

NATIONAL WOMEN'S EDUCATION CENTER OF JAPAN (NWEC)
FY2010 EMPOWERMENT SEMINAR FOR
WOMEN LEADERS IN THE ASIA PACIFIC REGION

1. PURPOSE

National Women's Education Center of Japan (NWEC) is calling for participants of FY2010 Empowerment Seminar for Women Leaders in the Asia Pacific Region, 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 during the period of FY2006-2010. This is the fifth year of the program in which we will focus on the topic of "Development of Women Leaders: Implications from Japanese Experience".

2. THEME

"Development of Women Leaders: Implications from Japanese Experience"

3. ORGANIZER

National Women's Education Center of Japan (NWEC)
728 Sugaya, Ranzan-Machi, Hiki-Gun,
Saitama-ken, 355-0292, Japan
TEL: +81-493-6437
FAX: +81-493-9034

4. PERIOD

Arrival and Departure 29 September and 10 October 2010 (12 days)
Seminar Dates 30 September -9 October 2010 (10 days)

5. NUMBER OF PARTICIPANTS

10 participants

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 status of women
 - ③ Individuals conducting gender related research
- (3) Participation permitted by the representative of affiliated organization
- (4) Hold a bachelor's degree or equivalent academic background or experience
- (5) Under the age of 35 years as of 1 April 2010
- (6) Hold advanced English proficiencies to actively participate in the seminars in English
- (7) Ensure, in principle, full time participation throughout the seminar duration
- (8) Hold interests in issues related to gender equality and enthusiasms to improve conditions of those issues
- (9) Hold a middle-managing post or position of directing women's empowerment programs
- (10) Ensure to engage in long-term information sharing and collaboration for gender programs with NWECC and other participants after the seminar
- (11) Submit assignments as mentioned in 11 of this guideline
- (12) Be in good health, both physically and mentally, to undergo the training (We accept pregnant women's participation in this course with authorization from medical institution to travel overseas 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/en>

- (1) Application deadline: Monday 14 June 2010 (by midnight Japan time)
- (2) Please submit the following documents:
 - a. Form 1 PART A: Application Form
 - b. Form 1 PART B: Reference letter from the representative of the organization
 - c. Form 1 PART C: Country Report
 - d. Form 1 PART D: Medical History
 - e. Information about the affiliated organization such as brochure, leaflet, or annual report
 - f. Final Check List for Application Form
 - g. Copy of photo page of valid passport

*Participants from non-governmental organizations are also requested to submit the following document:

 - h. Form 2: Organization description

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. 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 NWECEC 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 procedures

Participants will be selected based on the selection criteria set by NWECEC.

10. SEMINAR CONTENTS

(1) Country report presentation and discussion

(2) Classroom seminars and group work on seminar topic

(3) Study visits to government agencies, gender equality center, educational institution and NGOs

(4) Presentations of seminar outcomes. Seminar participants are required to attend "Expert Meeting" and "FY2010 International Forum for Women's Empowerment" scheduled on October 8-9, 2010 as panelist.

11. ASSIGNMENTS

Participants are requested to submit the following assignments to NWECEC prior to and after the seminar.

1) Pre-seminar Assignment

Country Report on gender equality policy and case studies of women leaders in PPT format

For detailed information, please refer to the application form PART C. Submission due of the Country Report is 14 June (Mon.), 12:00 p.m., Japan time.

2) Post-seminar Assignment

Follow-up report of the seminar

Report focuses on how participants reflected learning and outputs of the seminar to her professional responsibilities after return to the originating country. NWECEC will provide the report format to the finalists. Submission due of the follow-up report is 31 January (Mon), 12:00 p.m., Japan time.

12. LANGUAGE

All communication in seminar and group discussions will be conducted in English. Interpreter will be available for lectures in Japanese.

13. EXPENSES

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

- 1) Round trip air tickets to Japan, hotel cost in Japan and NVEC 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. DISEMINATION OF SEMINAR OUTPUTS

NVEC shall retain the publishing right of seminar outcomes including reports, papers, Power Point slides and other related materials submitted by the seminar participants. NVEC shall also retain the right to upload seminar contents on NVEC homepage and repositories operated by Japanese universities and governmental bodies.

15. 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: 81-493-62-6437

Fax: 81-493-62-9034

E-mail: rese2@nwec.jp

(Please make a header of your message **ALES2010**.)

16. 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 NVEC. Travel information, air ticket information, travel routes will be provided to the selected participants by NVEC 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 NVEC for further information and inquiry.