

# Capacity Building for the Operation of Sustainable Financial Cooperatives

October 14 (Sun.)-October 27 (Sat.), 2018  
Seongnam & Anseong, Republic of Korea

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**1. TITLE:** Capacity Building for the Operation of Sustainable Financial Cooperatives

**2. PERIOD:** October 14 (Sun.)–October 27 (Sat.), 2018

**3. GOAL**

To increase capacity of Financial Cooperatives in planning and implementing various strategic policies

**4. OBJECTIVES**

- a) To improve a knowledge of cooperative theory & history
- b) To learn the entire process of financial cooperatives from establishment to development
- c) To apply lessons learned from NACF's financial cooperatives to participants' home countries
- d) To strengthen cooperation among participating countries and Korea in the area of financial cooperatives

**5. NUMBER OF PARTICIPANTS: 16 participants**

Cameroon(2), Colombia(2), India(2), Kyrgyzstan(2), Myanmar(2), Palestine(2), Uganda(2), Vietnam(2)

**6. LANGUAGE OF INSTRUCTION:** English

**7. VENUE:** Seongnam & Anseong, Republic of Korea

**8. TRAINING INSTITUTE:** NACF Training Institute in Anseong & Gyeongju

**9. ACCOMMODATIONS**

- a) KOICA ICC (2018.10.14-16)
- b) Anseong Training Institute (2018.10.17-21)
- c) Gyeongju Training Institute (2018.10.22-25)

## 10. QUALIFICATIONS OF APPLICANTS:

- This is the first year of the course, designed to support capacity building of Financial Cooperatives. Participants can gain hands-on experience through various lectures from financial cooperatives and study visits to NACF's subsidiaries. It targets senior managers that have the authority to plan policies for Financial Cooperatives.
- Countries that do not have active financial cooperatives are recommended to form a team of two officials, each from the Finance Ministry and the Cooperative Management Department, to participate in the course.

Mandatory	<ul style="list-style-type: none"> <li>a) Be nominated by his/her government;</li> <li>b) Be in good health both physically and mentally, enough to take the course;</li> <li>c) Have not participated in the same or similar KOICA fellowship program for the past 3 years-unless otherwise specified;</li> <li>d) Be a member of government agencies supervising agricultural cooperatives (e.g. The Ministry of Agriculture and Forestry, the Treasury Department), Employees of the Cooperatives can also participate if they gain an approval from the government;</li> <li>e) Be a senior-level government official who has an authority to make policies for Financial Cooperatives (e.g. head of division/department) [required if possible];</li> <li>f) 7~10 years of relevant work experience [not required];</li> <li>g) Sufficient proficiency in written and spoken English to actively participate in seminars and write an Action Plan;</li> <li>h) Have the willingness to show a high level of participation and commitment throughout the course and contribute to the capacity building of his/her organization after the completion of the program;</li> </ul>
Preferable	<ul style="list-style-type: none"> <li>a) Background knowledge of finance and cooperatives;</li> <li>b) Working knowledge on computers and PowerPoint software;</li> </ul>
Recommended	<ul style="list-style-type: none"> <li>a) Those whose job is related to collaboration or coordination among departments so that the Action Plan to be built in this course can be effectively implemented</li> </ul>

**11. CLOSING DATE FOR APPLICATION: September 19, 2018**

**12. 3-YEAR PROGRAM OVERVIEW (TENTATIVE)**

	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	To-be Planned
Goal	To build capacity for financial cooperatives			
Objective	To develop a capacity building plan for financial cooperatives in each country based on lessons learned from Korean financial cooperatives	To implement a capacity building plan for financial cooperatives in each country based on lessons learned from Korean financial cooperatives	To make the capacity building plan for financial cooperatives as a policy	To develop financial cooperatives in each country  To develop a control system for financial cooperatives within the country
Target Group & Beneficiary	Senior managers (Those with an authority to make policies)	Working-level staff (Those with an authority to implement policies)	Managers (Those with an authority to make policy decisions)	
Main Activities	Training in Korea (2 weeks)	Training in Korea (3 weeks)	Training in Korea (10 days)	
Output	Action plan	Action plan	Action plan	

**1. COURSE MODULE**

<b>MODULE</b>	<b>MAIN LECTURES &amp; DISCUSSIONS</b>	<b>STUDY VISIT</b>
<b>Module 1.</b> Cooperatives	<ul style="list-style-type: none"> <li>▷ Introduction to NACF's activities</li> <li>▷ Theory &amp; history of cooperatives</li> <li>▷ Process of NACF's development</li> <li>▷ Status of domestic and international cooperative unions</li> </ul>	- Headquarters of the National Agricultural Cooperative Federation
<b>Module 2.</b> Financial Cooperatives	<ul style="list-style-type: none"> <li>▷ Organization and operation system of Financial Cooperatives</li> <li>▷ Comparison of Financial Cooperatives Systems</li> <li>▷ Business flow of Financial Cooperatives</li> </ul>	- Member Cooperatives in Gyeongju
<b>Module 3.</b> Policies of and Supervision over Financial Cooperatives	<ul style="list-style-type: none"> <li>▷ Case Study of the government's development policies and strategies for Financial Cooperatives</li> <li>▷ Government's support and regulatory framework for Financial Cooperatives</li> </ul>	<ul style="list-style-type: none"> <li>- Financial Supervisory Service</li> <li>- Ministry of Agriculture, Food and Rural Affairs</li> </ul>
<b>Module 4.</b> Action Plan	<ul style="list-style-type: none"> <li>▷ Country Reports and Action Plan work-shop (A total of 5 workshops will be held, joined by experts in the field)</li> </ul>	
<b>EXTRACURRICULAR ACTIVITIES</b>	<ul style="list-style-type: none"> <li>▷ Seoul and Gyeongju City Tour</li> <li>▷ Visit to NACF subsidiaries</li> </ul>	

## 1. GUIDELINES FOR THE COUNTRY REPORT

A Country Report is an in-depth report that contains an analysis of the current development issues that the participant's country is facing, especially in their fields of expertise. The KOICA's Fellowship Program includes a Country Report Presentation session where participants have an opportunity to share these issues with other participants and Korean experts. Throughout the course, participants will engage in debates and discussions that will help resolve these current issues.

The Country Report is directly aligned with the Action Plan. Based on what participants have presented and discussed throughout the course, participants are requested to present an Action Plan towards the end of the program with an aim of developing feasible measures that can be applied to their workplace through the knowledge, technology and experience learned.

Program participants are requested to prepare and submit their Country Report individually or as a group to the NACF (National Agricultural Cooperative Federation) Program Manager via e-mail at **sorkwjd@nonghyup.com** no later than **September 14, 2018**. The Country Report should be typed in English and double-spaced in MS PowerPoint or Word format. The length of the report should not exceed twenty A4-sized pages.

All participants should give a 15-minute presentation on their Country Report individually or as a group (as a group is preferred) on the third day of the program. For the convenience of presenters, a projector, slide projector, overhead projector, and multimedia TV will be available for use. (PowerPoint presentations are preferred).

## **2. TOPICS TO BE COVERED IN THE COUNTRY REPORT**

### **A. Programs to Improve Financial Cooperatives**

Possible subject 1: Education system for the development of Financial Cooperatives

Possible subject 2: Revitalization of the regional economy based on Financial Cooperatives

Possible subject 3: Relevant agencies' short and long term plans for Financial Cooperatives

### **B. Details of Country Report Preparation**

#### **● Service Structure at the National Level**

- Economic Conditions (GDP, Trade volume etc.)
- Financial Markets (stock market, foreign exchange market, bond market)
- Social Situations (poverty rate, income inequality, a political system. etc.)
- Industrial Structure (primary/secondary/tertiary industry share)
- Agricultural Status (staple agricultural products)
- Etc. [communication (internet, pc, smart-phone, etc.) supply rate]
- Introduction to each Ministry/ Department/ Bureau including personnel, main roles, description of authorities responsible for the planning and implementation of financial cooperatives, and attachment of the Ministry/ Department/ Bureau's service delivery structure chart which includes the number of workers engaging in financial cooperatives.

#### **● Strategic Policies**

- Describe government policies or guidelines of the above subjects. (short or long-term plans: goals, priorities, strategies, etc.)

#### **● Financial and Cooperative Sector**

- Types of financial institution
- Current status of foreign financial institutions
- Cooperatives and Financial Cooperatives



[As specifically as possible/ e.g. Cooperatives' deposits/ loans/ fund/ members]

- Financial supervisory agencies
- Financial institution utilization frequency

● **Other Relevant Information**

- Information thought to be relevant to the above subjects

**1. GUIDELINES ON BUILDING AN ACTION PLAN**

An Action Plan is a specific plan created by participants on how they can apply their learnings to their work performance. Action Planning is a process which will help participants identify their objectives and explore what steps they will need to take to achieve their goals. Establishing and implementing the Action Plan will contribute not only to professional and individual growth, but also to a desirable organizational change.

A good Action Plan contains detailed information such as what can be done, who will do it, how and when. Please keep in mind that meeting the financing requirement including budget and timeline is crucial to make their action plan feasible and applicable to their workplaces.

All participants are requested to make a presentation on their Action Plan individually or as a group at the end of the course. They are encouraged to make the most out of their weekends and free time to further their knowledge acquired from the course and better build their Action Plan.

Participants can receive feedback from Korean experts who will share their insight and help improve the Action Plan. Even after participants return to their home countries, KOICA will continue to follow up with participants on the progress being made through the implementation of their Action Plan. KOICA looks forward to all participants achieving their desired outcomes.

## **2. TOPICS TO BE COVERED IN THE ACTION PLAN**

- a) Identify various problems related to each country's conditions
- b) Analyze causes and devise the best way to solve problems and make proposals
- c) Consider how the devised plan will affect the current problems and what advantages it will bring in the future.
- d) Discuss how the devised plan can be applied to each participant's current work including the budget and financing plan.
- e) Include expected results and impact

## **3. STEPS FOR THE ACTION PLAN**

### **• [Step 1] Present a Country Report**

- On the 3<sup>rd</sup> day of the course, participants are to share the current situation and issues of their interests through their Country Report presentation.
- NACF will provide an orientation for the Action Plan.

### **• [Step 2] Lecture on the Action Plan and Team-building**

- Lecture on how to build an Action Plan
- Team-building session according to the selected Action Plan topic

### **• [Step 3] Group Discussions/ Workshops**

- Brainstorming and group discussions for developing an Action Plan
- Consult experts and receive feedbacks.

### **• [Step 4] Completion of the Action Plan**

- Finalize an Action Plan for the development of new policies/programs or upgrade existing policies, systems and practices.
- Present the final Action Plan and receive feedback.

## 1. TRAINING INSTITUTE

### NACF [National Agricultural Cooperative Federation](<http://www.nonghyup.com>)

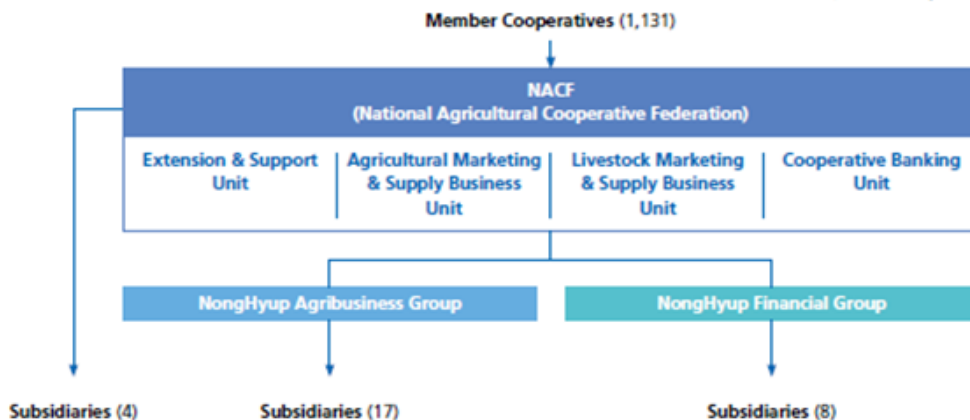
The National Agricultural Cooperative Federation hereinafter referred to as “NACF”, was established out of a merger of agricultural cooperatives and the agricultural bank in 1961, which was a result of efforts to construct a national cooperative system for Korean farmers suffering from poor production capacity and insufficient financial resources. In the decades since, NACF has played a crucial role in the growth of the Korean economy, developing into one of the most successful cooperatives in the world.

The NACF is the apex organization of 1,131 member cooperatives representing more than 2.25 million member farmers in Korea. Member farmers are the owners, users, and controllers of the agricultural cooperatives in which they are involved. These 1,131 member cooperatives are the owners of the Federation.

In Korea, NACF and its member cooperatives are known together as NONG-HYUP, which means ‘agricultural cooperative’ in Korean. NH NONG-HYUP is NACF’s communication brand name.

## Organization at a Glance

(As of Dec. 31, 2016)



**(Education & Support)**The NACF is carrying out education training and business for cooperative members to enhance their rights and interests. Also, it is promoting new technologies related to the R&D of both improved and new crop breeds.

**(Marketing & Supply Business)**The NACF supports various marketing & supply initiatives concerning production, distribution, and consumption so that farmers may devote their time and energy to farming activities. The marketing & supply business is generally divided into agriculture and livestock sectors and focuses on boosting rural household incomes and decreasing production costs via the expansion of the agricultural and livestock product markets.

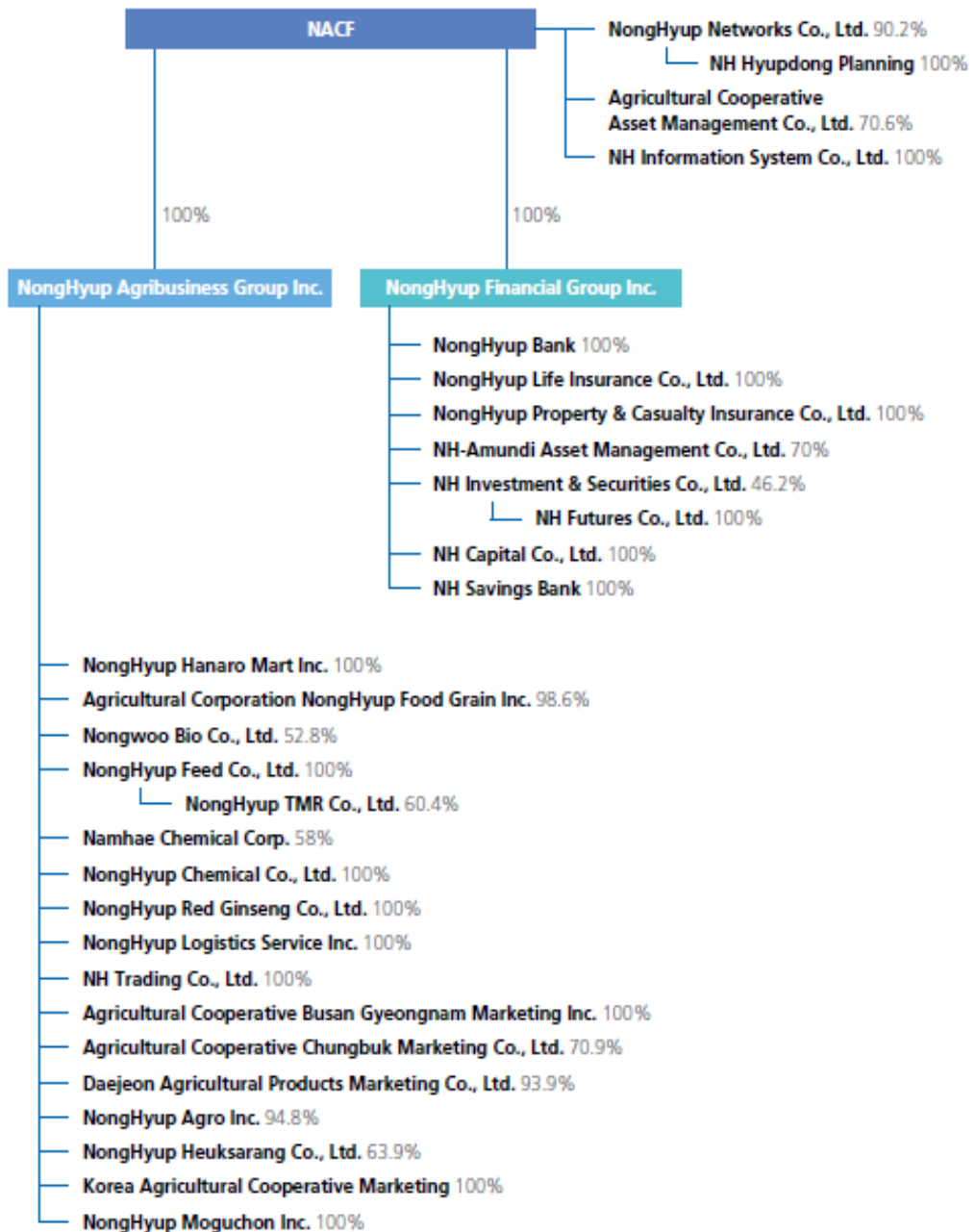
**(Banking & Insurance Business)**The NACF's aim is to both obtain funds and profit required for the successful implementation of NACF's activities and provide differentiated financial services. The banking and insurance business provides diverse financial services, including cards, insurance, cooperative banking, foreign exchange, and stocks, etc.

The NACF has also been serving as a director country and the secretariat of the agricultural sectoral organization of the International Cooperative Alliance (ICA) since 1998 and has been ranked first place for two consecutive years at the International Cooperative Alliance (ICA)'s World Cooperative Monitor based on turnover in international dollars (years 2014~2015)

The Federation provides specialized extension services, agri-business education and runs 9 NH training institutes along with the Agricultural Cooperative University. This enables the Federation to share its training experience and human/material resources among member cooperatives.

It also runs a Joint-Workshop with the ICA-AP and educates member cooperatives on the Korean agriculture. Each year a total of over 500 international members of the ICA visits the NACF.

# NACF's Stake in Subsidiaries



## 2. CONTACT INFORMATION

- **Korea International Cooperation Agency (KOICA)**

- CIAT Program HOT Line: +82-1899-4519
- Websites: <http://www.koica.go.kr>  
<http://training.koica.go.kr>  
<http://www.facebook.com/koica.icc>

- Program Manager: Mr. Keonhee LEE
- Phone: +82-31-740-0542
- Fax: +82-31-740-0578
- E-mail: [Leon@koica.go.kr](mailto:Leon@koica.go.kr)

- Program Coordinator: Ms. Hoomi LEE
- Phone: +82-31-777-2645
- Fax: +82-31-740-0996
- E-mail: [hoomi@global-inepa.org](mailto:hoomi@global-inepa.org)

- **National Agricultural Cooperative Federation**

- Program Manager: Mr. Hyunwoo KIM
- Phone: +82-2-2080-6896
- Fax: +82-2-2080-6130
- E-mail: [sorkwjd@nonghyup.com](mailto:sorkwjd@nonghyup.com)

- Program Assistant: Ms. Ga-in PARK
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- E-mail: [vlclgi@nonghyup.com](mailto:vlclgi@nonghyup.com)

## Appendix 1.

# INTRODUCTION to KOICA



*is a development cooperation agency of the Republic of Korea established in 1991. KOICA's mission is to reduce poverty, promote living standards and help realize sustainable, equitable and inclusive development in developing countries. To accomplish its mission, KOICA has been actively involved in enhancing developing countries' socio-economic infrastructure and institutions, providing people in the developing world with opportunities for better lives and improving their well-being.*

## KOICA Fellowship Program

**Human Resource Development (HRD)** has been one of the most important factors in Korea's escape from the vicious cycle of poverty and underdevelopment which had lasted for many decades. With scarce natural resources, HRD has played a vital role in the process of the economic development of Korea, enabling the nation to emerge as an exemplary case of rapid economic growth powered by HRD. From its own experience, Korea fully recognizes the significance of HRD. With its extensive experience and know-how in HRD, Korea has greatly contributed to the international community by sharing its unique development experience with many other countries around the world.

The KOICA Fellowship Program is one of KOICA's main projects to help partner countries secure human resources for their development. Its primary objective is to share important technical skills and knowledge with partner countries as well as to help them build capacity for sustainable socio-economic development. The program deals with a wide range of topics, from public administration, economic development and science and technology to agriculture, health, and more. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its Fellowship Programs



## Appendix 2.

### **KOICA FELLOWSHIP PROGRAM (CIAT)**

KOICA has launched a brand-new name for the KOICA Fellowship Program in order to more effectively raise awareness about the program among the public and its partner countries.



In English, CIAT stands for Capacity Improvement and Advancement for Tomorrow and in Korean it means “seed (씨앗)” with hopes to contributing in the capacity development of individual fellows as well as the organizations and countries to which they belong.

The CIAT Program provides participants with opportunities to gain first-hand knowledge of Korea’s development experience. The programs are designed to enable participants to apply what they have learned for the development of their home countries. Since 1991, KOICA has offered about 4,512 courses to more than 74,792 participants from 172 countries.

Appendix 3.

## KOICA FELLOWSHIP COMMUNITY

The Fellows' Facebook is a place for fellows to ask questions and write comments on KOICA fellowship programs. So, if you have questions regarding our program, please feel free to join our Facebook community.



[facebook.com/koica.icc](https://facebook.com/koica.icc)

## MAP AND VENUE INFORMATION



## Appendix 5.

### **INFORMATION ON DIRECTION TO KOICA ICC**


- **Route:** Incheon International Airport Terminal → Korea City Airport, Logis & Terminal (CALT)  
→ KOICA International Cooperation Center (ICC)
- **Arrival at Incheon International Airport** (<http://new.airport.kr>)

#### Flow

- ▶ Fill out Arrival Card (or Immigration Card), Customs Declaration Form, and Quarantine Questionnaire (on board)
- ▶ Present the Quarantine Questionnaire to the quarantine counter (on the second floor)
- ▶ Present your Arrival Card, Passport and other necessary documents to an officer at the immigration desk
- ▶ Claim your baggage on the first floor
- ▶ Hand in Customs Declaration Form at Customs
- ▶ Pass through the Arrival Gate
- ▶ Go to the KOICA Counter



#### **Incheon International Airport opens *Second Passenger Terminal 2 (T2)***

**on January 18, 2018**

The new terminal is serviced by Korean Air (  ), KLM Royal Dutch Airlines

(  ), Air France (  ) and Delta Airlines (  ).

Accordingly, KOICA sets up an additional KOICA Counter in Terminal 2 as well. Please check its location in advance by referring to the followings information.

KOICA Counter at Incheon International Airport Terminal 1 (IIAT1)		
<b>IIAT (T1)</b>		<p><b>Location : Next to Gate 1 on the 1st floor (No.9-10)</b></p> <p><b>Contact Information</b>  Tel. : 82-32-743-5904  Contact : Ms. Jin-Young YOON</p>
KOICA Counter at Incheon International Airport Terminal 2 (IIAT2)		
<b>IIAT (T2)</b>		<p><b>Location : Tourist Information Center (Close to Arrival Gate B)</b></p> <p><b>Contact Information</b>  Tel. : 82-32-743-5905  Contact : Ms. Seungyoung YAU</p> <p><small>*Contact information at T2 is subject to change.</small></p>

- After passing through Customs, please go to the KOICA Counter. At the KOICA Counter, you can get detailed information about how to get to the KOICA International Cooperation Center (ICC) and receive a limousine bus ticket for City Airport, Logis & Travel (CALT).
- All the KOICA staff at the Incheon Airport wear a name tag or has a sign for indication.
- Even though you cannot find any KOICA staff at the counter, you can purchase a limousine bus ticket at the bus ticket counter. After purchasing it, go to the CALT Bus Stop (refer to the following information), get on the bus #6103 and present your ticket to the bus driver. It will take about 70 to 90 minutes from IIAT 1 and about 90 to 110 minutes from IIAT 2 to CALT.

<b>Incheon International Airport Terminal 1 (IIAT1)</b>		Limousine Bus # 6103
<b>IIAT 1</b>	Bus ticket counter : 1 <sup>st</sup> floor / Bus Stop 7A	
<b>Incheon International Airport Terminal 2 (IIAT2)</b>		
<b>IIAT 2</b>	Bus ticket counter : Basement 1 / Bus Stop 22	

- **CALT (City Airport, Logis & Terminal)**

- When you arrive at CALT, you can meet another KOICA staff who will help you reach the KOICA ICC.
- If you paid for a limousine bus ticket out of your own pocket, KOICA will reimburse the bus fare when you arrive at the KOICA ICC. Also, please note that there can be illegal taxis at the airport. Even if they approach you to offer rides, do not take the illegal taxis and check to see if they are KOICA staff.

**"Please remember to read the Fellows' Guidebook. It is available from the Korean Embassy or KOICA Overseas Office in your country and provides valuable information regarding KOICA programs, allowances, expenses, regulations, preparations for departure and etc."**