

NATIONAL WOMEN'S EDUCATION CENTER OF JAPAN (NWEC)
FY2008 EMPOWERMENT SEMINAR FOR
WOMEN LEADERS IN THE ASIA PACIFIC REGION

1. PURPOSE

National Women's Education Center of Japan (NWEC) is calling for participant of Empowerment Seminar for Women Leaders in the Asia Pacific Region FY2008, a participatory seminar on leadership capacity development and empowerment for female government officials, educators, and staff members of NGOs.

Objectives of this seminar are as follows: (i) information sharing among participants; (ii) creation of mutual learning process on how to conduct leadership training programs; and (iii) development of international network of various pools of women working to promote gender equality.

This seminar is held on annual basis for five years for FY2006-2010. This is the third year of the program in which we will focus on the topic of "Eliminating Violence Against Women - Sharing Various Forms of Partnership and Collaboration" and means and strategies to solve the issue as our discussion point.

2. THEME

"Eliminating Violence Against Women - Sharing Various Forms of Partnership and Collaboration"

3. ORGANIZER

National Women's Education Center (NWEC)
728 Sugaya, Ranzan-Machi, Hiki-Gun,
Saitama-ken, 355-0292,
Japan

4. PERIOD

Arrival and Departure 5 -16 November 2008 (12 days)
Seminar Dates 6 -15 November 2008 (10 days)

5. NUMBER OF PARTICIPANTS

About 15 participants (including participants from Japan)

6. PARTICIPATING COUNTRIES

Participating countries are selected from the member and associate member countries of UNESCAP in Asia and the Pacific that are recipients of Japanese Official Development Assistance or ODA.

7. APPLICATION REQUIREMENTS

Applicants are required to fulfill all of the following:

- (1) Female
- (2) Hold one of the following positions:
 - ① Government officials working on women's issues, including staff working at government organizations for gender equality in Japan
 - ② NGO members working on advancement of women
 - ③ Staff and persons working on gender related research and study
- (3) Participation permitted by the representative of belonging organization or work place
- (4) Hold a bachelor's degree or equivalent academic background or experience
- (5) Hold advanced English proficiencies to actively participate in the seminars in English
- (6) Ensure, in principle, full time participation throughout the seminar duration
- (7) Hold interests in issues related to gender equality and enthusiasms to improve conditions of those issues
- (8) Hold a middle-managing post or position of directing women's empowerment programs
- (9) Ensure to engage in long-term information sharing and collaboration for gender programs with NWECC and other participants after the seminar
- (10) Be in good health, both physically and mentally, to undergo the training. (We accept pregnant women's participation in this course with authorization from the women's doctor to travel and to participate in this course)

8. APPLICATION PROCEDURES

Applications should be submitted to the Office of Research and International Affairs, National Women's Education Center. An electronic form of application documents can be downloaded at <http://www.nwec.jp/English>

- (1) Application deadline: Monday 29 September 2008 (by midnight local time)
- (2) Please submit the following documents:
 - a. Form 1 PART A: Application Form
 - b. Form 1 PART B: Reference letter from the organization representative
 - c. Form 1 PART C: Prerequisite report
 - d. Form 2: Organization description

*For non governmental participants, please also submit the following documents:

 - e. Copy of photo page of passport
 - f. Information material(s), organization's brochure, leaflets etc.

9. SELECTION OF PARTICIPANTS AND ANNOUNCEMENT

- (1) Application procedures
 - ① International applicants

Participants for the seminar will be selected from 35 member and associate member countries of UNESCAP that are recipient of Japanese Official Development Assistance, ODA, in Asia and the Pacific. The seminar will be held on annual basis

for five years for 2006-2010. Staff, members and persons associated with agencies, governmental and non governmental organizations on women's issues and women's education are encouraged to apply.

② Applicants in Japan

Application guidelines and forms will be announced through NWEC homepage and e-magazines, distributed to (i) board of education of prefecture office and designated-city office; (ii) Department of gender equality at prefecture office or designated-city office; and (iii) women's centers, gender studies organizations, academic institutions, and women's organizations.

(2) Selection process

Participants will be selected based on the selection criteria set by NWEC. The final decision will be made at NWEC's steering committee meeting.

10. SEMINAR CONTENTS

- (1) Orientation
- (2) Class room seminars, group works, and discussions on individual cases regarding violence against women especially trafficking and domestic violence.
- (3) Study visits to women's center and women's groups, and government agencies
- (4) Presentations on outcome of the seminar

11. ASSIGNMENT: CASE REPORT

Participants are requested to submit a case report of individual's activities (narratives and bulleted point summary) which you will share with other seminar participants. Please refer to the application form 1C for more details.

12. LANGUAGE

All communication in seminar and group discussions will be conducted in English

13. EXPENSES

The following expenses will be covered by NWEC except item (4).

- (1) Round trip air tickets to Japan, hotel cost in Japan and NWEC accommodation facility costs (also covered for the local travel cost of Japanese Participants).
- (2) Costs for seminar organization.
- (3) Daily subsistence allowance for the seminar duration starting at the day of initiating travel and returning home.
- (4) All other costs should be covered by the participants.

14. CONTACTS AND SUBMISSION ADDRESS

Office of Research and International Affairs

National Women's Education Center

728 Sugaya, Ranzan-Machi, Hiki-Gun,

Saitama-ken, 355-0292,

Japan

Tel: 81-493-62-6711 (ext. 2308, 2306)

Fax: 81-493-62-9034

E-mail: rese@nwec.jp

(Please write **ALES2008** in front of the message title)

15. OTHERS

- (1) Participants should be responsible for providing all required travel papers and documents. Invitation letters necessary for applying for entry visa to Japan will be provided by NWEC. Travel information, air ticket information, travel routes will be provided to the selected participants by NWEC after the selection process.
- (2) Family members are not permitted to accompany the participants.
- (3) Participants must be able to participate throughout the seminar duration.
- (4) Participants should return home immediately after the seminar is complete.
- (5) Please contact NWEC for further information and inquiry.