university	
The language which is used in the primary school	
The language which is used in the secondary school	
Which fees should be afforded by the parents in a primary school?	
Which fees should be afforded by the parents in a secondary school?	
The situation of non formal school	
International cooperation in the field of education	

