

# Seminar on Economic Policies 2020

~ Application Handbook ~

Hosted by

Policy Research Institute  
Ministry of Finance  
Japan



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**1. Purpose**

The Seminar on Economic Policies aims to help participating countries develop their human resources through the dissemination of knowledge regarding the Japanese social and economic systems to young executive candidates from the Ministries of Finance of developing countries with which Japan has close social and economic relations.

**2. Term**

From May 18 to June 12, 2020

**3. Organizer**

The Policy Research Institute (PRI), Ministry of Finance (MOF), Japan

**4. Venue**

Main building of the MOF in Tokyo, except for visits and field trips.

**5. Language**

English

**6. Curriculum (tentative)**

Please refer to **Reference 1** (tentative for 2020) and **Reference 2** (for 2019). The curriculum for 2020 will be composed mainly of:

**(1) Policy Lectures**

Lectures on Japan's economy and finances will be delivered by MOF/PRI and other relevant government organizations, scholars, and experts.

**(2) General Lectures**

Lectures on Japanese culture and society will be delivered by scholars and experts. Japanese language classes will be included.

**(3) Group Studies**

Each group will discuss policy recommendations on common issues identified within group members, under the guidance of a scholar or expert. (Refer to **7. Group Policy Paper**)

**(4) Visits and Field Trips**

Visits and field trips to institutions in Tokyo related to Japan's economy and finances, as well as a field trip to Kyoto and Osaka to explore traditional Japanese culture, will be organized.

**(5) Country Report**

Each participant will be required to make a brief presentation on his/her own country (less than 10 slides in MS Power Point; see **Reference 3**) during the first week. This is intended to help the participants share knowledge and introduce themselves. The presentation material should be submitted in advance, by a deadline to be announced later. It should include:

- (a) a cover page;
- (b) a brief explanation of the fiscal and macroeconomic situation;
- (c) the organization chart/structure of the fiscal authority;
- (d) fiscal/financial ODA needs;
- (e) challenges or problems your country is currently working on; and
- (f) anything helpful for understanding your country.

**7. Group Policy Paper**

Each group will be required to prepare a presentation called the **"Group Policy Paper"**. It must include policy recommendations for your own countries on common issues identified within your group, as well as what you have learned about Japan's policies and experiences during the seminar. The procedure will be as follows:

[Application and selection]

- (1) Choose **ONE** topic from the following in the application form (**Appendix 1**).
  - (A) Making public finance sustainable (fiscal rule, revenue mobilization (including tax system and collection))
  - (B) Addressing country-specific fiscal challenges (infrastructure financing, the impact of aging on social security system, etc)
  - (C) Public debt management and other issues
- (2) Notified of your selection result (Refer to **12. Selection**)

[Before the seminar]

- (3) Prepare your **“individual policy paper”** (see **Reference 4**) on the topic, and submit it by a deadline to be announced later.
- (4) Notified of the group you will belong to.
- (5) Read other members’ individual policy papers and consider what could be common issues within your group.

*Note:*

- The individual policy papers will be shared among your group members and instructor before your arrival to make the group studies more meaningful.
- The PRI will divide participants into several groups according to the topics they choose. We may contact you if we have difficulty in meeting your first choice.

[During the seminar]

- (6) Participate in the group studies (to be held three times) under the guidance of the group instructor, identify common issues within your group, and discuss policy recommendations on the common issues;
- (7) Prepare and submit the **“Group Policy Paper”** (See **Reference 5**); and
- (8) Make a group presentation on the group policy paper in the presence of the instructor(s), other participants, and PRI executives (40-minute presentation and 20-minute Q&A).

*Note:* The contents of the group policy paper may not be necessarily consistent with ones of each individual policy paper, as the result of the group studies.

## **8. Certificate**

Each participant who has successfully completed the seminar curriculum will receive a certificate from the PRI.

In order to receive the certificate, you must:

- (1) attend all the lectures, visits and field trips, and group studies; and
- (2) submit the group policy paper by the given deadline.

*Note:* The PRI reserves the discretion to issue a certificate with some conditions, or not to issue it, taking account of the performance of each participant.

## **9. Participants**

About 20 officials of the Ministries of Finance or relevant institutions in Asia



## 10. Applicant Qualifications

Each applicant should:

- (1) be an official of the Ministry of Finance or relevant institution in his/her home country, preferably with more than eight years' job experience in the field of economic policy;
- (2) preferably have a master degree in economics, although a candidate holding a bachelor degree or equivalent educational background is also acceptable;
- (3) have a sufficient command of English to understand the lectures as well as to discuss with other participants and make presentations. As a guide: TOEFL score of over 79 in the Internet-Based Testing (over 213 in Computer-Based Testing and over 550 in Paper-Based Testing), TOEIC score of over 760, IELTS score of over 6.5, or equivalent;
- (4) be under 40 years of age;
- (5) have no previous experience of a similar training course in Japan; and
- (6) also be in good health, both physically and mentally; free from any contagious disease or any other medical condition that might impair attendance at the seminar.

*\* It is desirable that applicants meet all of the above qualifications.*

## 11. Application Procedure

Please recommend **TWO** officials.

To streamline the selection process, please **email** the data or a copy of the three documents below, **by January 6 (MON), 2020**. Also, please **mail** the original documents, using a trackable service such as DHL **NOT via e-mail**. Please refer to **18. Correspondence** for the PRI's e-mail/ mailing addresses.

- (1) Completed **Application Form (Appendix 1)**;
- (2) **One Recommendation Letter** (in English, arbitrary format) from a senior official of the personnel affairs division of the applicant's organization; and
- (3) Completed **Medical History Questionnaire (Appendix 2)**

*Note: These documents should be typewritten, not handwritten, except for signatures and are not returnable after submission.*

## 12. Selection

Screening is carried out by the PRI through document reviews. The selection result will be notified to the applicant's organization **by March 9 (MON), 2020, at the**

**latest.** An invitation letter will also be sent later.

### 13. Expenses and Allowances

The PRI will cover only the following expenses for each participant:

- (1) Round-trip, economy-class airfare between Japan and an international airport designated by the PRI in each participant's country;

*Note: The airfare covered by the PRI does **not** include any excess baggage charge.*

*Such extra charges must be accounted for by the participant.*

- (2) Accommodation costs, including breakfast;
- (3) Transportation cost between Narita or Haneda Airport and the accommodation, and between the accommodation and the seminar venue;
- (4) Field trip expenses;
- (5) Health insurance;

*Note: The insurance covers medical and hospital expenses up to JPY 6 million.*

*However, it does **not** cover any expenses incurred in connection with **preexisting conditions**, such as pregnancy, dental treatment, physical disability, or previous mental instability. It will cover only those costs for bodily injury or sickness arising after arrival in Tokyo. Details shall be determined by the insurance company.*

- (6) Per diem

This is intended to cover the costs of meals and incidental expenses, and will be paid subject to the PRI accounting policy.

*Note: The PRI does **not** bear any expenses relating to the entry visa to Japan, such as the application fee and the cost of transportation to visit the Embassy of Japan that has jurisdiction over the participant's home country.*

### 14. Accommodation

The PRI will arrange accommodations in Tokyo and the field trip destinations, i.e. Kyoto, Osaka. Internet access service and breakfast are provided.

### 15. Items Lent to Each Participant

A PC (Windows model, with Microsoft Word, Excel, and PowerPoint)

*Note: We do **not** lend mobile phones. If you need to contact your family or colleagues immediately during the seminar, please use your own mobile phone.*

## **16. Regulations**

All participants are required:

- to strictly observe the seminar schedule;
- not to bring any family members;
- to come to Japan prior to the first day of the seminar and return to their home country after the last day of the seminar, according to the travel schedule designated by the PRI in advance;
- to refrain from smoking in the MOF building, except in designated smoking areas;
- to refrain from engaging in political activities or any form of employment for profit or gain;
- to discontinue participation in the seminar in the event of serious illness or being judged unable to continue by the PRI; and
- to discontinue participation in the seminar in the event of engaging in any illegal or immoral activities.

## **17. Further Information**

Further information about the seminar will be sent via e-mail to each participant before the departure for Japan.

## **18. Correspondence**

For inquiries and further information, please feel free to contact:

Mr. Kenji SAKURAI ([kenji.sakurai@mof.go.jp](mailto:kenji.sakurai@mof.go.jp))

Mr. Shinji HIRANO ([shinji.hirano@mof.go.jp](mailto:shinji.hirano@mof.go.jp))

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