



# 2024 International Course on Leadership for Community Health and Development

## COURSE OUTLINE and APPLICATION GUIDELINE

**Theme:** People Empowerment through Participatory Approach for Sustainable and Inclusive Community

**Course dates:** August 26<sup>th</sup> (Mon) to September 29<sup>th</sup> (Sun), 2024 [5 weeks]

\* Participants to arrive in Japan on Aug. 25<sup>th</sup> and depart on Sep. 30<sup>th</sup>.

**Venue:** Asian Health Institute (AHI), Aichi Prefecture, Japan

**Participants:** Community health and development workers affiliated with NGOs or CBOs in the Asian region

**Course Capacity:** Up to 10 people

**Language to be used in this course:** English

**Application Deadline:** April 17 (Wed), 2024

**Course Organizer:** Asian Health Institute (AHI), *Kyoko Shimizu*, General Secretary

**Coordination Team:** *Yuko Okuma* (AHI), *Yayoi Takada* (AHI), and *Syed Abdus Salam* (Centre for Disability in Development (CDD))

### About Asian Health Institute (AHI)

AHI, a Japanese NGO, provides learning opportunities for individuals aspiring to contribute to a society where they can empower themselves in striving for social justice. Established in 1980, AHI develops human resources through participatory training programs. These programs focus on helping community-based health and development workers to become:

- **change agents**, addressing health and development issues in their communities.
- **facilitators**, fostering an environment where community members empower themselves through a participatory approach; and
- **peace-builders**, collaborating with stakeholders from diverse backgrounds.

Its overall goal is to strengthen solidarity among participants in the programs, fostering a learning community where they and their working partners can share experience-based knowledge and findings, motivating each other to apply them for societal change and personal growth.

## COURESE OUTLINE

### 1. Background of the Theme

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Recent trends in globalization and governance have presented challenges and opportunities across various sectors. Economic globalization poses difficulties for marginalized individuals, and the global trend of decentralization encourages local involvement in decisions affecting people's lives. NGOs now organize community-based organizations (CBOs) to effectively address ongoing social issues. These CBOs actively contribute to health and development activities, playing a crucial role in fostering a sustainable and inclusive future. NGOs should take on a greater responsibility in promoting participatory approaches.

### 2. Course Objectives

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The course focuses on strategies to enhance the leadership skills of CBO members, encouraging their active participation in community discussions and decision-making. Specific course objectives will be collectively developed by participants at the beginning of the course, considering the learning needs of all participants.

### 3. Principles

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- Participants are valuable learning resources, responsible for their own and others' learning.
- Effective learning involves the integration of feeling, thinking, and actions at both individual and group levels.
- The learning process itself becomes the contents of learning.

### 4. Training Methods

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#### i. Participatory Approach

- Participants determine course objectives, schedule, contents, and methods.
- Participants design and lead sessions, such as case studies, workshops, and discussions based on their experiences.
- Participants moderate, monitor, evaluate and report on activities throughout the course.
- Participants reflect on, discover, and develop their leadership qualities through group processes with individuals from diverse backgrounds.

## ii. **Live-in Style in an Intercultural Setting**

- Living together provides opportunities to collaborate with people from different cultural backgrounds and learn from each other.
- Participants stay in shared rooms at the AHI dormitory, fostering opportunities for collaboration in daily activities like cooking, dishwashing, and cleaning.
- Time outside of sessions is an integral part of the course, providing rich opportunities for participants to help each other review and prepare for the upcoming sessions, engage in informal sharing, and build connections among themselves.

## APPLICATION GUIDELINE

### 5. **Qualification of the Applicant**

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NGO meeting the qualifications (section 5-i) can nominate a staff member or CBO member who fulfills qualifications (section 5-ii). Nominating both is possible if they have worked closely for years.

#### i. **Applicant Organization**

- Must work on health and community development in the Asian Region
- Must follow up on nominees' acquired learnings, skills, and ideas from the course and, furthermore, provide them with opportunities for practical application in community mobilization and engagement.
- Must create an environment for nominees to concentrate on learning during the course period by minimizing work commitments. They will have assignments and group tasks after the sessions.
- Must provide resources for nominees to focus on course preparation by:
  - Supplying a personal computer with reliable internet access for their participation in the preparation meetings.
  - Supporting their travel and learning preparation.
- Must shoulder financial responsibilities outlined in section 6.

#### ii. **Nominees**

- **NGO staff:** Minimum five years of experience in organizing and developing CBOs
- **CBO member:** Minimum five years of experience in a collaborating CBO
- **Both NGO staff and CBO member** must meet the following criteria:
  - Commit to utilizing the learnings, skills, and ideas acquired from the course in the applicant NGO for a minimum of two years after completing the course.
  - Have clear ideas about what they want to learn and contribute to other participants' learning in the course.

- Attend online preparation meetings once or twice a month from June to August 2024.
- Attend all sessions (Monday to Saturday) during the course period.
- Be open to challenge while also being cooperative, responsible and accountable for various group tasks throughout the course period.
- Articulate ideas clearly in English.
- Be aged 45 or younger.
- Have good physical and psychological health to successfully complete a long-term residential training course.
- Have no experience in former AHI training courses held in Japan.

## 6. Financial Requirements

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### i. The applicant NGO will be responsible for the following costs:

- Share of the domestic and international airfare (50% for NGO staff, 25 % for CBO members)
- Land transportation expenses within your country
- Other travel-related costs, including obtaining a passport, visa, and medical certificate.

### ii. AHI will be responsible for the following costs:

- Share of the domestic and international airfare (50% for NGO staff, 75% for CBO members) to and from Chubu Centrair International Airport, Japan; this will be refunded after the completion of the training course.
- Land transportation expenses within Japan.
- Training expenses.
- Food and accommodation during the course period.
- Health insurance fee, excluding chronic diseases, dental care, and maternal care.

**Exceptions:** Different financial requirements apply to the following conditions; contact AHI for further details.

- Staff members and counterparts of Japanese NGOs.
- Government employees.
- Organizations in economically advanced countries such as China, South Korea, Taiwan, Hong Kong, and Singapore.

## 7. Documents Required for the Application

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The applicant NGO submits the following documents via email to AHI **by April 17, 2024**. No applications will be accepted after the deadline. Contact AHI if there is no acknowledgement

within two days.

- **Both NGO staff and CBO member:**
  - Application form \* *The form is downloadable from AHI's website: <https://ahi.sub.jp/eng/>.*
  - NGO's brochure, annual activity report, and annual financial report (English)
- **CBO member:**
  - CBO's brochure and annual activity report (English or English summaries)

## 8. Selection

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- The coordination team will conduct screenings to assess nominees' skills, ability, and experience, considering factors aimed at creating a diverse and dynamic learning group.
- Online interviews with nominees and the representative of the applicant NGO (or the person responsible for this application on behalf of the representative) will be conducted as necessary.
- The selection result will be communicated via email **no later than June 1, 2024**

## 9. Contact

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Ms. *Yuko Okuma* and Ms. *Yayoi Takada*, Coordinator

Asian Health Institute (AHI)

E-mail [ildc2024@ahi-japan.jp](mailto:ildc2024@ahi-japan.jp)

\*If you have any questions or need further information, please contact us anytime.

### PRIVACY POLICY

#### Scope of Use

Any information used to identify individuals that is acquired by AHI will be stored, used, or analyzed solely within the scope of AHI activities. AHI reserves the right to use such identifying information and other materials following the provisions of this privacy policy.

#### Limitations on Use and Provision

AHI shall never intentionally provide information that can be used to identify individuals to any third party.

#### Security Notice

AHI takes necessary measures to prevent leakage, loss, or destruction of acquired information and to properly manage such information.