

**Internal Memo
Administration Division**

To : All Heads of the Department/ Authority/ Divisions

From : Senior Assistant Secretary (Admin)

Subject : **JICA Knowledge Co-Creation Program on Capacity Development for Empowerment of Rural Women Course No: 202515054J001 from 25th October 21st November 2026, in Japan.**

Priority : Urgent

Date : 2026.07. 10

File Ref : MWCA/02/05/21/30/FT/C/02

This has reference to the letter no TA/JICA/S/44/26 dated 06.07.2026 received from the Department of External Resources requesting nominations from the eligible Government Officers for the above mentioned programme. (Copy is attached)

02. It would be appreciated to receive nominations along with requested details and documents from your end to the **Administration Division on or before 27th July 2026 at 10.a.m.**

03. Please note that the applications receiving after the deadline will not be considered.



B.P.S. Anuradhi
Senior Assistant Secretary (Admin)
For Secretary



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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

இதன், இலங்கை அரசு மற்றும் வெளிநாட்டு அமைச்சகம்
මහලේකම් කාර්යාලය (3 වැනි මහල), කොළඹ 00100, ශ්‍රී ලංකාව

நிதி, திட்டமிடல் மற்றும் பொருளாதார மேம்பாட்டு அமைச்சகம்

செயலகம் (3 ஆம் மாடி), கொழும்பு 00100, இலங்கை

Ministry of Finance, Planning and Economic Development

The Secretariat (3rd Floor), Colombo 00100, Sri Lanka

Website: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA/JICA/S/44/26

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

06th July 2026

Attn: Officer In-charge of Foreign Training

Secretary
Ministry of Women and Child Affairs

SAS
JICA
7/19

Call for Nominations: JICA Knowledge Co-Creation Programme on Capacity Development for Empowerment of Rural Women, from 25th October to 21st November 2026, in Japan

The Department of External Resources wishes to inform you that the Japan International Cooperation Agency (JICA) Sri Lanka Office has invited nominations from eligible government sector officials of Sri Lanka for the above mentioned training programme scheduled to be held in Japan from 25th October to 21st November 2026.

The General Information document containing detailed guidelines and all relevant information pertaining to the programme is enclosed herewith for your reference. As all programme sessions will be conducted in English, nominees are required to possess a good command of the English language to effectively participate in discussions, presentations, and other learning activities.

This programme is considered as a valuable opportunity for the Ministry and the institutions under your purview, particularly in strengthening technical and institutional capacities in the relevant field. In this regard, you are kindly requested to nominate suitably qualified candidates in accordance with the criteria stipulated in the General Information (GI) and in compliance with TA Circular 2013/2014 (ii) dated 24th October 2013, issued by the Ministry of Finance and Planning.

Please ensure that the most suitable nominations are submitted to the Department of External Resources (ERD), together with the following documents, on or before **2.00 p.m. on 05th August 2026**:

1. Nomination letter with the recommendation of the relevant Line Ministry.
2. Copy of the passport (You should submit it with the application form)
3. Duly completed prescribed Application Form (AF) for the JICA Knowledge Co-Creation Programme. The new official application form can be downloaded from the ERD public website (www.erd.gov.lk). Please note that handwritten applications will not be accepted.
4. Copy of the nominee's English language proficiency score sheet (e.g., TOEFL, TOEIC, IELTS, etc.).
5. Medical Certificate
6. Duly completed ERD Form (available on the ERD website: www.erd.gov.lk).

Any discrepancies in names of the nominees across different documents may lead to administrative issues and complications in processing the application. Therefore, we kindly advice the nominees to use the name exactly as it appears in their passports in all documentation related to the programme.

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

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அலுவலகம்
Office

94-11-2484500
94-11-2484600

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தொலை நகல்
Fax

94-11-2447633
94-11-2387153

Minister
circulate
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PI
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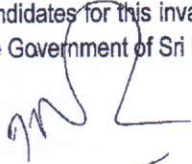
In addition, we would like to inform you that the officials already trained under the JICA programme will not be qualified for another JICA training programme within two (02) years of such training.

Please note that the submission deadline will be strictly enforced. Accordingly, only duly completed applications that satisfy all selection criteria, together with all documents specified in this letter, and are received by this office on or before the stipulated deadline, will be considered for processing.

All nominations received by this Department will be forwarded to the Government of Japan for final selection. Once selected, nominees are expected to honour their acceptance and participate in the programme as committed, and withdrawals should be made only under exceptional and unavoidable circumstances. Please note that any financial commitments incurred by the Government of Japan on behalf of a selected participant, including but not limited to airfare, accommodation, or other programme-related expenses, may be recoverable from the participant in the event of withdrawal. This Department wishes to emphasize that these training opportunities are extended for the benefit of the country, and withdrawals after selection not only adversely affect the image and credibility of Sri Lanka as a reliable partner but also result in the loss of valuable training opportunities allocated to the country, thereby depriving other deserving officers of the opportunity to benefit from the programme. Accordingly, Ministries, Departments, and other nominating organizations are kindly requested to ensure that nominations are submitted only after obtaining all necessary internal approvals and with a firm commitment on the part of both the nominee and the nominating institution to participate in the programme if selected. The nominating institution is also requested to ensure that a suitable officer is nominated and that the selected participant will be released to attend the programme, as the responsibility for nominating and facilitating the participation of the selected officer rests entirely with the respective institution.

To ensure the most effective representation of Sri Lanka at this programme, it is recommended that nominations be made with due consideration to the nominees' subject matter expertise, continuity in the relevant portfolio, and capacity to contribute substantively to the programme agenda.

We highly appreciate your kind cooperation in identifying and nominating the most suitable and deserving candidates for this invaluable opportunity extended by the Japan International Cooperation Agency (JICA) to the Government of Sri Lanka. We look forward to receiving a strong list of nominations.



Tharanga Liyanage
Additional Director General
For Director General

Copy:

1. Director, Sri Lanka Women's Bureau

Enclosure: General Information booklet