

Fiscal 2012 Outline of Local Autonomy College Training Plan

Part 1. Basic Policy

As a central training agency for local government officials, the major missions of the Local Autonomy College are to provide advanced training concerning local autonomy that should be implemented nationally. This training aims at enhancing the capabilities of local governments officials, promoting and displaying improvement in work efficiency, thereby facilitating democratic and efficient local government administrations.

Government decentralization is progressing and the autonomous decision making capabilities and individual responsibilities of local governments are also increasing. Under such circumstances, it is increasingly important to implement aggressive human resource training to produce people who are capable of making adjustments along with the changes of the time. Local Autonomy College needs to further enrich and power up the training programs aiming to train such capabilities in a comprehensive manner as required for local government officials who will be responsible for the new era of local autonomy.

In the fiscal 2011 training, the general training curriculum will provide training focusing on policy development capability and administrative management skills aiming to train people who can develop and implement policies that truly benefit local residents based on their own creativity and autonomy. Also, going back to the principle that government employees are "servants for society as a whole", the curriculum will further provide training that aims to enhance the sense of mission as government employees and awareness of administrators.

Further, in the Curriculum No. 3, the new era/local management course will provide training to nurture staffs who are capable of responding quickly to various tasks that local governments confront, and the international course will provide training to nurture staffs who have abilities to transmit information overseas and global perspectives , respectively..

The curriculum for specialized training are as follows: the Tax Collection Procedures Course of the Specialized Tax Curriculum will provide training for nurturing advanced and practical skills required for officials who are responsible for administration and guidance of tax collection procedures; the Specialized Tax Accounting Course will provide training for nurturing professional knowledge and skills relating to tax related accounting necessary for high-level tax officials in local governments; the Specialized Training Curriculum will provide training for nurturing professional skills of staffs who are responsible for developing, through training, policy establishment capability of staffs; and the Specialized Auditing Curriculum will provide training for nurturing advanced and practical processing skills that are responsible for auditing procedures in local governments.

Respective courses are required to review and enrich the content of courses in quickly response to changes in socio-economic situation or administrative needs, occurrence of new policy tasks and so on and to make good use of effective training techniques in an active manner for the purpose of nurturing more practical capabilities

The Local Autonomy College functions as the regional administrative center of EROPA (the Eastern Regional Organization for Public Administration). Thus, the college also provides training for mid-level executives who are in charge of local administration in mainly Asia-Pacific countries and promotes international cooperation in the field of training based on the recent strengthening of the transfer of administrative powers to local governments in Asian countries.

The college also encourages use for purposes of training or others as an organization for facility, etc. of the Ministry of Internal Affairs and Communications.

Part 2. Outline of Training Plan

1. Common aspects

The general training curriculum focuses on improving courses for legal systems, the economy, and local administrative and financial systems, and covers practical subjects that relate to public policy and administrative management, so as to benefit promote policies, resolve administrative tasks or others of local government administration. The curriculum will establish courses on essential and diversified administrative methods for present local governments such as collaboration with residents, administrative legal procedures, risk management and so on, and also provides systematic and intensive training for public policy in areas of regional development, development of local capabilities, environmental policies, health, medical care and regional welfare, computerized autonomous bodies and so on.

Regarding up-to-date and various types of policy issues that confront local governments such as collaboration with residents, rebirth of regional economy or measures for an aging society with a falling birthrate and aging population, the program will continuously allocate sufficient time, not simply limited to the attendance to lecture, for policy research training including policy development training or case study that trainees subjectively tackle. In addition, the program will utilize effective training methods such as debates and role-playing to nurture more practical skills.

Specialized training curriculums will review the composition and content of training subjects aiming and will enrich practical training for the purpose of improving advanced knowledge, skills, and processing capabilities that are required in respective administrative fields will be improved.

2. Division 1

(1) Objectives

This course aims to provide advanced training targeting mid-level executive officials of prefectural and city governments in order for them to gain essential policy establishment and administrative management abilities and to foster the sense of mission as government employees and awareness of administrators.

(2) Target

This course is targeted at local government officials assigned in positions of deputy section chief, subsection chief, or the equivalent in prefectural or municipal governments. The enrollment quota of this course is 130 people per class.

Government officials of town or village will be accepted upon specific request.

(3) Period

Division 1-118: Tuesday, April 16, 2012 to, Tuesday, September 4, 2012

Division 1-119: Tuesday, October 16, 2012 to Thursday, March 14, 2013

(4) Subjects

A. Lectures

(a) Law and economics

Lectures cover subjects for acquiring advanced knowledge of fundamental legal systems, economy, and financial affairs, which are important aspects of local self-governance.

(b) Local administration and finance

Lectures cover subjects for acquiring advanced knowledge of legal systems and management of local administration and financial affairs and broad perspectives on the ongoing issues of local self governance.

(c) Public policy theories

Lectures incorporate new findings of political science studies in covering knowledge for analyzing and assessing policy issues of local governments such as fundamental principles and basic methods of public policies and to developing skills to apply such knowledge to establish local government policies. New subjects introduced in FY2012: “Disaster Management” and “Local Government on the Frontline.”

(d) Administrative management theories

Lectures cover subjects essential to learning about fundamental theories of administrative management that are essential to local government administrators, ideal models as civil servants, who provide services to society as a whole, knowledge and skills for efficient administrative methods, and abilities essential to administrators such as management skills, leadership skills, and skills to improve the abilities of subordinates. New subjects introduced in FY2012: “Public Relations Strategy”, “Management Theory” and “Relationship with Assembly.”

B. Seminars

Seminars cover subjects on issues and cases relevant to local administration in order to acquire the ability to discover and solve problems of new administrative issues through methods such as policy study and group discussions and to develop essential characteristics of administrators such as decision-making abilities and communication skills

Effective training techniques such as debates and role-playing are used to develop more practical skills. New seminars introduced in FY2012: “Project Proposal Formulation”, and optional seminars on “Accountability”, “Management Skills” and “Risk Management Capability.”

C. Instructor Training Class

This class covers subjects for training instructors of local self governance systems and local civil servant systems. Participants who completed this class will be certified as government official training instructors if they are deemed as having essential knowledge and skills as instructors for government officials.

3. Division 2

(1) Objectives

This course aims to provide advanced training targeting mid-level executive officials of non-designated city municipal governments in order for them to gain essential policy establishment and administrative management skills, and to foster the sense of mission as government employees and awareness of administrators improve awareness as civil servants and administrators, who provide services for society as a whole.

(2) Target

This course is targeted at government officials assigned as subsection chief or the equivalent in non-designated city municipal governments. The enrollment quota of this course is 200 people per class.

(3) Period

Division 2-164: Tuesday, May 8, 2012 to Thursday, July 12, 2012

Division 2-165: Thursday, October 11, 2012 to Tuesday, December 18, 2012

Division 2-166: Wednesday, January 9, 2013-2 to Friday, March 15, 2013

(4) Subjects

A. Lectures

(a) Law and economics

Lectures cover subjects for acquiring advanced knowledge of fundamental legal systems and economy that are important aspects of local self-governance.

(b) Local administration and finance

Lectures cover subjects for acquiring advanced knowledge of legal systems and management of local administration and financial affairs and broad perspectives on the ongoing issues of local self governance.

(c) Public policy theories

Lectures incorporate new findings of political science studies in covering knowledge for analyzing and assessing policy issues of local governments such as fundamental principles and basic methods of public policies and develop skills to apply such knowledge to establish policies of local governments.

(d) Administrative management theories

Lectures cover subjects essential in acquiring the knowledge of fundamental theories of administrative management that is to administrators of local governments and ideal models of civil servants, who provide services to society as a whole, knowledge and skills involved in efficient administrative methods, and abilities that are essential to administrators such as management skills, leadership skills, and skills to improve capabilities of subordinates.

B. Seminars

Seminars cover subjects for acquiring the ability to discover and solve problems of new administrative issues through methods such as policy study and group discussions about issues and cases relevant to local administration and develop characteristics essential for administrators, such as decision-making abilities and communication skills. Effective training techniques such as debates and role-playing will be readily incorporated to develop more practical skills.

C. Instructor Training Class

This class covers subjects for training instructors for local self governance systems and local civil servant systems. Participants who completed this class will be certified as government official training instructors if they are deemed to have essential knowledge and skills as instructors for government officials.

4. Special Course for Division 1 and Division 2

(1) Objectives

This course aims to provide advanced training targeting mid-level executive officials of prefectural and city governments who cannot participate in the long-term training camp so that they can learn essential policy establishment and administrative management abilities and to enhance the sense of mission as government employees and awareness of administrators.

(2) Target

This course is targeted at government officials assigned as subsection chief or the equivalent in prefecture, city, town or village governments who cannot participate in the long-term training camps of Curriculums No. 1 or 2. The enrollment quota of this course is 120 people.

(3) Period

Correspondence training: mid May to early September, 2012

Residential training: Tuesday, September 11, 2012 to Wednesday, October 3, 2012

(4) Subjects

i. Correspondence training

(a) Required subjects

Required subjects are local governance systems, local public servant systems, and local tax systems, parts of which are provided by e-learning.

(b) Elective subjects

Elective subjects are the Constitution, administrative laws, civil law, the economy, and fundamental knowledge of government administration. All elective subjects are provided by e-learning.

ii. Residential training

A. Lectures

(a) Local administration and finance

Lectures cover subjects for acquiring advanced knowledge of legal systems and management of local administration and financial affairs and broad perspectives on the ongoing issues of local self governance.

(b) Public policy theories

Lectures cover subjects for learning fundamental theories and other elements of public policy in order to respond to new administrative issues and develop the ability to apply such information to actual policy establishment of local governments. A newly introduced subject in FY2012: “Disaster Management”.

(c) Administrative management theories

Lectures cover subjects for acquiring knowledge of fundamental theories of administrative management that is essential to administrators of local governments and ideal models as civil servants, who provide services to society as a whole, knowledge and skills for efficient administrative methods, and abilities that are essential to administrators such as management skills, leadership skills, and skills to improve abilities of subordinates. A newly introduced subject in FY2012: “Work-life Balance”.

B. Seminars

Seminars cover subjects for acquiring the ability to discover and solve problems of new administrative issues through methods such as group discussions on issues and cases relevant to local administration and to develop essential characteristics of administrators such as decision-making abilities and communication skills. Effective training techniques such as debates and role-playing are used to develop more practical skills. A newly introduced seminar in FY2012: “Case Study on Existing Policies”.

5. Division 3 Course

○ Prefecture and designated city course

(1) Objectives

This course provides advanced training to executive officials of the governments of prefectures, designated cities, and core cities* in order to improve policy establishment abilities and administrative management skills that are essential to administrators of such regions and enhance the sense of mission as government employees and awareness of administrators.

*Core cities include core cities, designated cities, the capital cities of each prefecture, and equivalent cities (including special wards). The same definition applies hereinafter.

(2) Target

This course is targeted at government officials assigned in higher positions than section chief or the equivalent in prefectures, designated cities, or core cities. The enrollment quota of this course is 40 people.

Government officials of cities, towns, or villages other than designated cities or core cities etc. will be accepted upon request.

(3) Period

Division 3-103: Wednesday, October 17, 2012 –Thursday, November 8, 2012

(4) Subjects

A. Lectures

Lectures cover subjects to learn advanced knowledge of public policy and administrative management of local administration, broad perspectives including the current issues of local self governance and their background politics and economy, the ideal models of civil servants, who provide services to society as a whole, and knowledge such as efficient administrative methods. New subjects introduced in FY2012: “Disaster Management”, “Challenges and Future Prospects of Regional Medical Care”, “Organization Control” and “Basic Policy of Organization Management”.

B. Seminars

Seminars cover subjects for acquiring the ability to discover and solve problems of new administrative issues through methods such as group discussions on issues and cases having relationship with local administration and to develop essential characteristics of administrators such as risk management skills, decision-making abilities and communication skills. Effective training techniques such as debates and role-playing will be readily incorporated to develop more practical skills.

○ Municipal course

(1) Objectives

This course aims to provide advanced training targeting executive government administrators of non-designate city municipal governments in order for them to gain essential policy establishment capabilities and administrative management and enhance the sense of mission as government employees and awareness of administrators.

(2) Target

This course is targeted at government officials assigned positions higher than section chief or the equivalent in non-designated city municipal governments. The enrollment quota of this course is 100.

(3) Period

Division 3-102: Tuesday, July 3, 2012 to Thursday, July 26, 2012

(4) Subjects

A. Lectures

Lectures cover subjects for advanced learning regarding public policy and administrative management of local administration, broad perspectives including the current issues of local self governance and their background politics and economy, the ideal models of civil servants, who provide services to society as a whole, and knowledge such as efficient administrative methods. New subjects introduced in FY2012: “Disaster Management”, “Organization Control” and “Basic Policy of Organization Management”.

B. Seminars

Seminars cover subjects essential in acquiring the ability to discover and solve problems of new administrative issues through methods such as group discussions about issues and cases having relationship with local administration and to develop essential abilities of administrators such as risk management skills, decision-making abilities and communication skills. Effective training techniques such as debates and role-playing will be readily incorporated to develop more practical skills.

6. Specialized Course for Public Policy

○. New Era/Local Management Course

(1) Objectives

This course aims to provide advanced training to executive government officials to train officials who can properly identify trends of a transformation of systems that are highly relevant to local administration and finance and quickly respond to various problems that local governments will face.

(2) Target

This course is targeted at government officials assigned in positions higher than subsection chief or the equivalent in prefectural or municipal governments. The enrollment quota of this course is 80 people.

(3) Period

Tuesday, July 24, 2012 to Wednesday, August 8, 2012

(4) Subjects

A. Lectures

Lectures cover, in addition to the knowledge of trends of a transformation of systems that are highly relevant to local administration and finance, fundamental theories of administrative management that will benefit comprehensive policy development to improve administrative management skills, knowledge related to local administration including administrative reform of the government, human resources management, and development of regional capabilities, and issues that governments will face for the time being such as public accounting reform and Sound Finance Act of Self-governing Body and new administrative techniques . New subjects introduced in FY2012: “Personnel Management of New Era”, “Analysis on Public Finances”, “Challenges and Future Prospects of Depopulated Villages”, “Challenges and Future Prospects of Welfare Services in Cities”, “Multi-language/culture community” and “Regional Revitalization through Airport”.

B. Seminars

Seminars cover subjects for developing abilities to discover and solve problems of administrative issues using methods such as group discussions about specific administrative issues that surround the current local governments. A new seminar introduced in FY2012: “Town Planner Development”.

○. New Era/Public Policy Course

(1) Objectives

This course provides advanced and intensive training to prospective candidates of future executive officials who will lead his/her local government. It aims to develop capability to promptly respond to the ongoing issues local governments are facing such as the improvement of decentralization and enforcement of risk management system, whose need has been called for since the Great East Japan Earthquake, and also cultivate ability to implement an appropriate policy to address those issues taking into consideration the actual conditions of the concerned regions.

(2) Target

This course is targeted at prefectural or municipal government officials and officials of partial cooperatives of prefectural or municipal governments. The enrollment quota of this course is 80.

(3) Period

Wednesday, May 16, 2012 to Thursday, May 31, 2012

(4) Subjects

A. Lectures

Lectures cover knowledge regarding developments of decentralization promotion and enforcement of risk management system, as well as public policy theories regarding social security, regional medical care, regional welfare service and environmental policy, basic theories of public management which contribute to the improvement of policy making and management abilities, knowledge regarding personnel management and regional empowerment, and new public management methods.

B. Seminars

Seminars cover subjects for developing abilities to discover and solve problems of administrative issues using methods such as group discussions on the specific administrative issues that surround the current local governments. Officials from the leading local governments are invited as instructors.

○ International Course

(1) Objectives

This course provides advanced training to executive officials of local governments in order to train officials with global perspectives and ability to transmit information overseas.

(2) Target

This course is targeted at government officials assigned in higher positions than subsection chief or the equivalent in prefectural and municipal governments. The enrollment quota of this course is 10.

(3) Period

Monday, June 4, 2012 to Friday, July 13, 2012

(4) Subjects

A. Lectures

Lectures cover subjects for developing the ability to transmit information overseas through participating in lectures, discussions, and presentations in English with international trainees and cultivate global perspectives that are essential for future local authority policy planning.

B. Seminars

Seminars cover subjects for developing the ability to discover and solve administrative issues through methods such as group discussions about specific administrative issues.

7. Specialized Course for Tax

○ Tax Collection Course

(1) Objectives

This course provides advanced training to tax officials to improve abilities of officials involved in municipal tax collection procedures and to ensure fair and successful collection of municipal taxes.

(2) Target

This course is targeted at officials in positions that manage and supervise mostly municipal tax collection procedures as well as other officials in prefectural and municipal governments. The enrollment quota of this course is 100 people.

(3) Period

Tuesday, August 21, 2012 to Wednesday, October 3, 2012

(4) Subjects

This course covers essential subjects including Local Tax Act, National Tax Collection Act, management of collection procedures, issues of tax systems, and relevant laws and regulations. The course includes practical training such as role-playing so that executive officials of tax-related procedures can learn essential and practical tax collection-related knowledge and skills. A new subject introduced in FY2012: “Challenges and Future Prospects of Local Tax System”.

Participants who completed this class will be certified as municipal tax collection procedures instructors if they are deemed to have essential knowledge and skills as instructors of tax collection procedures.

○ Tax Accounting Course

(1) Objectives

This course provides advanced training for tax officials aiming to improve essential knowledge to high-level tax officials of prefectural and municipal governments.

(2) Target

This course is targeted at high-level tax officials of prefectural and municipal governments. The enrollment quota of this course is 70 people.

This course is one of the designated training courses (Chapter 8, Article 1, No. 10 of Certified Public Tax Accountant Act) that concerns the exemption of accounting courses in the public tax accountant examination administered by National Tax Council.

(3) Period

Correspondence training: early April, 2012 to mid June, 2012

Residential training: Tuesday, June 26, 2012 to Friday, September 28, 2012

(4) Subjects

This course covers a broad range of subjects, including topics related to bookkeeping and accounting, tax laws, and administrative analysis to learn knowledge that are important to high-level tax officials of local governments. Five correspondences are required in the bookkeeping and accounting correspondence course, followed by a tax accounting training camp. Since learning corporate accounting is increasingly important in recent years due to the incorporation of external tax base in municipal taxes, the course also covers subjects that benefit officials who handle taxes related to corporate bodies or others.

8. Specialized Training Course

(1) Objectives

This training course provides advanced training aiming to improve knowledge and skills that are essential to high-level officials who are in charge of providing training on fundamental policy establishment and proposal as well as administering the training.

(2) Target

This course is targeted at high-level training officials in prefectural and municipal governments. The enrollment quota of this course is 60 people.

(3) Period

Thursday, January 17, 2013 to Tuesday, January 29, 2013

(4) Subjects

This course covers subjects focusing on acquiring knowledge and skills that are essential for high-level training officials of prefectural and municipal governments to plan, propose, and administer training to develop human resources who possess policy establishment and administration skills.

8. Specialized Course for Auditing

(1) Objectives

The importance of auditing in local governments has been increasing. For example, with the start of the complete implementation of Sound Finance Act of Self-governing Body in April 2009, the Sound Finance Index was added as criteria for auditing committees. Under such circumstances, this course provides advanced training to auditing officials aiming to nurture human resources and leaders of auditing procedures who have advanced work processing abilities.

(2) Target

This course is targeted at auditors in the position of deputy section chief, subsection chief, or the equivalent positions in prefectural and municipal governments. The enrollment quota of this course is 30 people.

This course is one of the designated training courses certified by the Minister of Internal Affairs and Communications (Article 174, 49-21, Enforcement Order of Local Autonomy Act) when provided to government officials of prefectures, designated cities, and core cities etc. who are authorized to conclude external auditing contract.

(3) Period

Tuesday, April 10, 2012 to Tuesday, June 19, 2012

(4) Subjects

A. Lectures

(a) Fundamental auditing

Lectures cover subjects for acquiring advanced knowledge of legal systems, economy, local administration and financial systems, financial accounting, and other aspects that are necessary for auditing officials.

(b) Auditing procedures

Lectures cover subjects for acquiring advanced knowledge and skills that are relevant to auditing including legal system of auditing, auditing standards, and administrative evaluations.

B. Seminars

Seminars cover subjects for acquiring essential skills to carry out auditing procedures using actual auditing documents, auditing requests, by residents and statements of accounts as materials.

Participants who completed this class will be certified as municipal auditing instructors if they are deemed to have essential knowledge and skills as instructors of auditing procedures.