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Proposed In-Country Procedure of TCTPs for Myanmar

(Beneficiary Country)

JICA Myanmar Office / FERD
(Annual Plan of Activities / JARCOM 2005)

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Review of existing procedure

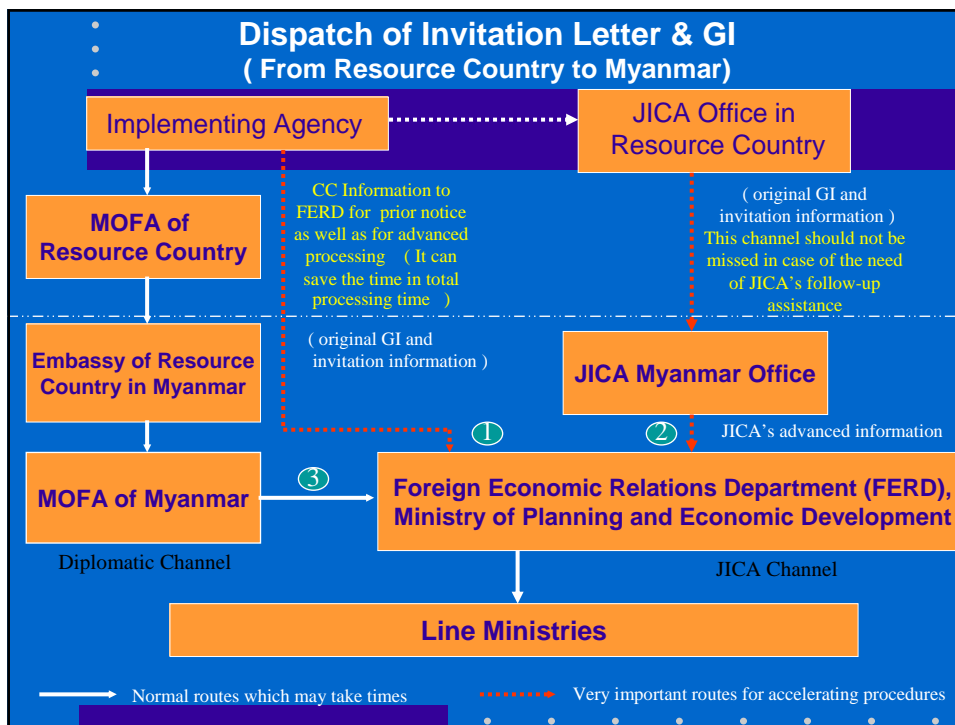
Present System

We noticed that individual resource countries and individual implementing agencies are using three different routes for invitation and sending GIs and they are:

1. Diplomatic Channel (Embassy of resource country → MOFA Myanmar → FERD)
(It is official channel mostly applied but it takes much time for processing)
2. In a few cases, some implementing agencies directly invite to the organizations concerned in Myanmar and therefore MOFA, FERD and JICA do not have any information about the training so long as the nomination procedure between two parties is smooth
3. The Channel via JICA Myanmar Office. It is only some few cases. However, JICA always sends the advanced information of invitation to FERD whenever JICA receives the information from JICA Office in resource country

Constraints

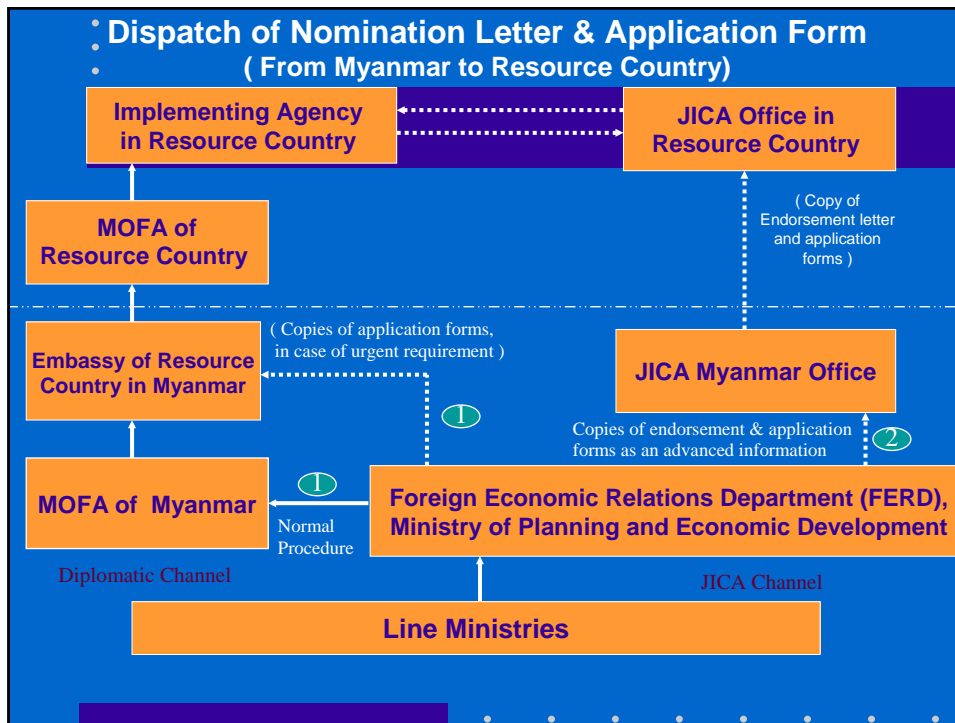
- FERD, focal point agency of Myanmar, usually receives the information very late and it frequently makes the delay of nomination procedures in Myanmar
 - In the case of second route above, JICA and focal point agency including MOFA may lack of information about the training
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How to Send Invitation ?

Recommended route

- Since MOFA Myanmar, in principle, wants to know all the information on the training invitation from other resource countries and the diplomatic channel is also the most indispensable route to be applied between two countries, the presently used diplomatic channel is well recommended by the Myanmar focal point agency FERD.
- However, to overcome the two constraints, it is strongly recommended as follow:
 - (1) Official invitation information from the implementing agency should reach FERD (even as an advanced information) as early as possible to be able to start the nomination procedure with the line ministries earlier than in ordinary case. (The nomination procedure usually takes a long time at the ministries invited and earlier initiation by FERD may more or less save the time in the nomination process.)
 - (2) JICA Office in resource country should also send the official information about the training course to JICA Myanmar Office without failure. (Malaysia JICA Office and Singapore JICA Office always send the information to Myanmar Office and so it is easy for JICA Myanmar Office for follow-up assistance to them if necessary.)



How to send official nomination? (1)

After receiving the nomination from the line ministry,

-FERD will send the endorsement letter and application forms to MOFA and MOFA Myanmar will forward the official nomination and application forms to the Embassy of resource country in Myanmar asking for favour of submitting them to the implementing institution in the resource country in diplomatic channel.

-At the same time, FERD will send the copy of endorsement letter and application forms to JICA Myanmar Office to forward the forms to JICA Office in resource country for necessary action to be taken in advance.

Some advantages of this recommended route:

-MOFA Myanmar can keep the record of invitation as they need.

-FERD can start its communication procedure with the line ministries for selection of the suitable candidates by using the advanced information it received from the implementing institution.

-JICA Myanmar Office also can keep the full information of TCTP and if the procedure in Myanmar is not smooth, it can make the follow-up assistance to the JICA Office of resource country as necessary.

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How to send official nomination? (2)

In the case of urgent need

FERD will (or may) send the application forms to the Embassy of resource country in Myanmar for faster dispatch of the application forms to the implementing institution in resource country
(MOFA dispatch system may take longer time)

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Needs for Myanmar (1)

- Exact number of participants invited from Myanmar should be clearly mentioned in the GI by the resource institutions. Otherwise, Myanmar focal point will assume that only one candidate is to be nominated. The system, nominating more than one candidates and accepting only the most appropriate candidate by the implementing institutions through screening procedure according to some criteria, is not used to the Myanmar side.

Needs for Myanmar (2)

It is recommended to the implementing institutions in resource country to issue the official acceptance letter for the Myanmar participants at least 2 weeks (1 month is better if possible) ahead of the departure date from Myanmar since official procedures to get the traveling documents such as passport and visa from the government and the embassy concerned usually takes some times here.

Special Notes

- Only TCTP training information should be given to FERD as an advanced information to start the nomination procedures earlier.
- If the invitation is not for the training, but for the workshop or seminar, FERD cannot take any prior action with the advanced information. In this case, FERD needs to wait for the diplomatic channel invitation to start the procedures.
(Workshops and Seminars need the government's permission to attend. However, the scholarship board can proceed to the line ministry for selecting a training course candidate by using its own authority and FERD's advanced information.)