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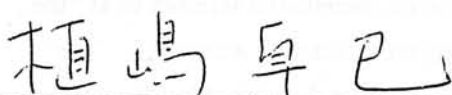
1. 討議議事録(R/D)

RECORD OF DISCUSSIONS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA ON  
JAPANESE TECHNICAL COOPERATION FOR  
THE PROJECT FOR ESTABLISHMENT OF  
JAPAN - SRI LANKA COLLEGE OF TECHNOLOGY  
TO STRENGTHEN TECHNICAL EDUCATION AND TRAINING IN SRI LANKA

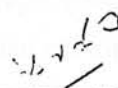
Japan International Cooperation Agency (hereinafter referred to as "JICA") had a series of discussions through the Resident Representative of JICA in the Democratic Socialist Republic of Sri Lanka (hereinafter referred to as "Sri Lanka"), with the Sri Lankan authorities concerned with respect to desirable measures to be taken by JICA and the Government of Sri Lanka for the successful implementation of the above-mentioned Project.

As a result of the discussions, JICA and the Sri Lankan authorities concerned agreed on the matters referred to in the document attached hereto.

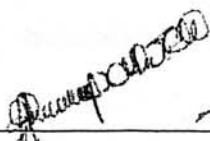
Colombo, June 24, 2005



Takumi Ueshima  
Resident Representative  
Japan International Cooperation Agency  
Sri Lanka Office



Tilak Hapangama  
Secretary,  
Ministry of Skills Development, Vocational  
and Technical Education  
The Democratic Socialist Republic of Sri Lanka



M.P.D.U.K Mapa Pathirana  
Director  
Department of External Resources  
Ministry of Finance and Planning



P. Kodithuwakku  
Director General  
Department of Technical Education and training  
Ministry of Skills Development, Vocational  
and Technical Education

## THE ATTACHED DOCUMENT

### I. COOPERATION BETWEEN JICA AND THE GOVERNMENT OF SRI LANKA

1. The Government of Sri Lanka will implement THE PROJECT FOR ESTABLISHMENT OF JAPAN SRI LANKA - COLLEGE OF TECHNOLOGY TO STRENGTHEN TECHNICAL EDUCATION AND TRAINING IN SRI LANKA (hereinafter referred to as "the Project") with the cooperation of JICA. (Former project title is "Reconstruction and Reform of Technical Education (Japan - Sri Lanka Technical College)")
2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

### II. MEASURES TO BE TAKEN BY JICA

In accordance with the laws and regulations in force in Japan, JICA will take, at its own expense, the following measures according to the normal procedures under the Colombo Plan Technical Cooperation Scheme.

#### 1. DISPATCH OF JAPANESE EXPERTS

JICA will provide the services of the Japanese experts as listed in Annex II.

#### 2. PROVISION OF MACHINERY AND EQUIPMENT

JICA will provide machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The Equipment will become the property of the Government of Sri Lanka with effect from the date reaching them under C.I.F.(cost, insurance and freight) at the sea ports and/or airports of disembarkation.

#### 3. TRAINING OF THE SRI LANKAN PERSONNEL IN JAPAN

JICA will accept the selected Sri Lankan personnel connected with the Project for technical training in Japan.

### III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF SRI LANKA

1. The Government of Sri Lanka will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, beneficiary groups and

institutions.

2. The Government of Sri Lanka will ensure that the technologies and knowledge acquired by the Sri Lankans as a result of the Japanese technical cooperation will contribute to the economic and social development of Sri Lanka.
3. The Government of Sri Lanka will grant, the privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their dependents accompanied to Sri Lanka, which are no less favorable than those accorded to experts of third countries working in Sri Lanka under the Colombo Plan Technical Cooperation Scheme. (as per ANNEX VII 3.(1))
4. The Government of Sri Lanka will ensure that the Equipment provided by JICA under II-2 above will be utilized fully and effectively for the implementation of the Project in consultation with the Japanese experts referred to in Annex II.
5. The Government of Sri Lanka will take necessary measures to ensure that the knowledge and skill acquired by the Sri Lankans from technical training offer in Japan will be utilized effectively in the implementation of the Project, and also sustainability of the project activities after termination of the project period.
6. In accordance with laws and regulations in force in Sri Lanka, the Government of Sri Lanka will take necessary measures with its own expense to provide followings:
  - (1) Services of Sri Lankan counterpart personnel and administrative personnel as listed in Annex IV ;
  - (2) Buildings and facilities as listed in Annex V;
  - (3) Supply or replace the machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided by JICA under II-2 above;
  - (4) Means of transport for the Japanese experts for official travel within Sri Lanka.
7. In accordance with the laws and regulations in force in Sri Lanka, the Government of Sri Lanka will take necessary measures to meet:
  - (1) Expenses necessary for transportation within Sri Lanka of the Equipment referred to in II-2 above as well as for the installation, operation and maintenance thereof;

(2) Custom duties, equipment clearance charges at sea ports/ airports, internal taxes and any other levies and charges, imposed in Sri Lanka on the Equipment referred to in II-2 above; (as per ANNEX VII 3.(2))

(3) Recurrent expenses necessary for the implementation of the Project.

#### IV. ADMINISTRATION OF THE PROJECT

1. The Secretary of Ministry of Skills Development, Vocational and Technical Education(MSDVTE ), will be responsible for overall coordination of the Project.
2. The Director General of Department of Technical Education and Training (DTET), MSDVTE, as the Project Director, will bear responsibility for the administration and implementation of the Project.
3. The Director of Maradana College of Technology, DTET, MSDVTE, as the Project Manager, will be responsible for the managerial and technical matters pertaining to the implementation of the Project.
4. The Japanese Team Leader will provide necessary recommendations to the Secretary of Ministry of Skills Development, Vocational and Technical Education and the Project Director on any matters pertaining to the implementation of the Project.
5. The Japanese experts will give necessary technical guidance and advice to Sri Lankan counterpart personnel on technical matters pertaining to the implementation of the Project.
6. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established and its functions and composition are described in Annex VI.

#### V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by JICA and the Sri Lankan authorities concerned at the middle and during the last six months of the cooperation term in order to examine the level of achievement.

## VI. CLAIMS AGAINST JAPANESE EXPERTS

The Government of Sri Lanka undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in Sri Lanka except for those arising from the willful misconduct or gross negligence of the Japanese experts.

## VII. MUTUAL CONSULTATION

There will be mutual consultation between JICA and the Government of Sri Lanka on any major issues arising from, or in connection with this Attached Document.

## VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among the people of Sri Lanka, the Government of Sri Lanka will take appropriate measures to make the Project widely known to the people of Sri Lanka.

## IX. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be five years from July 1, 2005.

## LIST OF ANNEXES

ANNEX I	MASTER PLAN
ANNEX II	LIST OF JAPANESE EXPERTS
ANNEX III	LIST OF MACHINERY AND EQUIPMENT
ANNEX IV	LIST OF SRI LANKAN COUNTERPART AND ADMINISTRATIVE PERSONNEL
ANNEX V	LIST OF BUILDINGS AND FACILITIES
ANNEX VI	JOINT COORDINATING COMMITTEE
ANNEX VII	NOTE VERBALE ISSUED BY EMBASSY OF JAPAN IN SRI LANKA ON 26 MAY, 2005 UNDER N/2005/40/FIN

## Master Plan

### 1. Objective of the Project

#### (1) Overall Goal

- Quality of the trained manpower in Technical College (hereinafter referred to as TC) and College of Technology (hereinafter referred to as COT) meets the labor market demand;
- Department of Technical Education and Training (hereinafter referred to as DTET) will utilize lessons and experience of Maradana COT in establishing proposed COTs in provincial basis.

#### (2) Project Purpose

DTET gains managerial and technical capacity to establish COTs in each province by introducing model courses of National Vocational Qualifications (hereinafter referred to as NVQ) level 5&6 in Maradana CoT to train middle level technicians.

### 2. Outputs of the Project

1. NVQ level 5&6 model training courses are introduced and conducted effectively in Maradana COT, in the fields of Information and Communication Technology, Mechatronics, and Metal Work.
2. DTET establishes a system to offer training courses to fulfil industry's needs.
3. Management capacity of DTET on training delivery is improved
4. Accumulated know-how in Maradana COT is shared among the TC/COT, in preparing of NVQ level 5&6 courses and improved methods on training delivery.

### 3. Activities of the Project

- 1-1 Develop syllabi and teaching materials for the model courses
- 1-2 Establish training infrastructure for conducting the model courses
- 1-3 Update teaching staffs' technical skill and teaching methods for conducting the model courses.
- 1-4 Formulate weekly and monthly training schedule, allocate teaching staffs, equipment, and class rooms, and prepare training tools and consumables.
- 1-5 Conduct model courses
- 1-6 Monitor and evaluate the course- conduct periodically
- 2-1 Formulate functional Technical Committee for each model course to establish a collaborative relationships between COT and relevant industries
- 2-2 Promote in-plant training for the trainees of the model courses by enhancing relationship with relevant industries.

2-3 Enhance public relations of Maradana COT, including frequent implementation of short-term training courses on model courses, etc.

3-1 Enhance capacity of DTET to conduct effective career guidance and counseling.

3-2 Rationalize selection criteria of trainees to Maradana COT.

3-3 Support to prepare for conducting preparation for part-time diploma courses in Maradana COT.

3-4 Conduct periodical surveys at Maradana COT to ensure the achievement of the quality and level of the training.

3-5 Improve training materials.

3-6 Conduct and expand National Skill Competitions annually.

4-1 Support for formulation of additional NVQ level 5&6 courses in Maradana COT with the initiative of DTET.

4-2 Disseminate improved management skills to other TC/COT.

4-3 Improve technical skills of the instructors engaging in teaching of similar subjects in Maradana COT to the model courses.



## List of Japanese Experts

### Long-term (two years or more) Experts

1. Chief Advisor
2. Coordinator
3. Experts in establishing model course in;  
Information and Communication Technology  
Mechatronics  
Metal Work Technology

### Short-term (less than one year) Experts

Short-term experts will be dispatched when the project management justify its as necessity for the effective implementation of the Project to achieve project objectives.

## List of Machinery and Equipment

Equipment for common and general use of project management

Equipment for the field of Information and Communication Technology

Equipment for the field of Mechatronics

Equipment for the field of Metal Work Technology

Note:

1. The above-mentioned equipment will be limited to the most required equipment to execute for the technical cooperation by the JICA experts and for implementation of the Project.
2. The detailed specifications and quantity of the above-mentioned equipment to be provided each year will be discussed in principle every year between the JICA experts and the Sri Lankan counterpart personnel in the Maradana COT and DTET based on the annual plan of the Project, within the allocated budget of the Japanese fiscal year (April –March).

## List of Sri Lankan counterpart and administrative personnel

### Counterpart personnel

1. Director General of Department of Technical Education and Training (DTET)
2. Directors of DTET
3. Director of Maradana College of Technology
4. Additional Directors of Maradana College of Technology (Management section & Training section)
5. Academic staff for;  
Information and Communication Technology  
Mechatronics  
Metal Work Technology  
other fields

### Administrative personnel

1. Full time administrative personnel at the Project office in DTET
2. Secretaries at the office in Maradana College of Technology
3. Technical supporting staff at Maradana College of Technology

## List of Buildings and Facilities

1. Land, buildings and facilities necessary for the Project
2. Room space and necessary infrastructure facilities for installation and storage of the equipment
3. Offices and basic logistics facilities for the JICA experts
4. Other facilities mutually agreed upon as necessary

## Joint Coordinating Committee

### 1. Functions

The Joint Coordinating Committee (hereinafter referred to as "JCC"), will meet at least once a year or whenever the necessity arises, in order to fulfill the following functions:

- (1) To formulate the Annual Work Plan of the Project;
- (2) To review the overall progress of the Project and achievement of the technical cooperation program; and
- (3) To exchange views on major issues arising from or in connection with the implementation of the Project.
- (4) To discuss any other issue(s) pertinent to the smooth implementation of the Project.

### 2. Membership

The members of the JCC shall comprise:

#### (1) Sri Lankan side

- Secretary of Ministry of Skills Development, Vocational and Technical Education, MSDVTE (chairperson)
- Director General of DTET
- Director General of Tertiary and Vocational Education Commission, TVEC, MSDVTE
- Chairman of National Apprenticeship and Industrial Training Authority, NAITA, MSDVTE
- Director General of National Institute of Technical Education of Sri Lanka, NITESL, MSDVTE
- Director of Maradana CoT
- Chairman of Vocational Training Authority, VTA
- The representatives from industries (including private sector) for each model course
- The representatives of Department of External Resources, Department of National Planning, Department of National Budget, Ministry of Finance and Planning

#### (2) Japanese side

- Chief Advisor and Experts of the Project
- Representative of JICA Sri Lanka Office

#### (3) Observers

- Officials of the Japanese Embassy in Sri Lanka
- Other personnel accepted by the members of the Committee

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May 26, 2005

N/2005/40/FIN

The Embassy of Japan presents its compliments to the Ministry of Finance and Planning of Sri Lanka, and has the honour to refer to the recent discussions held between the representatives of the Government of Japan and the Government of Sri Lanka responding to the Ministry's Note Verbale No. JP/3-3/B('05-'06) dated on August 25, 2004, and to propose the following arrangements:

1. The Japan International Cooperation Agency (hereinafter referred to as "JICA") will carry out technical cooperation for implementing the project of "Reconstruction and Reform of Technical Education (Japan-Sri Lanka Technical College)" (hereinafter referred to as the "Project") at its own expense in accordance with the relevant laws and regulations of Japan.
2. The technical cooperation for the Project will include the following:
  - (a) dispatching expert(s) to Sri Lanka;
  - (b) providing technical training to Sri Lankan nationals;
  - (c) providing the Government of Sri Lanka with equipment, machinery and materials.
3. (1) The Government of Sri Lanka shall accord the expert(s) and his/her(their) families such privileges, exemptions and benefits as are no less favourable than those accorded to experts and their families of any third country or of any international organization performing a similar mission in Sri Lanka. In particular, the Government of Sri Lanka shall:
  - (a) exempt the expert(s) from income tax, and fiscal charges imposed on or in connection with salaries and any allowances remitted to them from abroad;
  - (b) exempt the expert(s) and his/her(their) families from customs duties and fiscal charges, in respect of the importation of personal and household effects belonging to the expert(s) and his/her(their) families as well as the equipment, machinery and materials, prepared by JICA, necessary for the performance of the duties of the expert(s).
  - (c) bear claims, if any arises, against the expert(s) resulting from, occurring in the course of, or otherwise connected with, the performance of

his/her(their) duties, except when the two Governments agree that such claims arise from gross negligence or wilful misconduct on the part of the expert(s).

(2) The Government of Sri Lanka shall exempt the provided equipment, machinery and materials from customs duties and fiscal charges.

4. Separate arrangements which govern the details and procedures of the technical cooperation will be agreed upon between JICA and a competent agency of the Government of Sri Lanka.

5. The Government of Sri Lanka shall ensure that the techniques and knowledge acquired by Sri Lankan nationals as well as the equipment, machinery and materials provided as a result of the Japanese technical cooperation mentioned in paragraph 1 contribute to the economic and social development of Sri Lanka, and are not utilized for military purposes.

6. The Government of Japan and the Government of Sri Lanka shall consult with each other in respect of any matter that may arise from or in connection with the present arrangements.

The Embassy of Japan has further the honour to propose that the present Note Verbale and the Ministry's Note Verbale in reply accepting on behalf of the Government of Sri Lanka the foregoing arrangements shall constitute an agreement between the two Governments, which shall enter into force on the date of the Ministry's Note Verbale in reply.

The Embassy of Japan avails itself of this opportunity to renew to the Ministry of Finance and Planning of the Democratic Socialist Republic of Sri Lanka the assurances of its highest consideration.

The Ministry of Finance and Planning  
Secretariat  
Colombo 1



2. ミニッツ(プロジェクトドキュメント英文含む)

MINUTES OF MEETING  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA ON  
JAPANESE TECHNICAL COOPERATION FOR  
THE PROJECT FOR ESTABLISHMENT OF  
JAPAN - SRI LANKA COLLEGE OF TECHNOLOGY  
TO STRENGTHEN TECHNICAL EDUCATION AND TRAINING IN SRI LANKA

Japan International Cooperation Agency (hereinafter referred to as "JICA") had a series of discussions through the Resident Representative of JICA in the Democratic Socialist Republic of Sri Lanka (hereinafter referred to as "Sri Lanka"), with the Sri Lankan authorities concerned for the purpose of working out the details of the above-mentioned technical cooperation program.

As a result of the discussions, JICA and the Sri Lankan authorities concerned agreed to summarize the matters referred to in the document attached hereto as a supplement to the Record of Discussions.

Colombo, June 24, 2005



Takumi Ueshima  
Resident Representative  
Japan International Cooperation Agency  
Sri Lanka Office



Tilak Hapangama  
Secretary,  
Ministry of Skills Development, Vocational  
and Technical Education  
The Democratic Socialist Republic of Sri Lanka



M.P.D.U.K. Mapa Pathirana  
Director  
Department of External Resources  
Ministry of Finance and Planning



P. Kodithuwakku  
Director General  
Department of Technical Education and training  
Ministry of Skills Development, Vocational  
and Technical Education



## THE ATTACHED DOCUMENT

The discussions held between JICA and the Sri Lankan authorities concerned were held at Colombo in Sri Lanka.

## I. PROJECT DESIGN MATRIX

JICA explained that the Project Design Matrix (hereafter referred to as the "PDM") is commonly used in Japanese technical cooperation in order to manage and implement projects efficiently and effectively. It will also be used as a reference for monitoring and evaluating the Project.

As a result of discussions, both sides agreed to apply the PDM as shown in ANNEX I to the Project with the following understanding:

1. The PDM is a logically designed matrix which defines the initial understanding of the framework of technical cooperation for the Project and indicates the logical steps toward the achievement of the Project purpose.
2. The PDM is to be flexibly revised according to the progress and achievements of the Project, upon approval by the Joint Coordinating Committee.
3. XX in the PDM indicators need to be identified the appropriate quantities through base-line survey in the early stages of the project.

## II. TENTATIVE SCHEDULE OF IMPLEMENTATION

The schedule is subject to change within the scope of the Record of Discussions, when necessity arises, in the course of Project implementation.

The Tentative Schedule of Implementation is shown in ANNEX II.

## III. PLAN OF OPERATION

The Plan of Operation has been tentatively formulated according to the Record of Discussions. The Plan of Operation for the entire period of the Project is shown in ANNEX III. The Annual Plan of Operation is to be drafted by both the Sri Lankan and Japanese experts according to the Plan of Operation and is to be submitted to the Joint Coordinating Committee. The activities are subject to change within the scope of the Record of Discussions, if necessity arises, in the course of Project implementation.

## IV. ADMINISTRATION OF THE PROJECT

1. With reference to Article IV of the Record of Discussions, both the Team and the Sri Lankan side agreed that under the overall responsibility of the Project Director, coordination of administration and implementation of the Project will be carried out through mutual consultation by both the Sri Lankan side and the Japanese side.
2. The Organizational Chart of the Project is given in ANNEX IV.

## V. PROJECT DOCUMENT

Both the Sri Lankan and the Japanese sides agreed the Project Document for rationalization of the plan and justification of the project implementation. The Project Document is attached herewith as ANNEX V.

ANNEX I	PROJECT DESIGN MATRIX (PDM)
ANNEX II	TENTATIVE SCHEDULE OF IMPLEMENTATION
ANNEX III	PLAN OF OPERATION
ANNEX IV	ORGANIZATIONAL CHART
ANNEX V	PROJECT DOCUMENT

- ❖ Project Name: Project for Establishment of Japan Sri Lanka College of Technology to Strengthen Technical Education and Training in Sri Lanka
- ❖ Period: 5 years
- ❖ Target Group: (direct) DTET and Maradana COT, (indirect) other TC/COT, industries

Narrative Summary	Objectively Verifiable Indicators	Means of Verifications	Important Assumptions
<b>(Overall Goal)</b> <ol style="list-style-type: none"> <li>Quality of the trained manpower in TC/COT meets the labor market demand</li> <li>DTET will utilize lessons and experience of Maradana COT in establishing proposed COTs in provincial basis.</li> </ol>	<ol style="list-style-type: none"> <li>XX% of the students of the TC/COT obtained course-related employment on/ after completion of the courses</li> <li> <ol style="list-style-type: none"> <li>Application of the youth to TC/COT is increased by xx% annually.</li> <li>Every course obtains sufficient number of qualified students according to their seating capacity</li> <li>Dropout rates of the students reduce from present 20% into 10%.</li> </ol> </li> <li>DTET produces 1000 technicians of NVQ level 5&amp;6 annually</li> <li>Nine COT are established in each province</li> </ol>	<ol style="list-style-type: none"> <li>Employment status of the passed-out students</li> <li> <ol style="list-style-type: none"> <li>No. of application per year</li> <li>No. of students compared with seating capacity</li> <li>No. of students dropouts per year</li> <li>No. of students obtained diploma per year</li> <li>No. of COT established</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>Cease-fire agreement of the Sri Lankan government and LTTE will be continued.</li> </ul>
<b>(Project Purpose)</b> <p>DTET gains managerial and technical capacity to establish COTs in each province by introducing model courses of NVQ level 5&amp;6 in Maradana COT to train middle level technicians.</p>	<ol style="list-style-type: none"> <li>XX% of the students of the model courses complete the courses and obtain diploma.</li> <li>XX% of the passed-out students of the model courses obtain expected level of course-related employment</li> <li>Youth applying for the model courses increase XX% annually.</li> <li>Manuals developed in Maradana COT are utilized in other COT</li> <li>More curricula are available for NVQ level 5&amp;6.</li> <li>More teaching staffs are qualified to teach NVQ level 5&amp;6.</li> <li>More courses are available for NVQ level 5&amp;6.</li> <li>Nine different corporate plans for each COT are formulated</li> </ol>	<ol style="list-style-type: none"> <li>Record on No. of students obtained diploma</li> <li>Employment status of the passed-out students</li> <li>No. of application per year</li> <li>Interviews to the director/principal and staff of other TC/COT</li> <li>Proposals made by other TC to be COT</li> <li>Curricula developed for NVQ level 5&amp;6</li> <li>Record of training conducted for teaching staffs</li> <li>Record of courses conducted</li> <li>Cooperate plans for each COT</li> </ol>	<ul style="list-style-type: none"> <li>Economic development and labor demand for the middle level technical personnel will be continued.</li> <li>Policy and priority area of the Sri Lanka government on human resource development will not be changed</li> <li>Ministry's policy on establishing COT will not be changed</li> </ul>

<p><b>(Outputs)</b></p> <p>1. NVQ level 5&amp;6 model training courses are introduced and conducted effectively in Maradana COT in the fields of Information and Communication Technology, Mechatronics and Metal Work.</p>	<p>1-1. Syllabi and training materials for the model courses is developed timely</p> <p>1-2. Equipment is purchased and installed timely</p> <p>1-3. Training infrastructure is established timely</p> <p>1-4. Teaching staffs are trained to teach the model courses</p> <p>1-5. Weekly and monthly training schedules for each course are formulated timely</p> <p>1-6. More than XX% of the students of the first batch complete the courses and obtain diploma</p> <p>1-7. Monitoring is conducted periodically and lessons learned are reflected to the courses and documented in manual</p>	<p>1-1. Syllabi and training materials developed</p> <p>1-2. Date of installation of the equipment</p> <p>1-3. Date of establishment training infrastructure</p> <p>1-4. Record of training conducted for teaching staffs</p> <p>1-5. Weekly and monthly training schedule formulated</p> <p>1-6. record on No. of the students per course who applied, recruited, completed and obtained diploma</p> <p>1-7. Monitoring and evaluation reports of the courses, and record on actions taken according to the recommendation in the reports</p>	<p>• Policy and priority area of the Sri Lanka government on human resource development will not be changed</p> <p>• Ministry's policy on establishing COT will not be changed</p> <p>• Trained staff will remain working for TC/COT</p>
<p>2. DTET establishes a system for the training courses to fulfil industry's needs.</p>	<p>2-1. Technical Committee is formed for each model courses and meetings are held more than XX times a year</p> <p>2-2. Industries visit the model training courses to monitor and evaluate the courses XX times a year</p> <p>2-3. Recommendations are made by the industry to improve the courses</p> <p>2-4. Survey on industry's needs are conducted continuously</p> <p>2-5. Periodical industrial placement for teaching staffs is implemented regularly.</p> <p>2-6. In-plant training is conducted in each new course for the period of more than XXX week a year.</p> <p>2-7. Short-term courses are held regularly.</p>	<p>2-1-1. No. of Technical committee formed</p> <p>2-1-2. Record on No. of committee meetings held per year</p> <p>2-2. Record on No. of visits of the committee members to the courses</p> <p>2-3. Report and Minutes of the meeting of the committee</p> <p>2-4. Report on the industry's needs made by the committee</p> <p>2-5. Record on No. of periodical industrial placement of the teaching staffs</p> <p>2-6. Record of the in-plant training conducted</p> <p>2-7. Record on short-term courses held.</p>	
<p>3. Management capacity of DTET on training delivery is improved.</p>	<p>3-1-1. More than XX% of the students are using the career guidance/ labor market information available at the Maradana COT</p> <p>3-1-2. Individual counseling is held for more than XX students per month</p> <p>3-1-3. Career guidance seminar is held for the applicants to give appropriate idea on course related employment.</p> <p>3-1-4. Career guidance seminar is conducted for COT</p>	<p>3-1-1. Record on No. of students using the data base</p> <p>3-1-2. Record on No. of counseling held per month</p> <p>3-1-3. Record on No. of career guidance seminar held prior to entrance</p> <p>3-1-4. Record on No. of career guidance seminar held for TC students per year</p> <p>3-2. Record on implementation of aptitude tests</p> <p>3-3. Document on module based curriculum, planning documents on allocation of the staff</p>	

<p>4. Accumulated know-how in Maradana COT is shared among the TC/COT, in the field of preparation of NVQ level 5&amp;6 courses and improved methods on training delivery.</p>	<p>students XX times a year.</p> <p>3-2. Aptitude test is introduced for student selection.</p> <p>3-3. Part-time courses on the new subject are about to commence</p> <p>3-4-1 A system of conducting periodical studies to ensure the relevance of the quality and level of the training is established.</p> <p>3-4-2 Results of the studies are effectively used to improve quality and level of the training.</p> <p>3-5. Introduced handbook, visual tools, teachers guide, etc. are used effectively and appreciated at all the COT/TC.</p> <p>3-6. National skill competitions are continuously held and budgetary provisions for the event are given to make the event financially sustainable.</p> <p>4-1. Proposals are developed and preparation has done to commence additional diploma courses in Maradana TC.</p> <p>4-2-1. Manuals on formulation of NVQ level 5&amp;6 courses are developed and used in other TC/COT.</p> <p>4-2-2. More than XX No. of Technical committees are formulated and function in other TC/COT.</p> <p>4-2-3. More than XX No. of TC/COT introduce the system to collect and update labor market information.</p> <p>4-2-4. More than XX TC/COT introduce aptitude test.</p> <p>4-2-5. Manuals for formulation of part-time diploma courses are documented.</p> <p>4-2-6. Studies are conducted in other TC/COT to ensure the relevance of the courses.</p> <p>4-2-7. Seminars and workshops are held by each counterpart of the Project.</p> <p>4-2-8. More than XXX teaching staffs participate short-term courses and completed successfully.</p> <p>4-3 Seminars and workshops are held by each counterpart of the Project.</p>	<p>and budget for short-term courses</p> <p>3-4-1. Report and recommendations made by the studies</p> <p>3-4-2. No. of recommendations in the study report for which certain actions were made by the management</p> <p>3-5. Evaluation made by students and staff of other TC</p> <p>3-6. Report on National skill competition</p> <p>4-1. Proposal and plan for financial and human resource arrangement needed for the additional courses</p> <p>4-2-1. Manuals on formulation of NVQ level 5&amp;6 courses</p> <p>4-2-2. Records and minutes of Technical Committee in other TC/COT.</p> <p>4-2-3. Record on No. of students using labor market information system per months</p> <p>4-2-4. Record on student selection in other TC/COT</p> <p>4-2-5. Manuals on formulation of part-time diploma courses</p> <p>4-2-6. Study report and recommendation taken to the management</p> <p>4-2-7. Report of the seminars and workshops held by Project counterparts</p> <p>4-2-8. Report of the short term courses held</p> <p>4-3. Report of short-term courses held by Project counterparts</p>	
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(Activities)	(Inputs)	Process of the purchasing the equipment for the model course is not hampered.
<p>1-1. Develop syllabi and teaching materials for the model courses</p> <p>1-2. Install equipment for the courses</p> <p>1-3. Establish training infrastructure for the courses</p> <p>1-4. Update teaching staff's technical skill and teaching method for the courses.</p> <p>1-5. Formulate weekly and monthly training schedule along with the time tables to allocate teaching staff, equipment, and class rooms.</p> <p>1-6. Formulate list of training tools and equipment necessary for practical training</p> <p>1-7. Conduct courses</p> <p>1-8. Monitor the courses periodically</p>	<p><b>Japanese side:</b></p> <ol style="list-style-type: none"> <li>JICA Long term experts including: <ul style="list-style-type: none"> <li>Chief Advisor</li> <li>Project Coordinator</li> <li>Information and Communication Technology</li> <li>Mechatronics</li> <li>Metal Work</li> <li>JICA Short term experts in necessary fields</li> </ul> </li> <li>Equipment (necessary for the model courses)</li> <li>Counterpart training in Japan for: <ul style="list-style-type: none"> <li>Counterparts/ teaching staff of Maradana COT</li> <li>Directors/Principals of TC/COT</li> </ul> </li> </ol> <p><b>Sri Lankan side:</b></p> <p>Counterparts including:</p> <ul style="list-style-type: none"> <li>Director General of DTET</li> <li>Directors of DTET</li> <li>Director of Maradana COT</li> <li>Teaching staff of the model courses</li> </ul> <p>Administrative personnel</p> <p>Necessary Infrastructure for the Project including:</p> <ul style="list-style-type: none"> <li>Office facility equipped with office furniture, electricity supply and direct telephone line, for the Project team</li> <li>Classrooms and workshops for the model courses</li> <li>Basic facilities for the model courses like white board, desks, chairs and shelves.</li> </ul> <p>Budget for the Project such as;</p> <ul style="list-style-type: none"> <li>Expenses for the implementation of the model courses</li> <li>Construction expenses for the installation of the equipment for the model courses</li> </ul>	<ul style="list-style-type: none"> <li>Process of the purchasing the equipment for the model course is not hampered.</li> <li>Necessary infrastructure of the Project is offered timely.</li> <li>Counterpart of the Project will continue working for TC/COT.</li> </ul>
<p>2-1. Formulate functional Technical Committee for each model course to establish collaborative relationships between COT and industry</p> <p>2-2. Promote in-plant training of the model courses by enhancing industrial relationship.</p> <p>2-3. Enhance public relations of Maradana COT, including frequent implementation of short-term courses on model courses, periodical industrial placements by teaching staff, etc.</p> <p>3-1. Enhance capacity of DTET to conduct effective career guidance and counseling, including:</p> <ul style="list-style-type: none"> <li>Base-line survey on present situation of career guidance in Maradana COT</li> <li>Introduce a system to collect and update labor market information for the students in Maradana COT.</li> <li>Provide advice to the career guidance officers of Maradana COT in the fields of; effective and continuous implementation of counseling and career guidance, communication with industry, etc.</li> </ul> <p>3-2. Rationalize selection criteria of Maradana COT, etc.</p>		<p><b>(Pre-condition)</b></p> <ul style="list-style-type: none"> <li>Skill standards and curricula of the model courses are authorized.</li> </ul>



<p>including introduction of aptitude tests.</p> <p>3-3. Support preparation for part-time diploma courses in Maradana COT for those who are working in industry and who have completed NVQ level 4.</p> <p>3-4. Conduct periodical studies at Maradana COT to ensure the relevance of the quality and level of the training, including;</p> <ul style="list-style-type: none"> <li>• A survey on employment status of the passed-out students.</li> <li>• Evaluation of the training courses with the participation of the students</li> <li>• A survey on quality and skill level of the passed out students by inquiring industries they are working for.</li> </ul> <p>3-5. Improve training materials including;</p> <ul style="list-style-type: none"> <li>• Student handbooks</li> <li>• Audio-visual teaching tools</li> <li>• Teachers' guide, etc.</li> </ul> <p>3-6. Conduct and expand National Skill Competitions annually.</p> <p>4-1. Support formulation of additional NVQ level 5&amp;6 courses in Maradana COT with the initiative of DTET.</p> <p>4-2. Disseminate improved management skills to other TC/COT, in the fields of;</p> <ul style="list-style-type: none"> <li>• Formulation of training courses of NVQ level 5&amp;6</li> <li>• Industry collaboration</li> <li>• Career guidance/counseling</li> <li>• Selection criteria</li> <li>• Formulation of part-time diploma courses</li> <li>• Studies to ensure the relevance of the courses</li> </ul> <p>4-3. Improve technical skills of the instructors engaging in teaching of similar subjects to the model courses.</p>	
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TENTATIVE SCHEDULE OF IMPLEMENTATION (TSI)

Subject of Activities	2005				2006				2007				2008				2009				2010			
	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10	1	4	7	10
I. Term of Cooperation																								
II. Inputs by the Sri Lankan Side																								
1. Building and facilities																								
2. Assignment of counterpart personnel																								
3. Assignment of administrative personnel																								
4. Allocation of budget																								
III. Inputs by the Japanese Side																								
1. Dispatch of long-term experts																								
2. Dispatch of short-term experts																								
3. Training of counterpart personnel in Japan																								
4. Provision of equipment																								
5. Dispatch of consultation/evaluation teams																								
IV. Joint Coordinating Committee																								
VI. Introduction of model courses																								
1. Preparation for model courses (3 fields)																								
2. Conduct model courses(3 fields)																								
V. Relationship b/w Industry																								
1. Technical Committee Activities																								
2. In-plant Training																								
3. Public Relations Activities																								
VII. Improvement of Training Delivery																								
1. Career Guidance																								
2. Selection Criteria																								
3. Part-time Diploma Courses																								
4. Information Management																								
5. Training Materials																								
6. National Skill Competitions																								
VIII. Model Sharing																								
1. To other courses in Maradana																								
2. To other CoT																								
3. Improvement of technical skills in TC/CoT																								