# **Corporate Governance**

### **Internal Control**

In order to improve the effectiveness and efficiency of its operations, to comply with laws and other rules, and to accomplish objectives as stipulated in the Act of the Incorporated Administrative Agency—Japan International Cooperation Agency, JICA has developed a corporate governance structure.

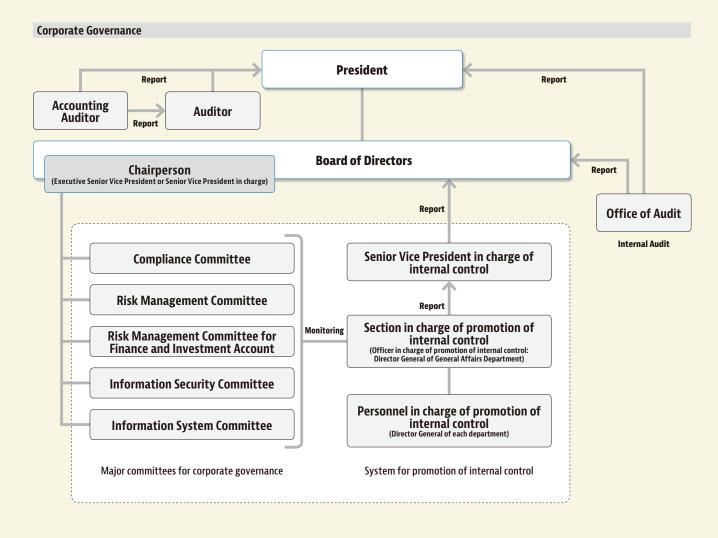
Specifically, in order to promote internal control as laid out in the Act on General Rules for Incorporated Administrative Agencies, JICA has established an internal control system, where under the President, who represents JICA and presides over its operations, the Senior Vice President in charge of general affairs takes charge of internal control along with the Director General of General Affairs Department, who takes charge of its promotion in the organization. The status of internal control is monitored on a regular basis, and reported to and deliberated on the Board of Directors.

JICA has also established the Office of Audit as an

independent section that conducts internal audits to ensure the efficiency and effectiveness of its operations. Furthermore, JICA receives audits from auditors and accounting auditors, and maintains the quality of its governance by firmly following up the results of the audits.

As part of its efforts to raise awareness and reinforce action for internal control, JICA has developed relevant internal regulations and a series of manuals that set out standard operating procedures. It has also compiled a policy document titled "Internal Control at JICA," which is available to the public.

For important areas of internal control, JICA sets up committees that deliberate on relevant issues and take necessary precautions. JICA also has mechanisms to receive internal and external reporting for early detection and prevention of regulatory non-compliance.



### **Performance Evaluation**

# Framework for Formulation of Objectives and Plans, and Performance Evaluation

In accordance with the Act on General Rules for Incorporated Administrative Agencies, JICA prepares its five-year Mediumterm Plan and an Annual Plan, and operates based on these Plans in order to achieve the Medium-term Objectives set by competent ministers (Minister of Foreign Affairs and other ministers principally for JICA). JICA also performs self-evaluations at the end of each fiscal year and each five-year Medium-term Plan period. Through these efforts, JICA aims for more effective and efficient operation of projects with the PDCA (Plan - Do - Check - Action) cycle.

More precisely, JICA prepares self-evaluations on its annual operational performance, compiles them into a Performance Report, submits it to the competent ministers, and publishes it. The ministers evaluate the report, give feedback to JICA and also publish it, and may order JICA to improve its operational management based on the results of the ministers' evaluation. At the end of each Medium-term Objectives period, the ministers conduct overall review on JICA's operations and organization, examining the necessity for the continuation of each operation and the retention of the organization itself, and take necessary measures to reflect these decisions in the next Medium-term Objectives based on the results.

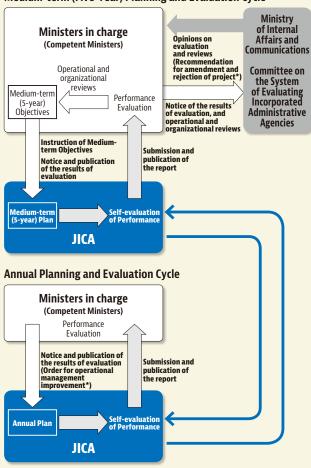
Meanwhile, the Committee on the System of Evaluating Incorporated Administrative Agencies, established under the Ministry of Internal Affairs and Communications, states its opinions, as necessary, on the content of Medium-term Objectives, Medium-term evaluations conducted by the competent ministers, and the necessary measures to be taken at the end of a Medium-term Objectives period, as described in the previous paragraph. This mechanism ensures the objectivity of the evaluation system.

#### **Results of Performance Evaluation for Fiscal 2017**

In the 4th Medium-term Plan, JICA has formulated plans based on the Development Cooperation Charter and international frameworks such as the Sustainable Development Goals (SDGs), concerning development issues such as infrastructure and economic growth, human-centered development, universal values and peacebuilding, and global issues, along with regional priority issues as well as partnerships with various actors and contributions to international discussions. JICA also sets out detailed measures for strengthening its organizational and operational foundations, security, and internal controls in the Plan.

JICA's operations toward achieving these plans in relation to the Annual Plan for fiscal 2017, the first year of the 4th Mediumterm Plan, were evaluated as having basically achieved the Midterm Objectives—the objectives defined in the Medium-term Framework for Performance Evaluation and Operational Management Review

#### Medium-term (Five-Year) Planning and Evaluation Cycle



\* Based on the results of the ministers' evaluation, the ministers may recommend improvement or elimination of operations or order JICA to improve its operational management.

Plan—on the whole. Items for which JICA has exceeded the desired objectives for fiscal 2017 are listed in a table [→ page 82], together with major results.

However, JICA has fallen short of achieving the Mid-term Objectives for three items due to problems with budget management. For Item No. 11 (financial improvement), the evaluator stressed the need for fundamental improvement, which might involve the discontinuation of relevant operations. For Item No. 9 (develop organizational foundations for strategic operational management) and Item No. 16 (strengthen internal control), the evaluator stated that improvement is needed. With these evaluations in mind, JICA took a number of measures to drastically strengthen its budget management. These included the establishment of the Office of Budget Management, governance strengthening through the Board of Directors, and the improvement of accounting and operational management systems.

### **Corporate Governance**

### Overview of Performance Evaluation Results for Fiscal 2017 (Items graded S and A)<sup>1</sup>

| ltem (No.)   | Major results  |  |  |
|--|--|--|--|
| <b>Grade S</b> (Items having produced remarkable results that exceeded the desired objectives)   |  |  |  |
| Share universal values and realize<br>a peaceful and secure society (No. 3)  | <ul> <li>The first unified civil code in South Asia, in Nepal</li> <li>Comprehensive assistance involving multiple sectors, including health, water, and infrastructure to evacuees from Rakhine State, Myanmar</li> <li>Acceptance of Syrian refugees under the program of accepting international students in Japan</li> </ul>   |  |  |
| <b>Grade A</b> (Items having produced result:  | s that exceeded the desired objectives)  |  |  |
| Promote people-centered development<br>that supports basic human life in<br>the developing areas (No. 2)   | <ul> <li>Contribution to the adoption of the Tokyo Declaration on UHC<sup>2</sup></li> <li>Contribution to the improvement of such health indicators as the prenatal checkup rate and the newborn carrate in relation to Goal 3 of the Sustainable Development Goals (SDGs)</li> <li>Promotion of the Initiative for Food and Nutrition Security in Africa (IFNA)</li> </ul>   |  |  |
| Build a sustainable and resilient international community by addressing global challenges (No. 4)  | <ul> <li>The first entity in Japan accredited by the Green Climate Fund (GCF)</li> <li>Received the UN Sasakawa Award for Disaster Reduction; promotion of the mainstreaming of disaster risk reduction in the international community</li> </ul>  |  |  |
| Regional priority issues (No. 5)   | <ul> <li>Promotion of the Development of the east-west and southern economic corridors in Southeast Asia, by, for example, improving physical distribution networks and introducing electronic customs systems</li> <li>Contribution to the fulfilment of government pledges regarding the Fifth Tokyo International Conference on African Development (TICAD V) and the African Business Education Initiative for Youth (ABE Initiative)</li> </ul>                 |  |  |
| Contribute toward addressing development issues through partnerships with the private sector and other partners (No. 6)                                    | <ul> <li>Contribution to the overseas expansion of Japanese companies' operations through private-sector partnership programs</li> <li>Promotion of solutions to problems facing developing countries with innovative technologies: creation of a special quota for technological advancement for infrastructure development, and a quota for developing regional industrial clusters overseas</li> </ul>  |  |  |
| Strengthen ties between various<br>development partners and developing<br>areas, while also expanding the number<br>of development partners (No. 7)        | <ul> <li>Establishment of the Kansai SDGs Platform</li> <li>Assistance capitalizing on the expertise and experience of local governments, NGOs, etc., in, for example, establishing the law on the protection of children in Mongolia, the first of its kind in East Asia</li> </ul>   |  |  |
| Strengthen foundations for operational implementation (No. 8)  | ■ Publication of the Project History series,³ including a book on the construction of the Delhi Metro in India ■ Responses to earthquake disasters in Mexico, torrential rain disasters in Sri Lanka, etc.   |  |  |
| Proactive contribution in international discussions and strengthening partnerships with international organizations, bilateral donors, and others (No. 14) | <ul> <li>Joint research with international development think tanks: the Brookings Institution and the Center for<br/>Strategic and International Studies in the United States</li> <li>Contribution to international discussions on UHC, nutrition, refugees, etc.</li> </ul>  |  |  |
| Personnel planning (No. 17)  | <ul> <li>Support for the creation of an environment where diverse people can work to their full potential, as highlighted by the establishment of the action plan for supporting the development of the next-generation and women's active participation in the workplace</li> <li>Improvement of the general work environment and specific systems of work, by, for example, introducing teleworking and encouraging the use of the telecommuting system</li> </ul> |  |  |

<sup>1.</sup> Details of JICA performance evaluations by the competent ministers, including those for fiscal 2017, are available for reference on the website of the Ministry of Foreign Affairs.

2. Universal Health Coverage (UHC) is defined as "ensuring that all people can use the promotive, preventive, curative, rehabilitative and palliative health services they need, of sufficient quality to be effective, while also ensuring that the use of these services does not expose the user to financial hardship."

3. A series of books that contain the analysis of the activities and outputs of an individual program or project that JICA conducted in the past, together with interviews and anecdotes.

### **Compliance and Risk Management**

### **JICA's Compliance Policy**

- (1) JICA shall improve the transparency and fairness of its operations and financial activities in order to secure public trust.
- (2) JICA shall contribute to the sound development of the international community through development assistance in order to secure the trust of the international community.
- (3) JICA shall meet the needs of developing regions and swiftly and flexibly provide quality services.
- (4) JICA shall consider natural and social environments when conducting its operations.
- (5) JICA shall communicate well with various levels of society and maintain an organizational culture of transparency.

### **Compliance Framework and Risk Management**

As a public administrative agency, JICA has important social responsibilities and a mission to serve the public. In order to fulfil these social responsibilities and respond to expectations of the Japanese public and the international community, in light of changes in the environment surrounding Japan, it is becoming increasingly important to ensure transparency and fairness of JICA's operational management in accordance with laws, internal regulations, and social norms. A compliance system is essential for appropriate operational management. Based on this understanding, JICA has defined principles of conduct as part of its compliance policies.

Compliance is one of the objectives of internal control. To properly enforce compliance, JICA has established the Incident Reporting system, the Internal Whistleblowing system, and the External Reporting system to prevent violations of laws and internal regulations, to ensure proper and prompt response to violations, and to prevent the recurrence of violations. JICA also endeavors to prevent fraud and corruption, such as bribery and other unacceptable acts, from occurring in projects funded by JICA. Moreover, JICA distributes a compliance manual to all of its officers and staff. This manual explains, in an organized and systematic manner, the compliance policies, laws, rules, and social requirements that must be observed. The manual serves as behavioral guidelines for each of the officers and staff.

In order to consider matters related to compliance, the Compliance Committee, which is chaired by the Executive Senior Vice President, is held regularly to monitor any violations of

laws and internal regulations.

Identification and assessment of risks are fundamental components of internal control. JICA defines risks as factors that will act as barriers to its operations. To achieve organizational objectives and plans, such as Medium-term Plans, in an effective and efficient manner, JICA assures implementation of risk management systems and performs risk identification and assessment for the smooth running of its projects.

All departments in JICA annually review and assess risks that are relevant to their operations. On that basis, JICA classifies potential major risks to its management and operation. Important major risks are identified, discussed, and confirmed by the Risk Management Committee and the Board of Directors. Measures against each risk are discussed and examined to strengthen organizational responses.

#### **Activities in Fiscal 2018**

JICA continued to operate the Consultation Desk on Anti-Corruption, which was reinforced in fiscal 2014, as well as the Internal Whistleblowing system and the External Reporting system. As part of its efforts to create an environment that discourages inappropriate demands by counterpart governments and executing agencies, JICA assists them in developing their capacity to prevent corruption and in strengthening governance on the part of the partner-country governments, through training and technical cooperation projects.

JICA has improved the existing debarment system of excluding companies found to have engaged in corruption or fraud from involvement in ODA project contracts or suspending their eligibility for such contracts for a certain period. Due to this improvement, JICA can now take effective measures in cases involving group companies or corruption and fraud that occurred abroad.

JICA also held training sessions and seminars for its staff members and contracted personnel to raise their awareness about compliance and further prevent the recurrence of any fraud. Furthermore, JICA reinforced its risk-reduction measures by identifying risks through self-review at the department level and examining major risks at the organizational level.

### Financial Risk Management of Finance and Investment Cooperation

The operations of the Finance and Investment Cooperation involve various risks, including credit risk, market risk, liquidity risk, operational risk and other risks. The nature as well as the volume of risks in JICA's operations and the ways to deal with them differ from the risks and countermeasures at private financial institutions. Nonetheless, it is essential for JICA to have appropriate risk management just as at a financial institution. In line with the global trend of increasingly focusing on risk management among financial institutions and regulators, JICA is constantly improving risk management of its Finance and Investment Cooperation.

More specifically, risk management of Finance and Investment Cooperation is positioned as a managerial issue that needs to be addressed systematically by the entire organization. JICA has thus adopted a risk management policy for its operations. Under the policy, JICA identifies, measures and monitors various risks. The objective of this policy is to ensure sound and effective operations and to earn returns commensurate with risks. JICA has established the Risk Management Committee for Finance and Investment Account that examines important issues related to integrated risk management.

#### **Credit Risk**

Credit risk refers to the potential loss from difficulties or failure to recover credit assets due to the deteriorating financial condition of a debtor. The main area of Finance and Investment Cooperation is lending. Consequently, the control of credit risk is a major part of JICA's risk management. Sovereign risk makes up a considerable part of the credit risk that accompanies ODA Loan operations. JICA, as an official financer, evaluates sovereign risk by making full use of information gathered through communication with the governments and relevant authorities in the recipient countries, multilateral institutions such as the International Monetary Fund (IMF) and the World Bank, other regional and bilateral donor organizations, and private financial institutions in developed countries. As for Private-Sector Investment Finance (PSIF), JICA assesses the risk associated with lending to private entities as well as country risk and currency risk.

### 1. Credit Rating System

JICA has established a credit rating system as part of the organization's operating procedures that is to cover all the borrowers. Credit ratings are the cornerstone of credit risk management, being used for conducting individual credit appraisals, calculating allowance for loan losses, and quantifying credit risks. Credit ratings are divided into two categories: sovereign borrowers and non-sovereign borrowers. A different credit rating system is used for each category. Ratings are

subsequently updated as appropriate.

### 2. Self-Assessment of Asset Portfolio

When managing credit risks, it is important to make proper self-assessments of the loan portfolio and implement write-offs and allowance for loan losses in a proper and timely manner. Based on the Financial Inspection Manual prepared by Japan's Financial Services Agency, JICA has developed internal rules for assessment. To ensure an appropriate checking function in this process, the first-stage assessment is conducted by the relevant departments in charge of lending and investment, and the second-stage assessment is conducted by the credit risk analysis department. An accurate understanding of asset quality is essential to maintain JICA's financial soundness as well as for disclosure.

### 3. Quantifying Credit Risk

In addition to individual credit risk management, JICA is working on quantifying credit risks with a view to evaluating the risk of the overall loan portfolio. To do that, it is important to take into account the characteristics of JICA's loan portfolio, a significant proportion of which consists of long-term loans and sovereign loans to developing and emerging countries. Also, JICA takes into account multilateral mechanisms for securing assets such as the Paris Club, which is a unique framework for debt management by official creditor countries. By incorporating these factors in the credit risk quantification model, JICA measures credit risks and utilizes it for internal controls.

#### **Market Risk**

Market risk refers to the potential losses incurred through changes in the value of assets and liabilities caused by fluctuations in foreign currency exchange rates and/or interest rates.

JICA bears risks arising from long-term fixed rate interest loans due to the characteristics of its lending activities. In this regard, JICA is enhancing its capacity to absorb interest rate risk by using capital injections from the General Account Budget of the Japanese government.

Furthermore, interest rate swaps are carried out exclusively for the purpose of hedging interest rate risk. In order to control counterparty credit risk of interest rate swaps, the market value of transactions and credit worthiness of each counterparty are constantly assessed and collateral is secured when necessary.

JICA hedges exchange rate risks, which may arise from foreign currency-denominated loans and the Japanese ODA Loan with Currency Conversion Option, by way of issuing foreign currency-denominated bonds, as well as currency swaps, etc.

Moreover, when foreign currency-denominated investments

are extended in PSIF, the valuation of investments is exposed to exchange risks. JICA manages this risk through regular and continuous monitoring of exchange rate fluctuations in the currency of the country in which the counterparty is located.

#### **Liquidity Risk**

Liquidity risk refers to risk of having difficulty securing sufficient funds due to a deterioration of JICA's credit or to an unexpectedly large increase in expenditures or an unexpectedly large decrease in revenues.

JICA uses many measures to avoid liquidity risk through management of its cash flow. This includes efforts to secure

multiple sources of funds such as Agency Bonds and borrowing under the Fiscal Investment and Loan Program.

### **Operational Risk**

Operational risk refers to potential losses incurred from work processes, personnel activities, improper systems, or other external events. For JICA, this refers to risks that stem from its operations, systems, and internal or external misconduct. JICA manages operational risks as part of efforts to promote its compliance policy.

### **Security and Safety Management**

JICA is committed to the safety of partners in international cooperation so as to ensure safe and secure activities in field operations. Following the Dhaka terrorist attack and the evacuation of JICA-related personnel from South Sudan, both in July 2016, JICA has been enhancing security measures in line with the "Final Report of the Council on Safety Measures for International Cooperation Projects." This report was compiled by the Ministry of Foreign Affairs of Japan and JICA based on requests from partner companies and organizations.

Building on these enhanced security measures, JICA announced in November 2017 the JICA Declaration on Security Measures, which sets out the following three policy pillars. Based on these pillars, JICA makes various efforts to ensure the safety of its international cooperation partners.

Raise crisis management awareness to forestall any
threat

Avoid dangerous areas when threat levels are raised.

2. Strengthen protective capabilities in both physical and nonphysical aspects.

Prepare for approaching threats.

3. React quickly and with good judgement during an emergency.

Stay calm even when facing danger.

### Raise Crisis Management Awareness to Forestall Any Threat

Provide analysis through information collection and integration, and applying these findings towards JICA's Security Measures

JICA is continuously engaged in collecting and analyzing security information to cope with changes in security trends,

including international terrorism. Timely and appropriate provision of updated information, necessary directions, and alerts allows JICA partners in the field to promptly avoid danger. JICA is thus in contract with experts such as external security consultants and security information providers to obtain various forms of information and strengthen its capacity for crisis management and analysis. JICA is also strengthening collaboration with international organizations in the field through sharing information and daily interaction. The information thus collected constitutes a basis to assess the threat level of project sites and is reflected in Security Measures (Travel Regulations and Code of Conduct) regulated for each country.

# Enhancement of external communication capabilities for security and safety management

To ensure the safety of JICA partners, JICA establishes Security Measures (Travel Regulations and Code of Conduct) to follow during their travel and stay. It also revises them as appropriate to accommodate changes in the security situation.

In November 2018, JICA made arrangements so that a wide range of international cooperation partners, including companies and organizations, can obtain—via the page dedicated to safety measures on its website—not only Security Measures for each country but also Security Manuals and JICA's travel advisories for each region and country.

# 2. Strengthen Protective Capabilities in Both Physical and Nonphysical Aspects

### Reinforce security at overseas offices

In preparation for rapid deterioration of security or emergency situations, JICA continues to work on reinforcing security at its overseas offices and accommodations.

In fiscal 2018, JICA developed security measures for each

#### **Corporate Governance**

project from the formulation phase by referencing information that corresponds to the threat level and the project type, while also building a review system. In addition, during fiscal 2018, security missions were dispatched to 23 countries to review the security measures of ongoing project sites.

# Security training in Japan and abroad for international cooperation partners

In fiscal 2018, JICA offered various forms of training to partner companies and organizations engaged in international cooperation. Specific training included lectures on recent trends in general crime and terrorism as well as practical training designed to teach hands-on self-defense skills for coping with security risks. JICA also started to offer training to security managers of partner companies and organizations. It provided such training in six cities in Japan in addition to Tokyo. In fiscal 2019, JICA plans to offer training materials on its website, including video-based material and achievement tests. Since 2003, JICA has been working with the Office of the United Nations High Commissioner for Refugees (UNHCR) eCentre, based in Bangkok, Thailand, to offer security training on self-defense and Security Risk Management.

| Security Training in Fiscal 2018 |  |                                    |  |
|----------------------------------|--|------------------------------------|--|
| Type of seminar and training     | No. of seminars/trainings or no. of host countries | No. of participants<br>and viewers |  |
| Lecture (in Japan)               | 33   | 1,016 participants                 |  |
| Practical training (in Japan)    | 12   | 372 participants                   |  |
| Practical training (abroad)      | 13 countries                                       | 530 participants                   |  |
| Total                            | _  | 1,918 participants                 |  |
| Webinar                          | _  | 3,561 views                        |  |



Bangladesh: Security training at a project site

### 3. React Quickly and with Good Judgement During an Emergency

### Preparations and training for emergencies

In an emergency, responding appropriately to different situations with JICA partners is crucial. JICA thus conducts emergency contact drills at all of its overseas offices to ensure the systematic provision of information to JICA partners and to take appropriate measures, including safety confirmation in emergencies such as disasters.

In fiscal 2018, JICA conducted tabletop exercises and simulated training in order to prepare its overseas offices as well as relevant departments at its headquarters for international emergencies. Additionally, JICA carried out evacuation training in South Sudan, where JICA has resumed full-fledged operations. Such training is designed to prepare the participants to take timely and appropriate action in cases of emergency.

Based on the lessons learned from all the training, JICA revised the emergency response manual to reinforce emergency contact arrangements. JICA increased the number of security management officers in high-threat countries, which is expected to promote risk awareness and security management in field operations.

# Raising of the crisis management awareness of JICA partners

Apart from the efforts to enhance security measures, JICA provides safety guidance to JICA partners and works to raise their risk awareness through pre-departure briefings, sending security advisory missions to selected countries, and organizing security seminars to the partners who are working in the field. JICA headquarters has a 24-hour standby system in place to securely receive emergency call from abroad and promptly make initial responses. In addition, special emphasis is placed on JICA partners working in high-threat countries for peacebuilding or reconstruction assistance. JICA continuously provides updated security information and alerts them to strictly comply with the code of conduct to ensure their safety. JICA also reinforces protection measures based on their environment.

### **Information Security and Personal Information Protection**

JICA has been engaging in information security and protection of personal information by developing internal regulations for information security and personal information protection.

JICA has strengthened its internal structure for information security. In April 2017, it fully revised the Information Security Management Rules and the Information Security Management Bylaws to comply with the Common Standards of Information Security Measures for Government Agencies, which had been established under the Basic Act on Cyber Security. During fiscal 2018, JICA also amended a set of semi-internal regulations and took other relevant measures.

JICA also worked to reinforce personal information protection in fiscal 2018. In December, it revised the Bylaws for the Implementation of Personal Information Protection in line with EU's General Data Protection Regulation (GDPR) enforced in May 2018, as well as in light of the Guidance Concerning the Measures to Properly Manage the Personal Information Held by Independent Administrative Agencies, etc., issued in October 2018 by the Director-General of the Administrative Management Bureau, Ministry of Internal Affairs and Communications.

Today, we face a growing need for stricter information security and personal information protection. JICA has been stepping up efforts to meet this need by, among others, (1) offering drills and training for its staff, (2) keeping relevant information updated and alerting its staff, and (3) forming and training the Computer Security Incident Response Team (CSIRT).

### **Information Disclosure**

In accordance with the Act on Access to Information Held by Independent Administrative Agencies, JICA, through its website and other means, provides access to the below information:

### **Information Related to the Organization**

Objectives, overview of operations, relationships with Japanese government programs; overview of organization; laws and regulations; salary and retirement allowance for board members; salary and retirement allowance for staff; business continuity plan; etc.

### **Information Related to Operation**

Business Report; Performance Evaluation Report; Mediumterm Objectives; Medium-term Plan; Annual Plan; etc.

### **Information Related to Finance**

Financial statements, etc.

### Information Related to the Evaluation and Audit of the Organization, Operation, and Finance

Performance evaluation documents; administrative evaluation and supervisory reports; accounting audit reports; etc.

### **Information Related to Procurement and Contracts**

Information related to noncompetitive negotiated contracts; bidding lists; etc.

#### Information on Related Entities

Recipients of financing activities; the status of related public-interest corporations; etc.

#### For More Information

Please refer to the JICA website for details.

Information Related to Disclosure

- → JICA website "Home" page
- → Information Disclosure https://www.jica.go.jp/disc/index.html (Japanese only)

Information Related to the Protection of Personal Information

- → JICA website "Home" page
- → Privacy Policy https://www.jica.go.jp/english/policy/index.html

### **Efforts to Improve Management of Organization and Operations**

Based on the Medium-term Objectives and Plan, JICA has been working on improvement of the organizational and operational management. JICA has placed priorities on the development of organizational foundations for strategic operational management and the optimization and streamlining of administrative operations.

### Development of Organizational Foundations for Strategic Operational Management

JICA reviewed the organizational structure of its headquarters in order to promote quality infrastructure investment and strengthen budget management. JICA set up the JICA Takebashi Building to scale up cooperation with various domestic partners, such as private companies, local governments, and nonprofit organizations. The Private Sector Partnership and Finance Department and the Domestic Strategy and Partnership Department were shifted to the building, which has easy access from the neighboring business districts.

# Optimization and Streamlining of Administrative Operations

JICA is committed to streamlining its administrative operations to meet domestic and international expectations for Japan's ODA. In the course of optimization and streamlining of administrative operations, JICA has focused on reducing fixed expenses, optimizing personnel expenses, streamlining its assets, and improving the procurement process.

JICA's efforts in fiscal 2018 centered on procurement improvement, which included (1) preparation of reference materials for procurement work at JICA's overseas and domestic offices, (2) providing training and support from the headquarters, and (3) significantly relaxing restrictions on eligibility for participation in competitive bidding for foreign nationals and corporations to increase the competitiveness of procurement.

### **Efforts to Better Global Environment**

As a member of the global community, JICA is committed to addressing environmental issues in concert with sustainable development toward the conservation of the global environment that surrounds humans and all forms of life. During 2004, JICA announced its Environmental Policy and obtained certification to ISO 14001, an internationally standardized environmental management system (EMS). In 2013, JICA switched to its own EMS to cope with various environmental problems and regulations more appropriately and flexibly.

### **JICA Environmental Policy**

As stated in the Law on General Rules of Japan International Cooperation Agency, JICA's mission is to "Contribute to the promotion of international cooperation and to the sound development of Japan and the international socioeconomy by contributing to the development or reconstruction of the economy and society, or economic stability of overseas regions which are in the developing stage," particularly to global environmental protection in compliance with environmental laws and regulations. Furthermore, in order to prevent and reduce negative environmental impacts that result from JICA's activities, JICA will utilize an environmental management system and continuously work to improve it.

The system will be based on the following policies:

# 1. Promotion of environmental measures through international cooperation activities

Based on the Japanese government's Official Development Assistance (ODA) policies, JICA will promote cooperation activities for the protection and improvement of the environment.

# 2. Promotion of activities for general environmental awareness

With the aim of raising public awareness, JICA collects information about environmental issues.

# 3. Promotion of environmentally friendly activities within JICA offices and facilities

JICA promotes environmental programs to reduce any negative impacts caused by its activities in all facilities.

# **4. Compliance with environmental laws and regulations**JICA will consistently adhere to relevant environmental laws and regulations.

For details on other activities, refer to the following website:

JICA Website

https://www.jica.go.jp/english/our\_work/social\_environmental/index.html