



Kính gửi:

KOICA-VO-26-2046

Các Bộ: Nông nghiệp & Môi trường; Công thương; Y tế.

Ngày 30/06/2026

KOICA 2026 Chương trình Nâng cao năng lực quản lý an toàn thực phẩm đối với thực phẩm xuất khẩu và nhập khẩu tại khu vực Đông Nam Á (2026 - 2028)

Văn phòng KOICA tại Việt Nam trân trọng kính chào Bộ Nông nghiệp & Môi trường, Bộ Công thương và Bộ Y tế.

KOICA trân trọng thông báo tới Quý Bộ về việc trong khuôn khổ Chương trình đa niên 2026 - 2028 về “Nâng cao năng lực quản lý an toàn thực phẩm đối với thực phẩm xuất khẩu và nhập khẩu tại khu vực Đông Nam Á”, khóa học thứ nhất sẽ được tổ chức tại Hàn Quốc vào năm 2026. Thông tin chi tiết về khóa học như sau.

- **Tên khóa học:** Nâng cao năng lực cho cán bộ nhà nước về công tác quản lý vệ sinh và an toàn thực phẩm tại khu vực Đông Nam Á ('26-'28);
- **Thời gian:** từ ngày 06 đến ngày 19 tháng 09 năm 2026 (14 ngày);
- **Hình thức:** tại Hàn Quốc;
- **Số lượng học viên Việt Nam:** 03 người;
- **Ngôn ngữ học:** Tiếng Anh;
- **Hạn nộp hồ sơ về Văn phòng KOICA tại Việt Nam:** ngày 30/07/2026.

Chương trình nhằm xây dựng nền tảng cho việc cung cấp thực phẩm an toàn hơn thông qua việc tăng cường năng lực quản lý an toàn thực phẩm và hoàn thiện hệ thống quản lý an toàn thực phẩm.

KOICA trân trọng đề nghị **Bộ Nông nghiệp và Môi trường, Bộ Công Thương và Bộ Y tế, mỗi Bộ đề cử 02 ứng viên đủ điều kiện tham gia khóa học, bao gồm 01 ứng viên chính thức và 01 ứng viên dự bị.** Ứng viên dự bị sẽ được xem xét thay thế trong trường hợp ứng viên chính thức không thể tham gia vào thời điểm ngay trước khi khóa học bắt đầu, nhằm bảo đảm luôn duy trì đủ số lượng học viên tham dự khóa học theo chỉ tiêu của chương trình. Ứng viên được đề cử cần đáp ứng các điều kiện sau:

- Là cán bộ thuộc Bộ Nông nghiệp và Môi trường, Bộ Công Thương và Bộ Y tế, giữ chức vụ cấp Vụ trưởng/Cục trưởng (hoặc tương đương), và hiện đang phụ trách công tác quản lý vệ sinh, an toàn thực phẩm;
- Có ít nhất 05 năm kinh nghiệm công tác trong lĩnh vực chính sách, quản lý, thanh tra, kiểm tra về vệ sinh và an toàn thực phẩm hoặc các lĩnh vực liên quan. Ưu tiên các ứng viên có kinh nghiệm tham gia các dự án hợp tác phát triển liên quan đến quản lý vệ sinh, an toàn thực phẩm và có hiểu biết, kinh nghiệm về các hệ thống quản lý an toàn thực phẩm;
- Ưu tiên các cán bộ đang tham gia các dự án ODA của Chính phủ Hàn Quốc nhằm

tăng cường tính liên kết giữa các chương trình dự án viện trợ không hoàn lại và các chương trình ODA vay ưu đãi/không ưu đãi;

- Có đủ sức khỏe thể chất và tinh thần để tham gia đầy đủ chương trình đào tạo;
- Chưa tham gia các khóa đào tạo của KOICA trong vòng ba năm gần đây, trừ khi có quy định khác;
- Có cam kết mạnh mẽ trong việc đóng góp vào công tác nâng cao năng lực của cơ quan, đơn vị sau khi hoàn thành chương trình và tích cực chia sẻ kiến thức thông qua các hoạt động lan tỏa tri thức sau khóa học;
- Có khả năng nói và viết tiếng Anh thành thạo để tham gia các bài giảng, và chuẩn bị Báo cáo quốc gia (Country Report) và Đề xuất dự án/Kế hoạch hành động (Project Concept Paper/Action Plan) bằng tiếng Anh.

Để biết thêm thông tin chi tiết, kính đề nghị Quý Bộ tham khảo đầy đủ các điều kiện tham gia và hướng dẫn khác trong tài liệu Thông tin khóa học (Course Information) gửi kèm.

KOICA sẽ chi trả các chi phí bao gồm vé máy bay khứ hồi quốc tế, ăn ở, bảo hiểm y tế (trong phạm vi bảo hiểm chi trả) và sinh hoạt phí trong thời gian học viên lưu trú tại Hàn Quốc.

Hồ sơ đăng ký tham gia Chương trình và văn bản xác nhận đồng ý cung cấp thông tin cá nhân cho bên thứ ba cần được gửi tới Văn phòng KOICA tại Việt Nam chậm nhất vào ngày **30 tháng 7 năm 2026** để kịp chuẩn bị hồ sơ đề nghị cấp thị thực và chuẩn bị hậu cần của Chương trình.

KOICA trân trọng đề nghị các văn bản trao đổi chính thức của các Quý Bộ liên quan đến khóa học này được đồng kính gửi với Bộ Tài chính (Cục Quản lý Nợ và Kinh tế đối ngoại).

Nếu cần thêm thông tin, xin vui lòng liên hệ Ms. Thảo, theo số điện thoại 0979 886 798 hoặc email ciat@koica.vn.

Văn phòng KOICA tại Việt Nam trân trọng cảm ơn Bộ Nông nghiệp & Môi trường, Bộ Công Thương và Bộ Y tế.

Sincerely Yours,

Lee Byung Hwa

Giám đốc Khu vực Châu Á / Giám đốc Quốc gia

Văn phòng KOICA tại Việt Nam

Đồng kính gửi: Bộ Tài chính (Cục Quản lý Nợ và Kinh tế đối ngoại).

Tài liệu gửi kèm:

1. Thông tin khóa học;
2. Mẫu đơn đăng ký;
3. Chính sách về quyền riêng tư và bản quyền trong việc sử dụng dữ liệu cá nhân.



KOREA INTERNATIONAL COOPERATION AGENCY

To:

KOICA-VO-26-2046

- Ministry of Agriculture & Environment (MAE);
- Ministry of Industry & Trade (MOIT);
- Ministry of Health (MOH).

30 June 2026

Subject: *2026 KOICA Capacity Building for Food Safety Management in Import and Export Food in Southeast Asia (2026 - 2028)*

The Korea International Cooperation Agency (KOICA) Viet Nam Office presents its compliments to MAE, MOIT, and MOH.

KOICA is pleased to inform the esteemed Ministries that under a multi-year 2026-2028 Capacity Building Program for Food Safety Management in Import and Export Food in Southeast Asia, the first course is conducted in the Republic of Korea in 2026 with details as follows.

- **Course title:** Capacity Building for Public Officials on Food Sanitation and Safety Management in Southeast Asia ('26-'28);
- **Duration:** 6 - 19 September 2026;
- **Course type:** invitational training (training in the Republic of Korea);
- **Number of participants from Viet Nam:** three (3) persons;
- **Language:** English;
- **Deadline to submit applications to KOICA Viet Nam Office:** 30 July 2026.

The course aims to establish a foundation for the provision of safer food through strengthened food safety management capacities and improved food safety management systems.

In this regard, KOICA kindly requests MAE, MOIT, and MOH each to nominate **two (02)** eligible candidates for the course, **including 01 primary candidate and 01 reserve candidate**. The reserve candidate will be considered in the event that the primary candidate is unable to participate prior to the commencement of the course, thereby ensuring that the full quota of participants can be maintained. All nominated candidates should meet the following eligibility criteria:

- Be government officials of the MAE, MOIT, and MOH, at the director level (or equivalent) in charge of food hygiene and safety management;
- Have at least 05 years of professional experience in food hygiene and safety policy, regulation, inspection, or related fields. Priority will be given to candidates with experience in development cooperation projects related to food sanitation and safety management, and in food safety management systems;
- Preference should be given to officers who are involved in Korean government's ODA projects currently being implemented to enhance linkages between grant aid and concessional/non-concessional ODA programs;

- Be physically and mentally fit to participate fully in the training program;
- Have not participated in the same KOICA training program for the past three years, unless otherwise specified;
- Demonstrate a strong commitment to contribute to the capacity building of their affiliation after the program has been completed; and to actively disseminate knowledge after completing the course through knowledge-sharing events;
- Possess sufficient proficiency in written and spoken English to actively participate in lectures and prepare Country Report, Project Concept Paper/ Action Plan.

For other detailed information, please kindly refer thoroughly to the eligibility requirements and other instructions in the Course Information attached herewith.

KOICA will cover expenses including a round-trip international air ticket, meals, accommodation, medical insurance (medical expenses covered within the insurance coverage) and daily allowance during participant's stay in the Republic of Korea.

Completed application documents for the KOICA Fellowship Program and confirmation of agreement on provision of personal information to a third party should be submitted to KOICA Viet Nam Office no later than **30 July 2026** to facilitate timely visa processing and logistical arrangements.

KOICA would also appreciate it if official correspondences from the Ministries related to this course could be shared concurrently with the Ministry of Finance (Department of Debt Management and Foreign Economics Relations).

Should you have any inquiries, please kindly contact Ms. Thao, at 0979 886 798 or ciat@koica.vn.

KOICA Viet Nam Office avails itself of this opportunity to renew to the MAE, MOIT, and MOH the assurances of its highest consideration.

Sincerely Yours,



The stamp is circular with the text 'KOREA INTERNATIONAL COOPERATION AGENCY' around the top and 'KOICA VIETNAM' in the center. A blue ink signature is written over the stamp.

Lee Byung Hwa

Asia Region Director/ Country Director
KOICA Viet Nam Office

c.c.: Ministry of Finance (Department of Debt Management and Foreign Economics Relations).

Enclosed:

- 1. 2026 KOICA Course Information of Capacity Building for Food Safety Management in Import and Export Food in Southeast Asia ('26-'28);***
- 2. Application Form for the KOICA Fellowship Program;***
- 3. Privacy and Copyright Policy on the Use of Personal Data.***



BỘ TÀI CHÍNH
NƯỚC CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM

Số: 49 BTC/QLN

Kính gửi: Ông Lee Byung Hwa – Giám đốc Quốc gia Cơ quan hợp tác Quốc tế Hàn Quốc (KOICA) tại Việt Nam.

Về việc: Xác nhận tham gia 05 khóa đào tạo đa phương do Chính phủ Hàn Quốc tài trợ thông qua Cơ quan hợp tác Quốc tế Hàn Quốc (KOICA).

Gửi Ông Lee Byung Hwa,

Trước tiên, Cục Quản lý nợ và Kinh tế đối ngoại, Bộ Tài chính Việt Nam kính chào và cảm ơn sự hợp tác chặt chẽ của KOICA trong thời gian qua và trân trọng gửi thông tin xác nhận tham gia 05 khóa đào tạo đa phương trong năm 2026 sử dụng vốn viện trợ không hoàn lại của Chính phủ Hàn Quốc, cụ thể như sau:

Theo đề nghị của Văn phòng KOICA Việt Nam tại Công thư KOICA-VO-26-41, trên cơ sở đề xuất của KOICA và sự cần thiết của việc tăng cường năng lực quốc gia trong các lĩnh vực tài chính, biến đổi khí hậu, phát triển năng lực ứng dụng công nghệ, phát triển văn hóa cho Việt Nam, Bộ Tài chính tổng hợp và gửi xác nhận tham gia các khóa đào tạo ngắn hạn đa phương trong năm 2026 sử dụng vốn viện trợ không hoàn lại của Chính phủ Hàn Quốc, cụ thể như sau:

1. Nâng cao năng lực về tài chính đổi mới cho doanh nghiệp siêu nhỏ, nhỏ và vừa (MSMEs) (Đơn vị tham gia: Bộ Tài chính);
2. Nâng cao năng lực giảm phát thải khí nhà kính (GHG) cho ngành công nghiệp tại khu vực (Đơn vị tham gia: Bộ Công Thương, Bộ Nông nghiệp và Môi trường);
3. Nâng cao năng lực ứng dụng công nghệ số trong khai thác di sản văn hóa tại ASEAN (Đơn vị tham gia: Bộ Văn hóa thể thao và Du lịch, Ủy ban nhân dân Thành phố Huế);
4. Nâng cao năng lực quản lý an toàn thực phẩm trong xuất nhập khẩu thực phẩm tại Đông Nam Á (Đơn vị tham gia: Bộ Công Thương, Bộ Nông nghiệp và Môi trường, Bộ Y tế);

5. Nâng cao năng lực cho cán bộ đấu thầu công về hệ thống đấu thầu điện tử (e-procurement) tại châu Á (Đơn vị tham gia: Bộ Tài chính, Bộ Xây dựng).

Bộ Tài chính nước Cộng hòa xã hội chủ nghĩa Việt Nam trân trọng cảm ơn các hỗ trợ của KOICA và mong muốn tiếp tục nhận được sự hỗ trợ quý báu từ KOICA và Chính phủ Hàn Quốc. *70*

Hà Nội, ngày tháng năm 2026



Kính gửi: Văn phòng KOICA tại Việt Nam.

Đồng kính gửi:

- Đại sứ quán Đại Hàn Dân Quốc tại Việt Nam;
- Các Bộ (Bộ Nông nghiệp và Môi trường, Bộ Công Thương, Bộ Y tế, Bộ Xây dựng, Bộ Văn hóa thể thao và Du lịch, Bộ Tài chính);
- Ủy ban nhân dân Thành phố Huế;
- Bộ trưởng Bộ Tài chính Việt Nam.

[2026-2028 Multi-year Program]

2026 KOICA Course Information

Capacity Building for Food Safety Management in Import and Export Food in Southeast Asia('26-'28)



KOICA **CIAT**
KOICA Fellowship Program

HACCP 한국식품안전관리인증원

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People/ Peace/ Prosperity/ Planet/ Partnership/

KOICA

Korea International
Cooperation Agency



Korea International Cooperation Agency

Korea International Cooperation Agency (KOICA) was established as a government agency dedicated to grant aid programs in April 1991. To achieve the 2030 Agenda for Sustainable Development Goals (SDGs), KOICA has set 5Ps - People, Prosperity, Peace, Partnership and Planet - as its core values, promoting mutual development cooperation for peace and prosperity centered on people ensuring no one behind.

CIAT

Capacity Improvement and
Advancement for Tomorrow



KOICA Fellowship Program, CIAT

CIAT is pronounced [síat], which means seed in Korean. It aims to plant seeds of hope across partner countries. CIAT is a cooperation program where policymakers, public servants and experts from developing countries are invited for technical course and knowledge sharing.



CIAT has established partnerships with numerous public organizations, research institutes, universities, and others in Korea to offer quality course programs. These efforts have resulted in high levels of satisfaction among participants. After completing the program, CIAT participants play a significant role in spreading Korea's commitment and goodwill towards their societies.



FOR APPLICANTS

PROGRAM OVERVIEW

TITLE: Capacity Building for Public Officials on Food Sanitation and Safety Management in Southeast Asia('26-'28), First-Year Invitational Training Course

DURATION: 2026-2028

GOAL: To establish a foundation for the provision of safer food through strengthened food safety management capacities and improved food safety management systems.

	FIRST-YEAR COURSE (2026)	SECOND-YEAR COURSE (2027)	THIRD-YEAR COURSE (2028)
TARGET GROUP	Food hygiene and safety policymakers (Director-level officials)	Working-level officials responsible for food hygiene and safety management	Technical professionals related to food hygiene and safety (laboratory testing and analysis personnel)
OBJECTIVES	To strengthen the capacity for developing laws and policies related to food hygiene and safety management.	To enhance the practical competencies in establishing and operating food hygiene and safety management systems.	To strengthen the technical capacity in food hygiene and safety testing and analysis.
ACTIVITIES	Invitational Course	Invitational Course	Invitational Course
OUTPUT	Action Plan	Revised Action Plan	Final Action Plan

(Selecting a good Action Plan and implementing on-site program)

Accomplishing the program's goals through capacity building and contributing to the sustainable socio-economic development of partner countries

COURSE OVERVIEW

1. OBJECTIVES

- 1) To enhance the understanding of Korea's food safety policies and management system
- 2) To strengthen the competencies of government officials responsible for food hygiene and safety management
- 3) To promote future partnerships and cooperation between Korea and participating countries in the field of food safety.

2. COURSE DURATION

- Invitational Course (based on the date of entry to/departure from Korea) :
September 06 (Sun) - September 19 (Sat), 2026
 - * Course duration(Work Days) : September 07 (Mon) - September 18 (Fri), 2026
 - ** All of the above-mentioned times are based on KST(Korea Standard Time)

3. COURSE TYPE

- Invitational Course(course in Korea)

4. LANGUAGE: *English

- * Unless otherwise requested by the recipient country's government or recipient organization officially, all courses should be conducted in English. The official request from the recipient country's government or recipient organization must be evidenced by (an) official document(s). Conducting a course in a foreign language other than English, without both prior consultation and approval from KOICA is prohibited.

5. LOCATION

- 1) Course: KOICA International Cooperation Center(ICC), KAHAS
- 2) Accommodation: KOICA International Cooperation Center(ICC)

6. PARTICIPANTS: 15 people

- * Cambodia (3), Laos (3), Malaysia (3), Timor-Leste (3), Vietnam (3)

7. ELIGIBILITY REQUIREMENTS

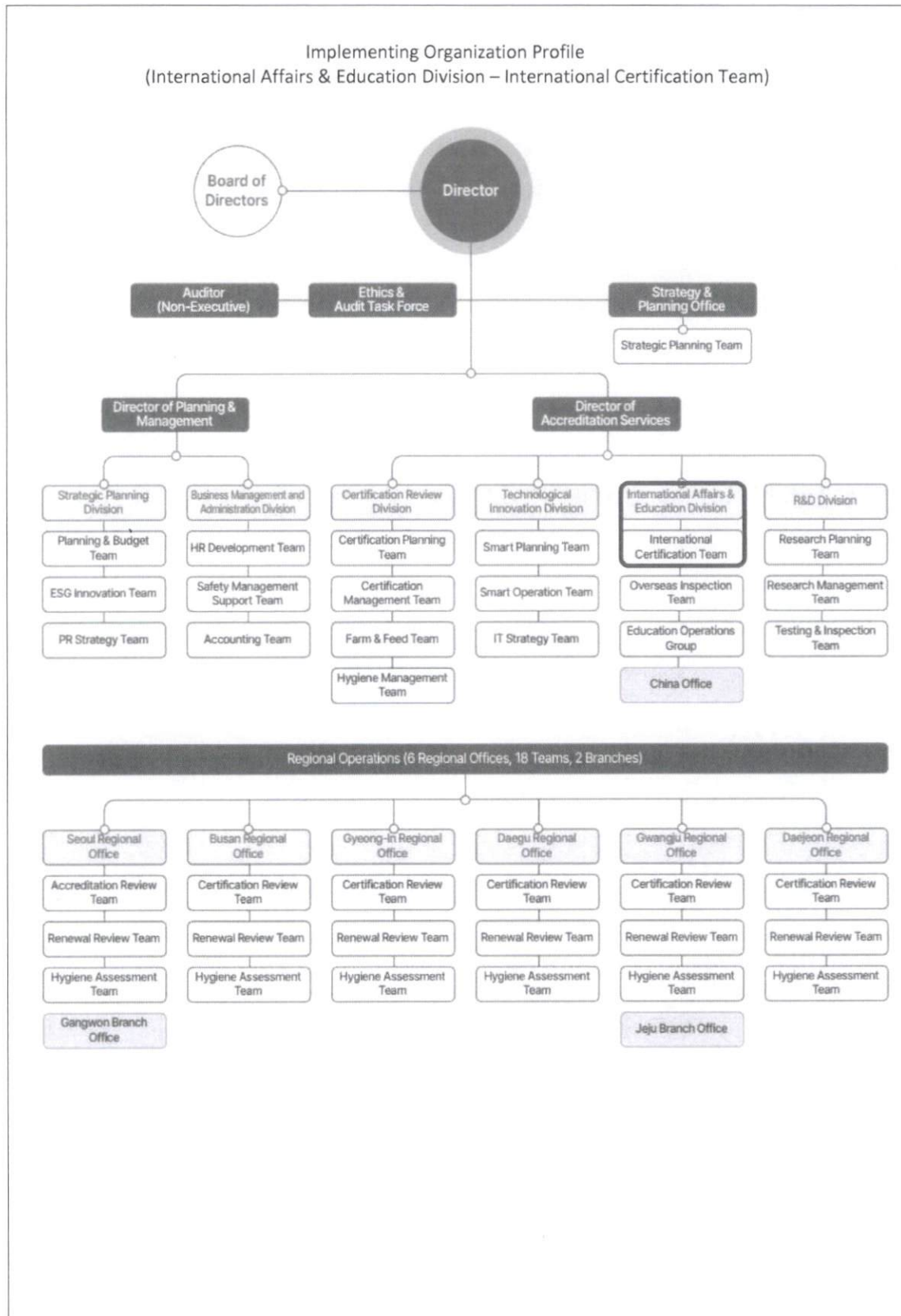
MANDATORY	1. Be nominated by their government; 2. Be in good health, both physically and mentally, enough to take the course; 3. Have a willingness to show a high level of participation and commitment throughout the course and contribute to the capacity building of their organization after the completion of the program; 4. Have not participated in the same KOICA Fellowship Program for the past three years, unless otherwise specified; (Key individuals may participate in the same programs again if there is an official request from the recipient country's government or recipient organization and the request is approved by KOICA. The process of request and consultation with KOICA must be evidenced by (an) official document(s)) 5. (Original place of employment) Target ministries or government agencies responsible for food hygiene and safety management in Southeast Asian countries 6. (Position) Be a government official at the director level (or equivalent) in charge of food hygiene and safety management; 7. (Relevant work experience) Have at least 5 years of professional experience in food hygiene and safety policy, regulation, inspection, or related fields; 8. (Language capability) Sufficient proficiency in written and spoken English to actively participate in seminars and write an Action Plan 9. (Full-time participation) Be able to attend the KOICA Fellowship Program full-time 10. (IT literacy) Have working knowledge of computers and related digital technology to perform basic tasks such as operating software systems, platforms and other communication programs (Windows, MS Office, email, etc.);
PREFERABLE	1. (Experience in International Cooperation) Officials who have experiences participating in international, regional, or development cooperation projects related to food sanitation and safety management. 2. (Experience in Food Safety Management Systems) Officials who have experiences in the operation of food safety management systems, including food sanitation supervision, food safety policies, and food-related regulations.
RECOMMENDED	1. (ICT Environment) Have easy access to internet and be able to navigate online for the course. 2. (Commitment to Follow-up Actions and Knowledge Dissemination) Officials who demonstrate a strong commitment to implementing the Action Plan and actively participating in post-training follow-up and knowledge dissemination activities upon completion of the program.

※ This course is designed for participants meeting the above qualifications. Ineligible participants may have difficulty understanding the course.

8. CURRICULUM

MAIN LECTURES & DISCUSSIONS		FIELD VISIT
Module 1. Food Safety Management System in Korea		
· Food Safety Culture · Food Safety Management Legal Framework and Organizations in Korea · Imported Food Safety Management and Inspection System in Korea · Health Functional Food Safety Management System in Korea · Food Testing and Inspection System in Korea		· MFDS
Module 2. Food Hygiene Management Policies in Korea		
· Food Standards and Specifications in Korea · Safety Management of Agricultural Products in Korea · Safety Management of Livestock Products in Korea · Safety Management of Fishery Products in Korea		· Gyeongin MFDS · QIA Jungbu Regional Office
Module 3. HACCP Implementation and Promotion Strategies in Korea		
· Implementation and Future Development of the HACCP System in Korea · Digital Transformation of Food Safety Management and Smart HACCP		· KAHAS(HACCP Experience Center) · Smart HACCP-Certified Food Manufacturing Facility · HACCP-Certified Food Manufacturing Facility · HACCP-Certified Livestock Product Processing Facility
Module 4. Country Report		
· Country Report Presentation and Discussion · Program Evaluation and Discussion on Training Outcomes		
Module 5. Action Plan		
· Action Plan Development Methodology · Action Plan Development (1): Problem Identification and Definition · Action Plan Development (2): SWOT Analysis · Action Plan Development (3): Development of an Actionable Implementation Plan · Action Plan Presentation: Presentation and Sharing of Results		
EXTRACURRICULAR ACTIVITIES		
· Seoul City Tour · Visit to a Traditional Market		· Seoul City Tour · Traditional Market

9. Implementing Organization: KAHAS (<https://www.haccp.or.kr/userEng/main.do>)



10. DETAILED PROGRAM SCHEDULE

Date/Time	Program Description	Remarks
September 6 (Sun)	Arrival	
	Arrival Depart for KOICA ICC and check-in	Incheon Seongnam
September 7 (Mon)	Orientation / Opening Ceremony / Country Report	
09:30 – 10:30 10:30 – 12:00 12:00 – 14:00 14:00 – 17:00 17:00 – 17:30	KOICA Orientation KAHAS Orientation & Opening Ceremony Welcome Luncheon (Country Report) Country Report presentation and Discussion Q&A / Announcement of the Next Day's Schedule	Seongnam
September 8 (Tue)	Lecture	
10:00 – 11:30 11:30 – 13:30 13:30 – 15:00 15:00 – 17:00 17:00 – 17:30	(Lecture 1) Food Safety Culture Lunch (Lecture 2) Food Safety Management Legal Framework and Organizations in Korea (Lecture 3) Food Standards and Specifications in Korea Q&A / Announcement of the Next Day's Schedule	Seongnam
September 9 (Wed)	Field Trip	
09:00 – 10:30 10:30 – 12:30 12:30 – 14:30 14:30 – 16:30 16:30 – 18:00	Transfer (Field Trip 1) Smart HACCP-Certified Food Manufacturing Facility Lunch and Transfer (Field Trip 2) KAHAS(HACCP Experience Center) Transfer	Jincheon Cheongju
September 10 (Thu)	Field Trip	
09:00 – 10:30 10:30 – 12:30 12:30 – 14:30 14:30 – 16:30 16:30 – 18:00	Transfer (Field Trip 3) HACCP-Certified Food Manufacturing Facility Lunch and Transfer (Field Trip 4) HACCP-Certified Livestock Product Processing Facility Transfer	Cheongju

September 11 (Fri)	Field Trip	
09:00 – 10:30 10:30 – 12:30 12:30 – 14:30 14:30 – 16:30 16:30 – 18:00	Transfer (Field Trip 5) Gyeongin MFDS Lunch and Transfer (Field Trip 6) QIA Jungbu Regional Office Transfer	Incheon
September 12 (Sat)	Cultural Program	
10:00 – 11:00 11:00 – 12:30 12:30 – 14:30 14:30 – 16:00 16:00 – 17:30 17:30 – 18:30	Transfer (Cultural Program 1) : Seoul City Tour (1) Lunch and Transfer (Cultural Program 1) : Seoul City Tour (2) (Cultural Program 2) : A Visit to a Traditional Market Transfer	Seoul
September 13 (Sun)	Action Plan Preparation	
9:00 – 18:00	Action Plan Preparation	Seongnam
September 14 (Mon)	Lecture	
10:00 – 11:30 11:30 – 13:30 13:30 – 15:30 15:30 – 17:00 17:00 – 17:30	(Lecture 4) Health Functional Food Safety Management System in Korea Lunch (Lecture 5) Food Testing and Inspection System in Korea (Lecture 6) Imported Food Safety Management and Inspection System in Korea Q&A / Announcement of the Next Day's Schedule	Seongnam
September 15 (Tue)	Lecture	
10:00 – 12:00 12:00 – 14:00 14:00 – 15:00 15:00 – 16:00 16:00 – 17:00 17:00 – 17:30	(Lecture 7) Implementation and Future Development of the HACCP System in Korea Lunch (Lecture 8) Safety Management of Agricultural Products in Korea (Lecture 9) Safety Management of Livestock Products in Korea (Lecture 10) Safety Management of Fishery Products in Korea Q&A / Announcement of the Next Day's Schedule	Seongnam
September 16 (Wed)	Lecture / Action Plan(AP) Workshop	
10:00 – 12:00 12:00 – 14:00 14:00 – 15:00 15:00 – 17:00 17:00 – 17:30	(Lecture 11) Digital Transformation of Food Safety Management and Smart HACCP Lunch (Lecture 12) Action Plan Development Methodology (AP 1) Problem Identification and Definition Q&A / Announcement of the Next Day's Schedule	Seongnam

September 17 (Thu)	Action Plan(AP) Workshop	
10:00 – 12:00	(AP 2) SWOT Analysis	Seongnam
12:00 – 14:00	Lunch	
14:00 – 17:00	(AP 3) Development of an Actionable Implementation Plan	
17:00 – 17:30	Q&A / Announcement of the Next Day's Schedule	
September 18 (Fri)	Action Plan(AP) Presentation / Closing ceremony	
10:00 – 12:30	(AP 4) Action Plan Presentation : Presentation and Sharing of Results	Seongnam
12:30 – 14:30	Lunch	
14:30 – 16:00	Program Evaluation and Discussion on Training Outcomes / Satisfaction Survey / KOICA Departure Orientation	
16:00 – 17:00	Closing Ceremony	
17:00 – 19:00	Farewell Dinner	
September 19 (Sat)	Departure	
-	Departure	Seongnam Incheon

※The above schedule is subject to change.

HOW TO APPLY

APPLICATION DEADLINE: August 4, 2026 (Tue)

Step 1. CHECK COURSE INFORMATION CAREFULLY.

- Applicants must review Program Overview and Course Overview details to ensure the course is relevant to their work and that they meet the qualifications for application.

Step 2. FILL OUT AND SUBMIT AN APPLICATION.

- Applicants must submit it no later than the deadline.

※ Instructions for filling out an application ※

- 1) Fill in all entries of the application form, including email address **accurately and without omission**
(The selection process of qualified applicants will start based on the information provided).
- 2) Applicants are required to fill out an application clearly and legibly.
(The course application result or follow-up activities after completion of the course will be notified through the email address of an applicant written in the application.)
- 3) Make sure to submit all the documents required for application.
※ Passport, Medical Reports are required for Invitational Course.

- ▶ For inquiries regarding application submission, please contact KOICA's Overseas Office or the Korean Embassy (if KOICA Office is unavailable).

Step 3. RECEIVE NOTIFICATION OF SELECTION RESULTS.

- KOICA (or the Course Institute) will notify successful candidates of their selection via email.

※ Overview of the Selection Process ※

Applications submitted



Applications submitted to KOICA's Overseas Office or Korean Embassy by a target country(agency)



First review by Overseas Office or Korean Embassy and final review by KOICA HQ



Final selection and result notification

< Information for Successful Candidates >

- Successful candidates are required to submit a Country Report by the deadline (For details, see Country Report section);



FOR PARTICIPANTS

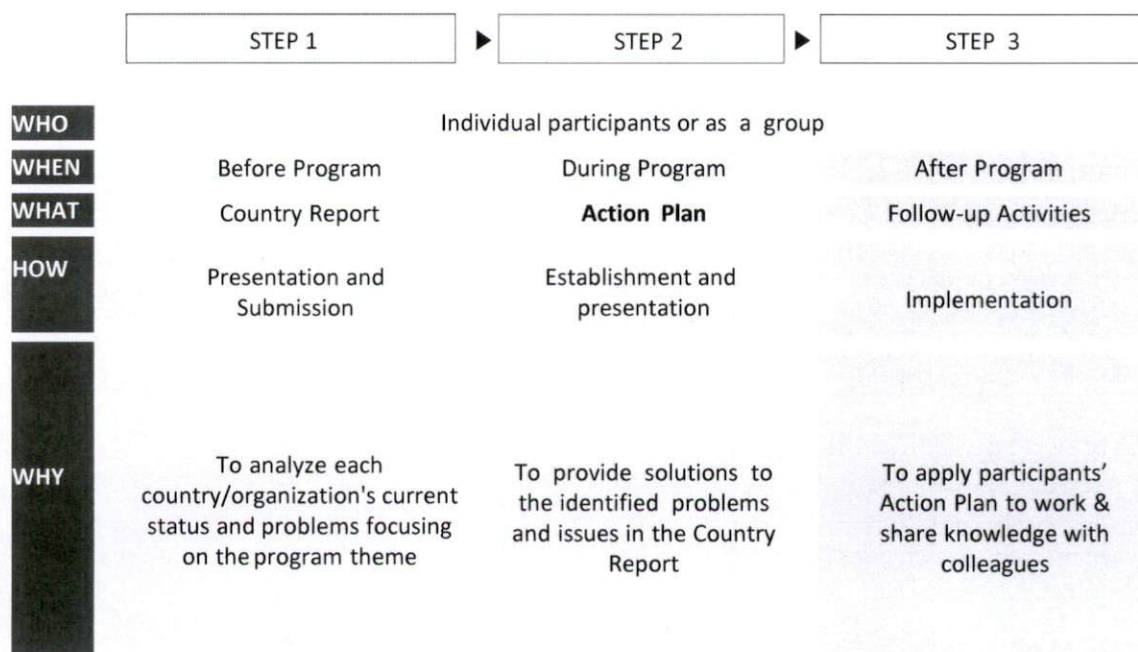
PARTICIPANT'S MAJOR ACTIVITIES

All participants are requested to establish and present an Action Plan towards the end of the program. The Action Plan is a crucial program activity to which KOICA gives top priority. It is intended, firstly, to help program participants to come up with alternatives and solutions to the current issues and major challenges which participants' country/government/organizations are facing and, secondly, to plan what action the participants should take in order to solve those challenges.

For a successful Action Plan, **the first step is to prepare a Country Report.** In preparing a Country Report before joining the KOICA course, participants will have an opportunity to analyze their own countries' current issues, challenges as well as circumstances surrounding them. Preparation and presentation of a Country Report is part of the Action Plan building process in which participants will be involved throughout the program.

The second step is to build an Action Plan. With the Country Report in mind, participants are encouraged to develop an Action Plan by incorporating the observations, experiences, and findings from the program, specifically from lectures and discussions. During the Program Orientation Session, the Action Plan guidelines, including a PPT template for presentation, will be provided to participants with instructions on how to formulate concepts and ideas for composing a practical and feasible Action Plan.

The third step is to implement the Action Plan. After the completion of the course, participants should implement the Action Plan according to its specifics and timeline. Participants are advised to do follow-up activities such as knowledge-sharing workshops or presentations with colleagues.



[STEP 1] COUNTRY REPORT

1. WHAT IS A COUNTRY REPORT?

A Country Report is a pre-assignment prepared and submitted by participants before the course starts. Participants analyze their own countries' current issues, challenges as well as circumstances surrounding them, and share the findings with other participants and Korean experts in an effort to provide solutions to the identified problems and issues for their own countries.

2. HOW AND WHAT TO PREPARE

Participants are requested to prepare the Country Report individually or as a group and must submit it by the deadline specified below, so that it can be shared with lecturers before the program starts and also with fellow participants, moderators, discussants and Korean experts during the program in an effort to provide solutions to the identified problems and issues.

By when **August 21, 2026**

In what format Microsoft PowerPoint

To whom Program Manager Yeeun Park / yep@haccp.or.kr

Which
contents?

Chapter 1. National Food Sanitation and Safety Management System

- (1) Main Roles of National Organizations Related to Food Safety and HACCP (Ministry/Department/Bureau, etc.)
- (2) Organizational Structure and Chart for Food Sanitation and Safety Management

Chapter 2. Current Status of Food Sanitation and Safety Policies and Programs

- (1) Government Policies and Strategies
- (2) Food Safety and HACCP-related Programs and Initiatives
- (3) Activities to Enhance Food Safety Awareness

Chapter 3. Major Issues and Challenges in Food Sanitation and Safety Management

- (1) Problems and Limitations of the Current System
- (2) Operational Difficulties and Areas for Improvement in Food Sanitation and Safety Management

Chapter 4. Future Tasks and Directions

- (1) Future Tasks in Food Sanitation and Safety Management
- (2) Directions for Strengthening Capacity in Food Sanitation and Safety Management

* The topics of Chapters 3 and 4 will be covered in the Action Plan.

3. COUNTRY REPORT PRESENTATION

Each presentation should take no longer than 15 minutes or so. Use an adequate number of slides, or maximum 20 pages, with consideration of time constraints. Each Country Report presentation will be followed by a question and answer session which includes feedback from Korean experts.

[STEP 2] ACTION PLAN

1. WHAT IS AN ACTION PLAN?

An Action Plan is intended to help program participants provide alternatives and solutions to the issues and problems that are identified in the Country Report. A good Action Plan entails who will do what, when, and how in detail. Since the Action Plan's feasibility is crucial, participants should thoroughly discuss with their supervisor(s) in advance whether the main topic and direction are viable.

Based on the observations and findings from the lectures and discussions, participants will be asked to create an Action Plan in accordance with the Action Plan Guidelines to be provided. A session for developing and building the Action Plan will be held and the Action Plan guidelines will be provided to participants with instructions on how to formulate concepts and ideas for composing a practical and feasible Action Plan.

※ Note ※

- 1) Participants joining a second or third year course without attending the previous course(s) are required to review and understand the Action Plans by other participants in such course(s) in advance.
- 2) Participants may improve or develop the previous year's Action Plan, or build another Action Plan with a new topic.

2. ACTION PLAN BUILDING PROCESS



- Applying knowledge acquired through lectures and discussions and working on measures to solve the issues or problems identified in the Country Report from various angles
- Building specific solutions as well as an implementation plan together with a moderator during the Action Plan workshop

[STEP 3] FOLLOW-UP ACTIVITIES

ACTION PLAN & PILOT PROJECT

Sharing the implementation status of the Action Plan with the Course Institute and KOICA (See Appendix: Contacts)
(An exemplary Action Plan will be selected and financed by the Course Institute as a pilot project for implementation of the Action Plan)

KNOWLEDGE SHARING ACTIVITIES

Promoting knowledge spreading activities such as workshops and presentations to share knowledge acquired during the program and the Action Plan

KOICA CLUB ACTIVITIES

Taking part in an array of activities including joining KOICA Clubs in each country and community service after the completion of the program

ONLINE NETWORKING

<https://www.facebook.com/koica.icc>

Having an opportunity to participate in the KOICA Fellowship Community and to continue networking



APPENDIX

FROM DEPARTURE TO ARRIVAL

BEFORE DEPARTURE

1 Apply VISA or K-ETA

Apply for VISA (C-3) or K-ETA*

2 Access Q-CODE **recommend*

▶ Advance input system (**Q-CODE**) of Quarantine Information

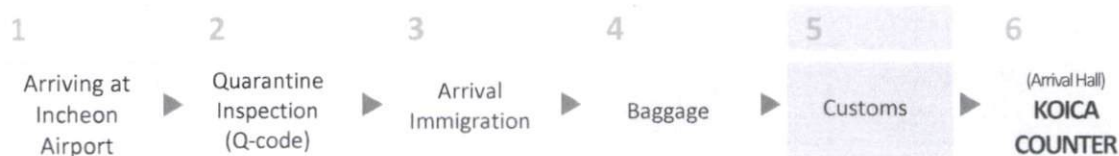
K-ETA (Korea Electronic Travel Authorization)

- Nationals of countries/regions eligible for visa-free entry are required to get K-ETA approval to board the flight or ship bound for the Republic of Korea.
- Apply via the official K-ETA website(<https://www.k-eta.go.kr>) or mobile Application(K-ETA), at least **72-hour** prior to board the flight
- ※ (COST) 10,000KRW (appx. 10USD) and 3% of card transaction fee
- ※ If you apply through a service website that is NOT the official K-eta website, you may be charged excessive fees.

Q-CODE (Quarantine Information Advance Input System)

- **Access:**<https://cov19ent.kdca.go.kr/cpassportal/biz/beffatstmnt/main.do?lang=en>
- All participants are recommended to register a Q-code prior to entering Korea.
- Passengers who have completed entering quarantine information through the Q-code system and issued a QR-code may take a short time for quarantine inspection after arriving in Korea.
- Otherwise, you may get '**Health Condition Questionnaire**' on board and fill out and submit it during the quarantine inspection.

✈ AT AIRPORT [Arrival Procedures]



※ KOICA will provide the Immigration Office at the Incheon International Airport with a list of participants' names, nationality, flight schedules, and other information regarding the Fellowship Program before arrival. Participants are advised to carry the invitation letter in which their status is written, and show the letter to the Immigration Officer in case the Officer asks for further identification.

To ensure that you receive appropriate help to safely get to the Course Institute, two KOICA Counters are in service at each Terminal.
At the KOICA Counter, KOICA staff will arrange your ride to the Course Institute.

AT INCHEON INTERNATIONAL AIRPORT TERMINAL 1 (IIAT 1)



Location
In front of Exit
between 1 & 2
(near **A** gate)

Contact Info
Ms. Jin-Young YOON
Tel.: 82-32-743-5904

AT INCHEON INTERNATIONAL AIRPORT TERMINAL 2 (IIAT 2)



Location
In front of Exit 7
(near **B** gate)

Contact Info
Ms. Geun-Young KIM
Tel.: 82-32-743-5905

KOICA COUNTER

CONTACTS

KOICA Course Institute	http://www.koica.go.kr http://www.facebook.com/koica.icc	
	Program Manager Ms. Jooyeon KIM +82-31-740-0532 jooy@koica.go.kr	CIAT Fellowship Program Pilot Project Follow-up Activities
	Program Coordinator Ms. Ahyeon KIM +82-2-6916-9679 ahyeon08@koworks.org	General Support for Course Management
	Program Manager Ms. Yeeun PARK +82-43-928-0163 yep@haccp.or.kr http://haccp.or.kr	Course Contents & Management - Curriculum, Lecture, Lecturer, Country Report & Action Plan Workshop (Real time)

Capacity Enhancement Program Department

KOICA International Cooperation Center(ICC)

KOICA International Cooperation Center, 825 Daewangpangyo-ro,
Sujeong-gu, Seongnam-si, Gyeonggi-do, Republic of Korea (13449)

Tel : 82-31-777-2600 / Fax : 82-31-777-2603

<http://koica.go.kr>
