විදේශ සම්පත් දෙපාර්තමේන්තුව
வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources
මුදල්, ක්‍රමසම්පාදන සහ ආර්ථික සංවර්ධන අමාත්‍යාංශය
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/75/26

ඔබේ අංකය / உமது இல / Your No:

දිනය / திகதி / Date: 23rd October 2026

Attn: Officer In-charge of Foreign Training

Secretary, Ministry of Health and Mass Media
Secretary, Ministry of Public Administration, Provincial Councils and Local Governments

Invitation Programme to Japan:

- **Emergency Medical Teams Development, from 09th to 19th December 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 09th December 2026 to 19th December 2026.

We have been informed that JICA plans to conduct a programme during the above period. The programme is intended for key personnel in the health sector who are expected to play a role in the development and operation of Emergency Medical Teams in Sri Lanka and to apply lessons learned from Japan's experience.

Therefore, this programme is considered a valuable opportunity to the officials of your Ministry, and the relevant institutions under the purview of the Ministry and Provincial Councils. Accordingly, you are kindly requested to nominate twelve (12) suitably qualified officers who are responsible for disaster health management and emergency medical response who meet the criteria stipulated in General Information (GI).

We would greatly appreciate it if you could instruct the relevant officials to circulate this information, including GI among the officials and submit most suitable nominations to the Department of External Resources (ERD), together with the following documents, **on or before 2.00 p.m. on 28th November 2026.**

1. Nomination letter with the recommendation of the relevant Line Ministry as stipulated below
2. 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.
3. Copy of the passport
4. Duly completed new ERD Form (available on the ERD website: www.erd.gov.lk).

Please note that any discrepancies in names of the nominees across different documents may lead to administrative issues and complications in processing the application. Therefore, we kindly advise the nominees to use the name exactly as it appears in their passports in all documentation related to the programme. Further, note that the handwritten applications shall not be accepted by JICA for any reason.

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.

අධ්‍යක්ෂ ජනරාල් / பணிப்பாளர் நாயகம் / Director General: 94-11-2484693
කාර්යාලය / அலுவலகம் / Office: 94-11-2484500, 94-11-2484600
ෆැක්ස් අංකය / தொலை நகல் / Fax: 94-11-2447633, 94-11-2387153

Requirements Relating to the Covering Letter

To facilitate the efficient processing of nominations and avoid delays, Ministries and other nominating institutions are kindly requested to ensure that each nomination is accompanied by a covering letter duly signed by the Secretary of the relevant Line Ministry or, on behalf of the Secretary, by a senior officer duly authorized for this purpose. In respect of an institution that does not come under a Line Ministry, the covering letter shall be signed by the Head of the respective Department/Agency.

- The reference number of this letter
- Confirmation as to whether the nominee is serving a probationary period; and, if so, an undertaking by the signing authority to assume responsibility for granting the necessary leave and releasing the officer to participate in the programme for its entire duration, if selected.
- Confirmation that the nominee satisfies all eligibility requirements of the programme;
- Confirmation that all required application forms and supporting documents have been duly completed, verified and attached;
- Confirmation that, if selected, the nominee will be released from his/her duties and granted the necessary leave to participate in the programme for its entire duration; and
- The name and designation of the officer provide the above confirmations.

Other Information/ Requirements

Nominating Ministries/Institutions are kindly requested to ensure that all nominations fully comply with the provisions of TA Circular No. 2013/2014 of the Ministry of Finance and Planning dated 24th October 2013, and any subsequent amendments, additions or revisions thereto. Institutions are also requested to carefully scrutinize and verify applications prior to submission in order to facilitate timely processing and avoid delays that may result in the loss of valuable training opportunities.

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.

Nominations are expected to be made with due regard to the relevance of the programme to the nominees' present duties and responsibilities, so that the knowledge and skills acquired through the training can be effectively applied within their respective institutions. The nominating Ministry/Institution shall be responsibilities and that appropriate measures are taken to utilize the knowledge, skills and exposure gained upon completion of the training.

Internal Approvals and Commitment to Participate

Nominating Ministries/Institutions MUST ensure that all necessary internal approvals have been obtained prior to the submission of any nomination and that the nominee has been fully informed of the requirements of the programme and has provided a firm commitment to participate if selected.

Prior to submitting a nomination, the nominating Ministry/Institution shall satisfy itself that the nominee is eligible and available to participate in the programme for its entire duration and that the nominee can be released from official duties and granted the necessary leave for the entire duration of the programme, if selected.

All nominations received by this Department will be forwarded to the JICA for final selection. Nominees selected by the JICA are expected to honour their acceptance and participate in the programme as committed. In view of the arrangements made by the donor government, selected nominees are kindly requested not to withdraw from the programme except under the most 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.

Eligibility Criteria and Conditions

- Officers who have previously completed any training under the JICA Co Creation programme, whether short term or long term, are not eligible to reapply for a period of two (02) years from the date of completion of the prior programme.
- Nominate twelve (12) Suitable candidates for participation in the programme
- Candidates must be medically fit to undertake the training.
- Participants need to own valid passports with more than 6 months of remaining dates until the expiry date.
- All other criteria, terms and conditions stipulated in the GI booklet shall remain applicable.

Strict Compliance with Requirements

The above criteria and guidelines have been stipulated to ensure the smooth, efficient and successful implementation of the programme and to avoid administrative complications for all parties concerned. Accordingly, nominating institutions and nominees are requested to carefully verify and comply with all eligibility requirements, documentation requirements and other conditions before submitting an application. Any application that does not satisfy the prescribed eligibility criteria or is incomplete or inconsistent with the required documentation will be returned/not considered.

Your assistance in identifying and nominating the most suitable and deserving candidates for this valuable training opportunity generously offered by the JICA to the Government of Sri Lanka would be greatly appreciated.

It is expected that the nominations will comprise officers who are well positioned to benefit from the programme and to apply the knowledge and skills acquired towards the advancement of their respective institutions upon completion of the training.

Your cooperation and prompt action in this regard are highly appreciated. We look forward to receiving a strong and pool of qualified nominations within the stipulated timeframe.

N.R. Rashmi
Deputy Director
for Director General

Enclosure: General Information booklet