No.12040/46/2015-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: 24 September, 2015

**<u>TRAINING CIRCULAR</u>**

Subject: Knowledge Co-Creation Program on **"ICT for the Improvement of Government Capacity and Service; Information System Security and Strategy"** to be held in Japan from 27th January, 2016 to 11th June, 2016 under Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for the above mentioned training program to be held in Japan from 27th January, 2016 to 11th June, 2016 under Technical Cooperation Program of the Government of Japan.

2.      The program aims the participants to attain the knowledge and skills that enable IT staff to acquire a wide-range of skill sets required for leading the management and implementation of information security in his/her organization to provide secure government services.

3.      The applying organizations are expected to nominate those officers who meet the criteria as stipulated at page 3 of General Information Brochure under Section I "For Whom" with minimum 3 years or equivalent experience as an Application Developer or a Network Specialist. The applicant should have undergraduate or post graduate degree; have competent command over spoken and written English; must be in good health (both physically and mentally); must not be part of any type of military service; recommendable age of the candidate is 25 to 40 years.

4.      In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

   a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
   b) Whether cleared from vigilance angle;
   c) Age;
   d) Whether working in North East State/J&K;
   e) A brief in 50-100 words justifying the nomination.

...2/-

5.      The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6.      It is, therefore, requested that the nomination of suitable candidates may please be forwarded **(in two copies)** in JICA's prescribed form to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7.      The applications should reach this Department through the Administrative Ministry/Department/State Government not later than **November 10, 2015**. Nominations received after the prescribed date will not be considered. The details of the program (General Information Brochure) may be drawn from Ministry of Personnel, Public Grievances and Pensions' website (persmin.nic.in).

**(P. K. Pattnaik)**
Under Secretary to the Government of India
Tele: 011-26109049

To,

a)  Secretary, M/o Information and Broadcasting, Shastri Bhawan, New Delhi.
b)  Secretary, D/o Telecommunication, Sanchar Bhawan, Rafi Marg, New Delhi.
c)  Secretary, D/o Electronics & Information Technology, Electronics Niketan, CGO Complex, Lodi Road, New Delhi.
d)  Chief Secretaries to all the State Governments/Union Territories (with request to circulate the same amongst their related Departments/Organizations).
e)  Mr. Sachiko Imoto, Senior Representative, Japan International Cooperation Agency, JICA India Office, 2nd Floor, Dr. Gopal Das Bhawan, 28, Barakhamba Road, New Delhi -110001,
f)  NIC with request to post the circular along with the JICA's circular on this Department's website.

# Knowledge Co-Creation Program
# (Group & Region Focus)

**GENERAL INFORMATION ON**

**ICT for the improvement of government capacity and services: information system, security, and strategy (D)**
**課題別研修「行政サービス改善のための ICT 利活用：情報システム、セキュリティ、ICT 戦略(D)」**
***JFY 2015***
**NO. J15-04217 / ID.1584576**
**From January 2016 to December 2016**
**Phases in Japan: From January 27, 2016 to June 11, 2016**

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

'JICA Knowledge Co-Creation (KCC) Program' as a New Start
In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

# *I. Concept*

## Background

Today, information and communication technology (ICT) is recognized as a key enabler for realizing sustainable development by offering tremendous opportunities for developing countries to take full advantage of the benefits of globalization. The ICT, in fact, enables all citizens to access basic services, such as education, health care, agro-services or financial services regardless of sex, age, nationality, or any other factor created by society.

The ICT is also recognized as a key tool for any government to provide more efficient and effective services. The use of the ICT in government services (so-called "e-Government"), therefore, has been rapidly increasing all over the world today. In Japan, in the 1970's, the government started the promotion of various e-Government initiatives such as the implementation of online based administrative procedures, electronic provision of government information, optimization of work and systems, improvement of government procurement related to information systems, and information security measures.

Nevertheless, such digitalization of government services often remains a challenge in developing countries, because of lack of not only adequate infrastructure but also highly skilled ICT personnel. In this context, JICA Okinawa offers an ICT training program (*1) with the view of empowering ICT personnel to design, develop and manage efficient ICT solutions, which can assist governments of developing countries in the efforts of improving the governments' capacity in applying the ICT.

(*1) ICT training program

"ICT for the improvement of government capacity and services: information system, security, and strategy" comprises four courses, which have different objectives:

(A) To become capable of improving the operation and management of information systems,

(B) To become capable of analyzing business/ICT problems, constructing ICT solution requirements, and defining the structure of ICT systems,

(C) To become capable of leading ICT strategy planning and business process enhancement, and

**(D) To become capable of designing and managing the information security systems.**

This document provides general information on the course (D).

### For what?

This course is designed for each participant to attain the knowledge and skills that enable IT staff to acquire a wide-range of skill sets required for leading the management and implementation of information security in his/her organizations to provide secure government services.

### For whom?

This course is designed for a participant who is one of the following:
- An ICT staff member expected to lead the management and implement information security,
- An ICT staff member involved in the management and/or implementation of information security,
- A network specialist, or
- A person who experienced the management of application development.

(An applicant who already has a substantial knowledge and skills, which this course is providing, is subject to unacceptance.)

### How?

This course includes practical exercises, such as workshops and sessions formulating an Action Plan, which is an ICT project to be developed by each participant, along with lectures, because JICA Okinawa believes that the acquired knowledge is solidified by repeatedly applying it in those practical exercises. This is especially true for technical training programs like this one.

The course also includes variety of activities, such as interactive lectures and observation tours to be conducted both in Okinawa and in mainland of Japan. In addition, a participant will undertake a 20-day practical group exercise to mark the end of the training. Using a case study, a participant will analyze the existing problems, evaluate the organizational capability and develop a recommendation to solve the problems to achieve the goals providing better citizen services. Such a practice-oriented method enables each participant to be a truly skillful ICT staff member who can lead the implementation of e-Government initiatives.

Furthermore, as one of the major outcomes of this course, the above-mentioned Action Plan will resolve business problems of the government of each participant. In order to assist each participant to implement his/her Action Plan, the training implementer will provide technical advice even extended for the period of six months after the completion of the core phase in Japan.

# II. Description

1. **Title (J-No.):**

   ICT for the improvement of government capacity and services: information system, security, and strategy (D) (J15-04217)

2. **Course Period in JAPAN:**

   January 27, 2016 to June 11, 2016

3. **Target Regions or Countries:**

   Bangladesh, Fiji, India, Laos, Pakistan, Rwanda, South Africa, Tuvalu, and Zimbabwe

4. **Eligible / Target Organization:**

   This program is designed for central government and/or other governmental organizations enhancing the ICT use in the work and service delivery.

5. **Course Capacity (Upper Limit of Participants):**

   Twelve (12) participants

6. **Language to be Used in This Program**:
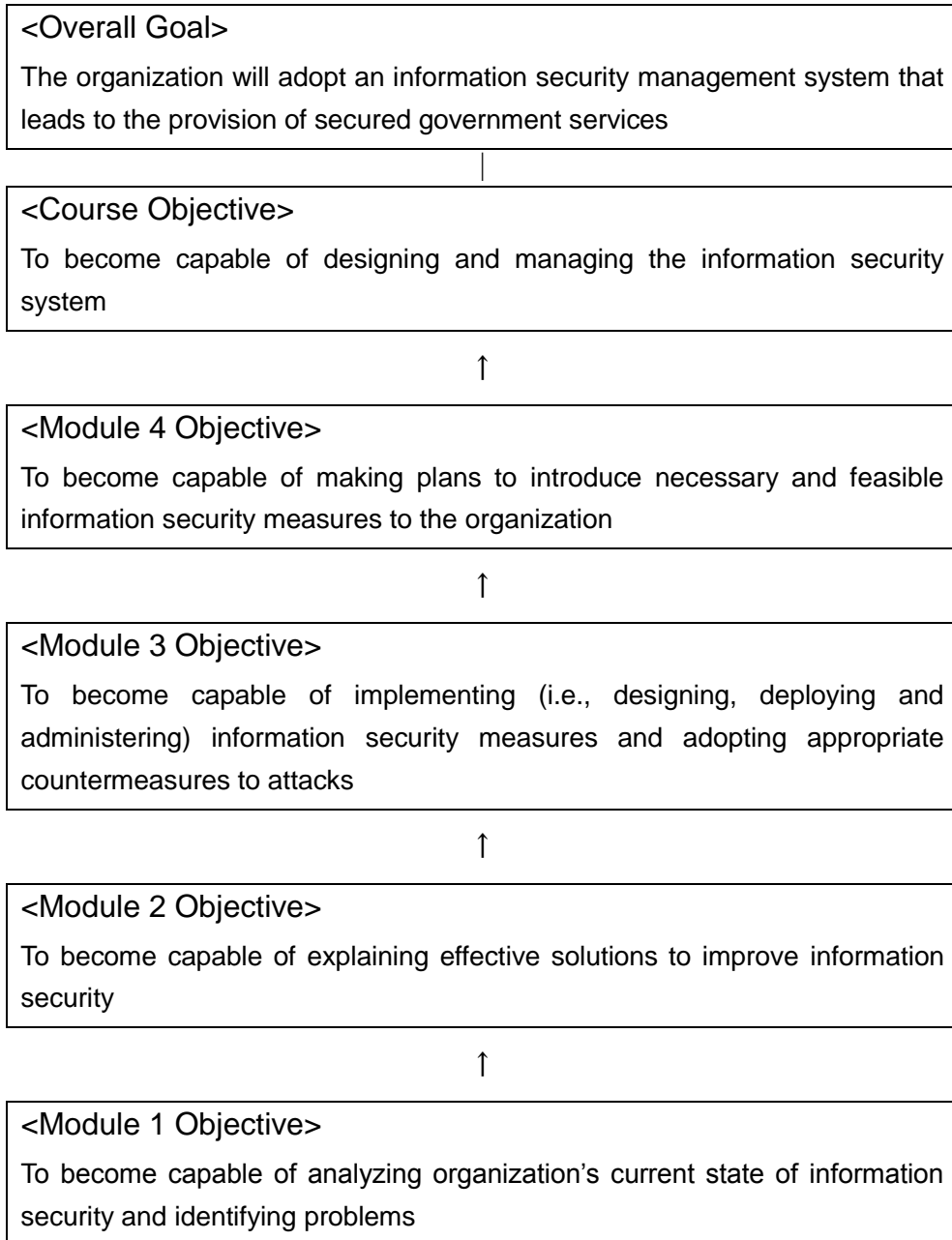
   English

7. **Course Objective:**

   This course aims for each participant to become capable of designing and managing the information security system.

8. **Overall Goal:**

   The overall goal of this course is for the organization of each participant to become capable of adopting an information security management system that leads to the provision of secured government services.

## 9. Expected Modules Output and Contents:

<Overall Goal>

The organization will adopt an information security management system that leads to the provision of secured government services

<Course Objective>

To become capable of designing and managing the information security system

↑

<Module 4 Objective>

To become capable of making plans to introduce necessary and feasible information security measures to the organization

↑

<Module 3 Objective>

To become capable of implementing (i.e., designing, deploying and administering) information security measures and adopting appropriate countermeasures to attacks

↑

<Module 2 Objective>

To become capable of explaining effective solutions to improve information security

↑

<Module 1 Objective>

To become capable of analyzing organization's current state of information security and identifying problems

**<Structure of the Program>**
Topic outline (subject to minor changes)

In order to help each participant to learn skills and knowledge, a participant is required to formulate an effective and feasible Action Plan during his/her stay in Japan and achieve the plan upon his/her return to home country. Please carefully read this section and ensure the preparation.

A. **Preparatory Phase before the Departure to Japan (December 2015 until departure)**

Before coming to Japan, each participant is requested to take following actions:

1) Read carefully the present document titled "General Information".
2) Identify key business challenges of his/her organization, which <u>are relevant to this course concept</u>, and discuss the theme of his/her Action Plan, with the supervisor.
3) Obtain the approval of the participant's management before the departure, which facilitate implementing his/her Action Plan after his/her returning from Japan.
4) Fill out the preliminary study sheet and other required forms, which will be provided by email from the training implementer after acceptance notification.

B. **Core Phase in Japan (January 27, 2016 to June 11, 2016)**
   *N.B. This is an interim version and the content and duration of each subject can be modified in due course.*

| # | Subject Name | | |
|---|---|---|---|
| | Expected result (At the conclusion of each subject, a participant should be able to:) | Teaching Methods | Duration |

| | | | |
|---|---|---|---|
| <Module 1 Objective><br>To become capable of analyzing organization's current state of information security and identifying problems<br><br><Module 2 Objective><br>To become capable of explaining effective solutions to improve information security | | | |
| 1 | Introduction to e-Government | | |
| | 1. Provide rationale for the implementation of e-Government.<br>2. Cite and discuss examples of e-Government services. | Lecture | 1 day |
| 2 | Introduction to Enterprise Architecture (EA) | | |
| | 1. Identify reform methods appropriate to one's organization by considering its current work flow.<br>2. Indicate a process on how to design EA.<br>3. Cite and discuss examples of EA practices in different countries.<br>4. Compare different type of reference models by analyzing his/her methodology and advantages.<br>5. Describe a system required to design EA and its management. | Lecture and Exercise | 2 days |
| 3 | Introduction to the Effective Use of Opne Source Sofutware (OSS) for Problem-Solving | | |
| | 1. Indicate how to introduce OSS in governmental institutions.<br>2. Identify key elements in smoothly introducing OSS.<br>3. Use OSS resources available at online platforms. | Lecture | 1 day |

| 4 | Security Basics | | |
|---|---|---|---|
| | 1. Recognize the importance of information security.<br>2. Illustrate basic security technologies.<br>3. Indicate how to manage security environment.<br>4. Apply security measures against different type of threats. | Lecture and Exercise | 2 days |
| 5 | Cloud Computing Basics | | |
| | 1. Illustrate characteristics of cloud computing services.<br>2. Describe cloud computing infrastructure technologies.<br>3. Describe big data processing technologies.<br>4. Cite and discuss examples of big data use. | Lecture and Exercise | 3 days |
| 6 | Introduction to Mobile Technologies | | |
| | 1. Indicate the outline of mobile internet and mobile contents.<br>2. Illustrate how to effectively use mobile services.<br>3. Describe the outline of mobile application development. | Lecture | 1 day |
| 7 | Problem-Solving and Facilitation | | |
| | 1. Apply problem-solving methods on the job.<br>2. Facilitate a process of consensus building and foster mutual-understanding among project team members.<br>3. Find solutions by applying efficient negotiation skill. | Lecture and Exercise | 3 days |
| 8 | Logical Thinking | | |
| | 1. Think logically.<br>2. Fulfill a role of project manager by indicating clear instructions. | Lecture and Exercise | 2 days |
| 9 | Presentation Skills | | |
| | 1. Illustrate key factors for making an effective presentation.<br>2. Design effective promotional activities to mainstream new technology and techniques within one's organization.<br>3. Describe a process for, and indicate considering points in designing promotional activities.<br>4. Make an effective presentation. | Lecture and Exercise | 3 days |

<Module 3 Objective>

To become capable of implementing (i.e., designing, deploying and administering) information security measures and adopting appropriate countermeasures to attacks

| 10 | Introduction to IT Strategy Consulting Methodology | | |
|---|---|---|---|
| | 1. Assemble the role and activities of the organization from the viewpoint of top-level management.<br>2. Identify "issues" using different thinking method.<br>3. Apply SWOT framework. | Lecture and Exercise | 3 days |
| 11 | Project Operation Management | | |
| | 1. Describe outline of system development.<br>2. Identify development methodology (waterfall model, prototyping model, iterative model, RAD model, package model).<br>3. Illustrate outline of project management.<br>4. Practice cost management process.<br>5. Practice progress management process.<br>6. Practice quality management process. | Lecture and Exercise | 4 days |

| 12 | Linux Basics | | |
|---|---|---|---|
| | 1. Use basic commands of Linux.<br>2. Operate files and directories.<br>3. Use vim (vi) editor.<br>4. Use network commands for Linux.<br>5. Write and operate shell scripts | Lecture and Exercise | 4 days |
| 13 | Linux System Administration | | |
| | 1. Install a Linux system.<br>2. Start-up and shut-down systems.<br>3. Register and manage the users.<br>4. Install and remove software.<br>5. Manage the file system and network. | Lecture and Exercise | 3 days |
| 14 | Internet Server Construction (Linux) | | |
| | 1. Describe the outline of internet.<br>2. Set up a DNS server.<br>3. Set up a mail server.<br>4. Set up a www server.<br>5. Set up a proxy server. | Lecture and Exercise | 4 days |
| 15 | Formulation of Information Security Policy | | |
| | 1. Illustrate trends in information security management.<br>2. Illustrate basic roles of security policy.<br>3. Describe formulation procedure of security policy.<br>4. Describe management measures based on ISO/IEC27002. | Lecture and Exercise | 2 days |
| 16 | Network Security | | |
| | 1. Illustrate threats to network and countermeasures.<br>2. Indicate security considerations at time of network design/configuration. | Lecture and Exercises | 2 days |
| 17 | Information Security Audit | | |
| | 1. Describe information security audit system<br>2. Describe information security audit standards and management standards<br>3. Describe audit procedures<br>4. Implement audit and prepare audit reports | Lecture and Exercises | 3 days |
| 18 | ISMS Building | | |
| | 1. Describe outline of Information Security Management Systems (ISMS) Conformity Assessment Scheme.<br>2. Describe ISMS standards.<br>3. Indicate considerations at time of ISMS configuration. | Lecture | 1 day |
| 19 | Firewall Building | | |
| | 1. Describe roles and outline of firewall.<br>2. Describe functions, configuration and operation environment of firewall.<br>3. Install/operate firewall.<br>4. Extract user requirements and set up to firewall. | Lecture and Exercises | 2 days |

| 20 | Unauthorized Access Countermeasures | | |
|---|---|---|---|
| | 1. Illustrate methods to detect unauthorized access.<br>2. Implement detection of unauthorized access of servers and countermeasures.<br>3. Implement countermeasures against unauthorized access to clients.<br>4. Identify unauthorized access types and implement countermeasures. | Lecture and Exercise | 3 days |
| 21 | Information Security Risk Analysis | | |
| | 1. Describe assessment of information assets.<br>2. Indicate procedures and methods of risk analysis.<br>3. Conduct risk assessment and select appropriate management measures. | Lecture and Exercise | 2 days |
| 22 | Observation Tours | | |
| | 1. Describe how ICT is utilized in Japanese government.<br>2. Cite and discuss examples of ICT solutions in Japan.<br>3. Discuss challenges that Japan is currently facing in advancing e-Government.<br>4. Identify Japanese ICT practices that can be transferrable to Participants' country. | Observation | 1 day in Okinawa<br><br>4 days in main islands |

<Module 4 Objective>

To become capable of making plans to introduce necessary and feasible information security measures to the organization

| 23 | Workshop | | |
|---|---|---|---|
| | 1. Plan an information security policy based on current status of information assets of a participant's organization.<br>2. Plan compliance auditing for information security policy. | Exercise | 20 days |
| 24 | Action Plan | | |
| | 1. Propose solutions and develop a detailed action plan to overcome challenges that one's organization is currently facing.<br>2. Define key indicators to monitor the progress of the action plan for three and six months later. | Exercise | 6 days |

Other Activities

- Opening Ceremony
- General Briefing (about the life in Japan and Okinawa)
- Course Orientation
- Pre-test
- Opening and Mid-term Interviews
- Final Test
- Course Evaluation (this is to get feedback from the training Participants)
- Closing Ceremony

C. **Finalization Phase in the Participant's Home Country** (<u>June 2016 to December 2016</u>): **"Implementation of the Action Plan"**

The final phase of the training course is for the implementation of the Action Plan which was formulated at the module 4 in Japan.. In order to monitor the progress and to provide technical advice, a participant is requested to submit two Action Plan

Implementation Reports to the training implementer in the 3<sup>rd</sup> month and the 6<sup>th</sup> month from the date left from Japan.

In this respect, an organization of each participant is requested to provide support to a participant to implement his/her Action Plan, particularly by:
1) Allocating financial and other resources to the Action Plan as much as possible;
2) Including tasks necessary to achieve the Action Plan in his/her daily workload;
3) Interacting with the training implementer through the "Action Plan Implementation Report"*.

* Note that the purpose of "Action Plan Implementation Report" is not only for JICA to monitor the impact of this training course, but also for each participant to obtain technical advice from highly skilled ICT professionals as required. It is, therefore, strongly recommended to submit those reports in a timely manner with accurate information.

# III. Conditions and Procedures for Application

## 1. Expectations from a Participating Organization:

(1) This training course aims for an organization of a participant to become capable of strengthening the organization's ability to implement ICT strategies by utilizing knowledge and adopting skills which are obtained by a participant.

(2) In the view of above and to maximize the impact of this training course, a participating organization is expected to provide support to a participant **as much as possible**, as follows:

➢ Before departure:

Identify organization's business challenges and define a theme for the Action Plan with the participant, which have to be along with the course concept,

➢ During the core phase in Japan:

Monitor the formulation process of the Action Plan and make sure that it aligns with organization's current priority.

➢ After completion of the phase in Japan:

Support a participant in implementing his/her Action Plan as described in the Section II-9. Expected Modules Output and Contents.

## 2. Nominee Qualifications:

An applying organization is expected to select one or more nominees who meet the following qualifications.

### (1) Essential Qualifications

1) Current Duties: As described in p. 3, Section I "For whom".
2) Experience in the relevant fields: Minimum of 3 years or equivalent experience as an Application Developer or a Network Specialist. Experience in information security or related field would be desirable.
3) Educational Background: Undergraduate or post graduate degree.
4) Language: Excellent command of spoken and written English equivalent to

<u>TOEFL iBT 79 or higher</u> (Note that a participant will be required to make presentation, participate in group discussions and formulate his/her Action Plan in English. Please attach a photocopy of an official certificate for English ability such as TOEFL, TOEIC, IELTS etc., if available.)

5) Health: Must be in good health, both physically and mentally, to participate in the Program in Japan, which will run in total for 4 months and half. Pregnant candidates should carefully read the point 3 (1) of this chapter.

6) Must not be serving any form of military service.

7) Must have **NOT** attended any training course on similar topic provided by JICA or any other bilateral/multilateral/international donor.

## (2) Recommendable Qualifications

Expectations for a participant:

1) Age: Between twenty-five (25) and for-ty (40) years old.

2) Job position: Officer level or higher

## 3. Required Documents for Application

**(1) Application Form**: The Application Form is available at **the JICA office (or the Embassy of Japan).**

*Pregnancy

A pregnant participant is strictly requested to attach the following documents in order to minimize the risk for their health.

1) A letter of consent from the participant to bear economic and physical risks

2) A letter of consent from the participant's supervisor

3) A letter from her doctor permitting her training participation.

Please ask JICA Staff for more details.

**(2) A Photocopy of Relevant Pages of a Passport:** to be submitted with the application form, if a participant possess a passport which he/she will carry when entering Japan for this program. If not, a participant is requested to submit his/her photocopy upon receipt of his/her passport.

*A photocopy should include pages of the following:

Name, Date of Birth, Nationality, Sex, Passport Number, and Expiry Date.

**(3) ANNEX 1 (APPLICANT'S PROFESSIONAL EXPERIENCE IN THE FIELD OF THE ICT):** Information collected from this form will be used to evaluate the eligibility of each candidate to the present course. It is therefore imperative to include the duly completed form in the application.

**(4) ANNEX 2 (COUNTRY REPORT)**

## 4. Procedures for Application and Selection：

**(1) Submission of the Application Documents:**

Closing date for applications: **Please inquire to the JICA office (or the**

**Embassy of Japan).**

After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by November 24, 2015**.

**(2) Selection:**

After receiving the documents through proper channels from a participant's government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.*

**(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than December 08, 2015.**

5. **Document(s) to be Submitted by Accepted Candidates:**

Preliminary study sheet and other forms, which will be provided by the training implementer together with instructions by email after notice of acceptance, have to be submitted **by December 28, 2015**.

6. **Conditions for Participation:**
   **(1)** to strictly adhere to the program schedule,
   **(2)** not to change the program topics,
   **(3)** not to extend the period of stay in Japan,
   **(4)** not to be accompanied by any family member during the program,
   **(5)** to return to a home country of a participant at the end of the program in accordance with the travel schedule designated by JICA,
   **(6)** to refrain from engaging in any political activities, or any form of employment for profit or gain,
   **(7)** to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, a participant may be required to return part or all of the training expenditure depending on the severity of said violation, and
   **(8)** to observe the rules and regulations of the accommodations and not to change the accommodations designated by JICA.

# IV. Administrative Arrangements

1. **Organizer:**
   (1) **Name**: JICA Okinawa International Center (JICA Okinawa)
   (2) **Contact**: FUJIMOTO, Makoto (oicttp@jica.go.jp)

2. **Implementing Partner:**
   (1) **Name**: i-Learning Co., Ltd.
   (2) **URL**: http://www.i-learning.jp/

3. **Travel to Japan:**
   (1) **Air Ticket**: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
   (2) **Travel Insurance**: Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. **Accommodation in Japan:**
   JICA will arrange the following accommodations for a participant in Japan:

   > **JICA Okinawa International Center**
   > Address: 1143-1 Aza-Maeda, Urasoe City, Okinawa 901-2552, Japan
   > TEL: +81-98-876-6000   FAX: +81-98-876-6014
   > (where "81" is the country code for Japan, and "98" is the local area code)

   If there is no vacancy at JICA Okinawa, JICA will arrange the alternative accommodation for a participant. Please refer to facility guide of JICA Okinawa at its URL, http://www.jica.go.jp/english/about/organization/domestic/index.html

5. **Expenses:**
   The following expenses will be provided for a participant by JICA:
   (1) Allowances for accommodations, meals, living expenses, outfit, and shipping,
   (2) expenses for study tours, basically in the form of train tickets,
   (3) free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included), and
   (4) expenses for program implementation, including materials.

   For more details, please see "III. ALLOWANCES" of the brochure for a participant titled "KENSHU-IN GUIDE BOOK," which will be given before departure for Japan.
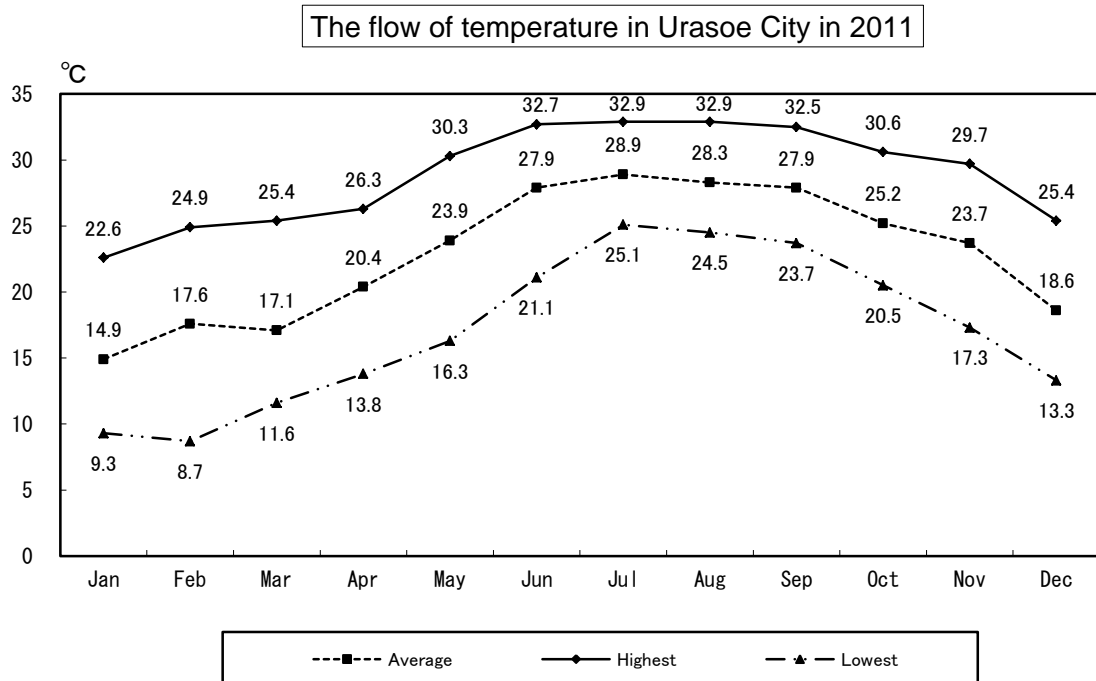
6. **Pre-departure Orientation:**
   A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide a participant with details on travel to Japan, conditions of the workshop, and other matters.

# V. Other Information

## 1. Climate of Okinawa

Okinawa is located at sub-tropical zone (southern edge of Japan) but climate varies depending upon seasons. While it is hot and heavily humid in the summer season (June to October), it becomes a bit chilly in the winter season (December to March) due to strong northerly wind. A participant is recommended to bring <u>suitable clothing</u> (details are mentioned in below 4.)

The following graph is the flow of temperature in Urasoe City where JICA Okinawa International Center (JICA Okinawa or the OIC) is located (Data source: homepage of Urasoe City).

The flow of temperature in Urasoe City in 2011

°C

|        | Jan  | Feb  | Mar  | Apr  | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov  | Dec  |
|--------|------|------|------|------|------|------|------|------|------|------|------|------|
| Highest| 22.6 | 24.9 | 25.4 | 26.3 | 30.3 | 32.7 | 32.9 | 32.9 | 32.5 | 30.6 | 29.7 | 25.4 |
| Average| 14.9 | 17.6 | 17.1 | 20.4 | 23.9 | 27.9 | 28.9 | 28.3 | 27.9 | 25.2 | 23.7 | 18.6 |
| Lowest | 9.3  | 8.7  | 11.6 | 13.8 | 16.3 | 21.1 | 25.1 | 24.5 | 23.7 | 20.5 | 17.3 | 13.3 |

--■-- Average　　◆ Highest　　▲ Lowest

## 2. Main Facilities in JICA OIC

The OIC is equipped with a variety of facilities for training and welfare activities such as seminar rooms, library, study room with computers, accommodation rooms (details are mentioned in below 3.), dining hall, clinic for medical consultation, a gym, a tennis court, a swimming pool (available from May to October), a Japanese-style room for tea ceremony and recreation rooms.

At the OIC dining hall, "HALAL" meals for the Muslim and vegetarian meals are available. Internet connections are available (either by cable or WiFi) at accommodation rooms and other buildings.

**Accommodation in JICA OIC**

The JICA Okinawa accommodation building has 96 single rooms. Every room is furnished with a bed, a desk, a chair, bookshelves and a closet. Also, there are a television set (with satellite channels), a DVD player, a safety box, a telephone, a LAN cable jack, and so on, in each room.

The JICA Okinawa accommodation building has a tea lounge, a smoking area, and a laundry room on each floor.　In addition, there is an exercise room, which opens from 6 am to 10 pm.　Irons, musical instruments, sports gears, variety of DVD selections, personal computers are available for rent.　Towels and toiletries are provided upon check-in.

Please note that cooking at any JICA Okinawa accommodation room is strictly prohibited.

## 3. What to Bring
   **(1)** Clothing

   A participant is recommended to bring appropriate clothing according to the season during the stay in Okinawa (*refer 1. Climate of Okinawa).　If the training program includes a plant/factory visit or outdoor activities, suitable clothing will be provided by JICA or at visiting site upon arrival.　In addition, JICA Okinawa accommodation front desk has jackets and coats for rental in case of study tour to mainland Japan during the wintertime.

   **(2)** National Costume

   There are a few occasions like opening and closing ceremonies where participant is requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during training hours of most of the training programs. A participant is strongly recommended <u>to bring national or traditional costumes for opening & closing ceremony and for other activities</u> that a participant may have opportunities to join.

   **(3)** Handicrafts and Folk crafts

   A participant is recommended to bring any handicraft and/or folk crafts items, which could be used to exhibit the culture of a participant's country, are welcomed to bring. JICA Okinawa has display corners to introduce world culture to the visitors.

   **(4)** Photos and Movies

   During participant's staying in Okinawa, JICA Okinawa and/or the local media (TV, newspapers, etc.) may interview him/her.　A participant is requested to bring some photos and videos introducing his/her country, daily life, office, etc. Please note that photos and videos <u>must be copyright cleared</u> or taken by a participant.

## 4. Environmental Conservation Activities in JICA Okinawa

JICA Okinawa emphasizes on the environmental conservation activities such as energy saving, rubbish separation and recycling etc. A participant is requested to cooperate to these activities during the stay at JICA Okinawa. Details will be given on arrival at JICA

Okinawa.

## 5.  For your Information

Information of Okinawa is available at following URLs.

**(1)**  Homepage (HP) of Urasoe City (where JICA OIC is located)
Urasoecity:
http://honyaku.j-server.com/LUCURASOEC/ns/tl.cgi/http%3a//www.city.urasoe.lg.jp/?SLANG=ja&TLANG=en&XMODE=0&XCHARSET=utf-8&XJSID=0

Basic information of Urasoe City is covered in English.

**(2)**  HP of Okinawa Prefecture: http://www.pref.okinawa.jp/english/index.html
Basic information of Okinawa Prefecture is covered (Urasoe City is one of the municipalities of Okinawa Prefecture) in English.

**(3)**  HP of Okinawa Convention & Visitors Bureau: http://en.okinawastory.jp/

**(4)**  HP of JICA Head Quarter Domestic Office :
http://www.jica.go.jp/english/about/organization/domestic/index.html

**(5)**  The YouTube channel of JICA Okinawa :
https://www.youtube.com/user/jicaokinawa

More information is available at the reception of JICA OIC.

# VI. ANNEX:

Please fill out the Forms attached as ANNEX1 and ANNEX2, and submit them along with the filled Application Form (or the filled Form A2A3).

### ANNEX 1

APPLICANT'S PROFESSIONAL EXPERIENCE IN THE ICT FIELD

### ANNEX 2

COUNTRY REPORT

**Applicants are required to typewrite the ANNEX1 and ANNEX2. There are many applicants disqualified from the selection because of the illegibility of these documents.**

## APPLICANT'S PROFESSIONAL EXPERIENCE IN THE ICT FIELD

Please let us know your experiences in the ICT field. <u>Please carefully read questions and fill in the blanks with your answers as precise as possible.</u> Please note that collected information will be used for the evaluation and selection of your application.
.

**Course Name:** <u>"ICT for the improvement of government capacity and services: information system, security, and strategy (D)" (J15-04217)</u>

|                 | Surname | Given name |          |
|-----------------|---------|------------|----------|
| **Applicant's** |         |            | **Name:** |

"                                                                "

### 1. Experience in the ICT Field

For how long and what type of ICT work have you been involved in until now (multiple selections are possible) in a business context? Please select the job type(s), which is/are closest to your past ICT experiences using the table below.

| Job Classification | Job Description | | Duration |
|---|---|---|---|
| Work to support CIO | Defining, planning and leading the implementation of organization's IT strategies and enhancement | | Year(s) |
| ICT Division Manager | Senior management level. Leading an ICT Division/Section | | Year(s) |
| ICT Project Manager | Coordinating every aspect of ICT projects from concept to delivery | | Year(s) |
| System Analyst | Analyzing current systems, identifying issues and planning new system development | | Year(s) |
| IT Architect | Analyzing business and designing architecture of ICT system | | Year(s) |
| Application Specialist | Design | Designing application programs | Year(s) |
| | Coding and test | Coding and testing application programs | Year(s) |
| Network Specialist | Design | Designing networks | Year(s) |
| | Administration and Maintenance | Administrating and maintaining networks | Year(s) |
| Database Specialist | Design | Designing database | Year(s) |
| | Administration and Maintenance | Administrating and maintaining database | Year(s) |
| Security Specialist | Design | Designing security policies and measures | Year(s) |
| | Administration | Administrating security policies and measures | Year(s) |
| System Administrator | Administration | Administrating information processing systems | Year(s) |
| System Operator | Operating information processing systems | | Year(s) |
| Instructor | Conducting training courses in the field of ICT | | Year(s) |
| Data Entry | Data Entry for information processing systems | | Year(s) |
| Other (if any) : | | | Year(s) |

## 2. Information Security Experience

By filling in the table below, please evaluate your knowledge and experiences about different types of IT architect in a business context from 1 to 4:

1. No experience at all or never heard of it
2. I have learnt about it but have not had an opportunity to practice it
3. I can accomplish it with some technical assistance
4. I can accomplish it all by myself

| | | Self-Evaluation (1-4) |
|---|---|---|
| Information Security | 1. Risk Management | |
| | 2. Security Policy Management | |
| | 3. Organizing Information Security | |
| | 4. Asset Management and Protection | |
| | 5. Human Resources Security | |
| | 6. Physical and Environment Security | |
| | 7. Communications and Operations Management | |
| | 8. Access Control | |
| | 9. Information Systems Acquisition, Development, and Maintenance | |
| | 10. Information Security Incident Management | |
| | 11. Disaster Recovery Management | |
| | 12. Compliance | |
| | 13. Others ( ) | |

## 3. Other Technical Experiences

By filling in the table below, please evaluate your knowledge and experiences about different types of programming languages in a business context from 1 to 4:

1. No experience at all or never heard of it
2. I have learnt about it but have not had an opportunity to practice it
3. I can create a program using this language but may need technical support
4. I can create a program and perform complex tasks using this language all by myself

| | | Self-Evaluation (1-4) |
|---|---|---|
| Programming Language | 14. C / C++ / C# | |
| | 15. Basic / Visual Basic / Visual Basic .NET | |
| | 16. Java | |
| | 17. PHP | |
| | 18. Others( ) | |

## 4. Database Experience

By filling in the table below, please evaluate your knowledge and experiences about different types of database operation system in a business context from 1 to 4:

1. No experience at all or never heard of it
2. I have learnt about it but have not had an opportunity to practice it
3. I can design/develop a database using this system but may need technical support
4. I can use and perform complex tasks using this system all by myself

| | Self-Evaluation (1-4) |
|---|---|
| 19. Oracle | |
| 20. PostgreSQL | |
| 21. MySQL | |
| 22. Microsoft SQL Server | |
| 23. Others (                    ) | |

## 5. Network Experience

By filling in the table below, please evaluate your knowledge and experiences about different types of network related products in a business context from 1 to 4:

1. No experience at all or never heard of it
2. I have learnt about it but have not had an opportunity to practice it
3. I can design/develop a network using this product but may need technical support
4. I can use and perform complex tasks using this product all by myself

| | Self-Evaluation (1-4) |
|---|---|
| 24. Client Configuration/Administration | |
| 25. DHCP Server Configuration/Administration | |
| 26. Windows Domain Server Configuration/Administration | |
| 27. NFS/NIS server Configuration/Administration | |
| 28. Windows File share Sever Configuration/Administration | |
| 29. Web server Configuration/Administration | |
| 30. Mail server Configuration/Administration | |
| 31. DNS server Configuration/Administration | |
| 32. Proxy server Configuration/Administration | |
| 33. Router Configuration/Administration | |
| 34. Switching HUB Configuration/Administration | |
| 35. Firewall Configuration/Administration | |
| 36. SNMP Manager Administration | |

## 6. Operating System and Office Software Suite Experience

1) By filling in the table below, please indicate your knowledge and experiences in the area of operation system and office software in a business context from 1 to 4:

1. No experience at all or never heard of it
2. I have learnt about it but have not had an opportunity to practice it
3. I can use it but may need technical support
4. I can use and perform complex tasks

| | Self-Evaluation (1-4) |
|---|---|
| 37. Unix | |
| 38. Linux | |
| 39. Windows Client OS (i.e. XP, Vista, 7) | |
| 40. Windows Server OS (i.e. Windows Server 2003, 2008) | |
| 41. Others ( ) | |

2) What kind of office software can you use?

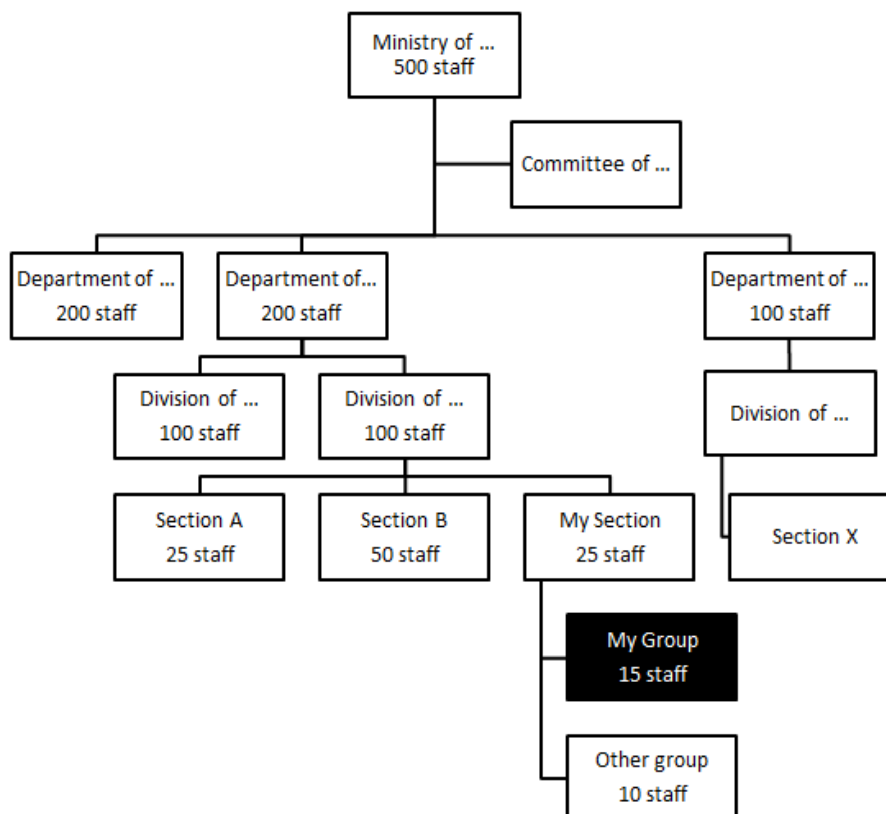| | Fill in the version |
|---|---|
| 42. Microsoft Word | |
| 43. Microsoft Excel | |
| 44. Microsoft Power Point | |
| 45. Others ( ) | |

## 7. Configuration of the Information Processing System in Your Organization

Please describe information you have, if any, on the information processing system including hardware and software (packages and application programs) in your organization.

| | | Number of hardware | Remarks |
|---|---|---|---|
| Server | Windows File share | | OS ( ) |
| | DHCP | | OS ( ) |
| | Windows Domain | | OS ( ) |
| | DNS | | OS ( ) |
| | Mail | | OS ( ) |
| | | | Software ( ) |
| | Web | | OS ( ) |
| | | | Software ( ) |
| | Proxy | | OS ( ) |
| | | | Software ( ) |
| | NFS/NIS | | OS ( ) |
| | Application | | OS ( ) |
| | | | Software ( ) |
| | Database | | OS ( ) |
| | | | RDBMS ( ) |
| Client | | | OS ( ) |
| | | | Software ( ) |
| | | | Others ( ) |
| Networking | 1. Router | | Product Name ( ) |
| | 2. Switching HUB | | Product Name ( ) |
| | 3. Firewall | | Product Name ( ) |
| | X. Others | | Product Name ( ) |
| Internet | Network Service | | Telephone line / ISDN / leased line / DSL |
| | Line Speed | | bps |

## 8. Your Organization's Structure

1) Referring to the example, please attach your organization chart by highlighting your department/division/section and showing the number of persons working in each unit.

```
                        ┌──────────────┐
                        │ Ministry of …│
                        │  500 staff   │
                        └──────┬───────┘
                               │        ┌──────────────┐
                               ├────────│ Committee of …│
                               │        └──────────────┘
        ┌──────────────┬───────┴───────────────────────┐
┌───────┴──────┐┌──────┴───────┐              ┌─────────┴────┐
│Department of …││Department of…│              │Department of …│
│  200 staff   ││  200 staff   │              │  100 staff   │
└──────────────┘└──────┬───────┘              └─────────┬────┘
              ┌────────┴────────┐                       │
      ┌───────┴──────┐ ┌────────┴─────┐        ┌────────┴─────┐
      │ Division of …│ │ Division of …│        │ Division of …│
      │  100 staff   │ │  100 staff   │        └────────┬─────┘
      └──────────────┘ └──────┬───────┘                 │
              ┌────────┬───────┴────────┐       ┌────────┴─────┐
      ┌───────┴──┐┌────┴─────┐┌─────────┴──┐    │  Section X   │
      │ Section A ││Section B ││ My Section │    └──────────────┘
      │ 25 staff  ││ 50 staff ││  25 staff  │
      └───────────┘└──────────┘└──────┬─────┘
                            ┌─────────┴──┐
                            │ My Group   │
                            │ 15 staff   │
                            └─────────┬──┘
                            ┌─────────┴──┐
                            │ Other group│
                            │ 10 staff   │
                            └────────────┘
```

2) Please complement the organization chart by filling in the table below.

| Explanation | Organization Name | Total number of personnel |
|---|---|---|
| **Name of ministry or the highest level organization to which your organization belongs.** | | |
| If there are any organizations between the above and yours, please indicate by the order of hierarchy. | 1. | |
| | 2. | |
| | 3. | |
| **Name of your organization** | | |
| If there are any organizations under yours, please indicate by the order of hierarchy. | 1. | |
| | 2. | |
| | 3. | |

**9. Work Assignment upon the Completion of the Training Course**

Upon the completion of the training course, is your current work assignment expected to be changed or modified?

☐ Yes     ☐ No

If your answer is yes, please describe tasks that would be newly added to your work assignment. In case you are supposed to be assigned to a completely different new position, please also indicate the name and major tasks.

| New tasks to be added in addition to your current work assignment |
| --- |
|  |
| New job title (if it is applicable) |
|  |

**10. Course Subjects of Your Organization's Interest**

Referring to the training subjects described in Page 6-10, what would be the most important subject(s) in tackling the business issue(s) that faces your organization? By filling in the table below, you are also requested to specify the reason why that subject can resolve the issue.

| Priority | Course subject | Motif of your choice (Why can this subject contribute to resolving your organization's business issue?) |
| --- | --- | --- |
| 1st: |  |  |
| 2nd: |  |  |
| 3rd: |  |  |
| 4th: |  |  |

## 11. Action Plan

This training program falls into one of JICA's training categories "**KNOWLEDGE CO-CREATION PROGRAM (GROUP & REGION FOCUS)**". Such program aims to facilitate solving problems in a organization by enabling a participant to acquire necessary knowledge and skills, which can address innovative solutions.

The creation of Action Plan, therefore, constitutes a core of this training course, especially because it defines the roadmap to solve organization's business issues.

In this context, please describe business problems that your organization is interested in addressing within the framework of this training course. Some of those can be the scope of your Action Plan.

|   | Business problems that should be addressed | Reason why your organization is interested in solving the problem | Proposed solutions |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

I certify that the information provided by myself in this form is true to the best of my knowledge.

Date : …………………………………………

Signature : …………………………………………

## COUNTRY REPORT

***Please describe in detail as much as possible. This report aims to better understand the level of your country's and government's approach to ICT deployment including e-Government.***

Course Name: <u>"ICT for the improvement of government capacity and services: information system, security, and strategy (D)" (J15-04217)</u>

| | Surname | Given name |
|---|---|---|
| Applicant's Name: | | |

1. **National e-Government Policy**
（For improving citizen service delivery or integrating ICT solutions in government work, etc.）

**(1)** Name of the policy

| |
|---|
| |

**(2)** Leading organization in the policy implementation within government ministries and institutions

| |
|---|
| |

**(3)** Background and the outline of the policy
（current status, current issues, solutions, scope, implementation plans and stakeholders, etc.）

| |
|---|
| |

**2. National ICT Policy/Vision**
（universal access to ICT, private sector development, e-Learning or e-Agriculture, etc.）

**(1)** Name of the ICT policy/vision

```



```

**(2)** Leading organization in promoting ICT policy/vision within government ministries and institutions

```



```

**(3)** Background

```
Overview of ICT usage in your country


Total yearly sales of ICT industry (US$): (including foreign companies)


Percentage of the domestic IT industry's yearly sales (US$)


Benchmark data on ICT usage used for the ICT policy/vision
```

**(4)** Outline of the policy
（overarching objectives, target; scope, stakeholders and implementation plans, etc.）

```



```

## *For Your Reference*

**JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that "capacity development" is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create his/her own knowledge for enhancement of his/her own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

**Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy.　At the core of this process, which started more than 140 years ago, was the "adopt and adapt" concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this "adoption and adaptation" process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly

differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of his/her findings might help them reach his/her developmental objectives.

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***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office or the Embassy of Japan.

Further, address correspondence to:

**JICA Okinawa International Center (JICA OKINAWA)**

**Address: 1143-1 Aza-Maeda, Urasoe City, Okinawa 901-2552 JAPAN**

**TEL:   +81-98-876-6000   FAX:   +81-98-876-6014**

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# Guidelines of Application Form for
# the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

## 1. Parts of Application Form to be completed

### 1) Which part of the form should be submitted?
It depends on the type of training and dialogue program you are applying for.

> **>Application for Group and Region Focused Training Program**
> Official application and Parts A and B including Medical History and Examination must be submitted.
>
> **>>Application for Country Focused Training Program including Counterpart Training Program**
> Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

### 2) How many parts does the Application Form consist of?
The Application Form consists of three parts as follows;

> **Official Application**
> This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.
>
> **Part A. Information on the Applying Organization**
> This part is to be confirmed by the head of the relevant department/division of the organization which is applying.
>
> **Part B. Information About the Nominee including Medical History and Examination**
> This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated **"required"** items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

## 2. How to complete the Application Form

In completing the application form, please be advised to:
(a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
(b) be sure to write in the title name of the course/seminar/workshop/project accurately

according to the GI, which you intend to apply,

(c) use a typewriter/personal computer in completing the form or write in **block letters**,

(d) fill in the form in **English**,

(e) use ☑ or ✗ to fill in the ( ) check boxes,

(f) attach a picture of the Nominee,

(g) attach additional page(s) if there is insufficient space on the form,

(h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,

(i) confirm the application procedure stipulated by your government, and

(j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

## 3. Privacy Policy

### 1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

### 2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

(a) In cases of legally mandated disclosure requests;

(b) In cases in which the provider of information grants permission for its disclosure to a third party;

(c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

### 3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

## 4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

(1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.

(2) Secure evidential material that proves the grants of the license and specifies the scope of the license.

(3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

(1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.

(2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.

## Application Form for the JICA Training and Dialogue Program

# OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

**1. Title:** (Please write down as shown in the General Information)

|  |
|---|
|  |

**2. Number:** (Please write down as shown in the General Information)

| J | 0 |  | - |  |  |  |  |  |
|---|---|---|---|---|---|---|---|---|

**3. Country Name:**

|  |
|---|
|  |

**4. Name of Applying Organization:**

|  |
|---|
|  |

**5. Name of the Nominee(s):**

| 1) | 3) |
|---|---|
| 2) | 4) |

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

| Date: | | Signature: | |
|---|---|---|---|
| Name: | | | |
| Designation / Position | | | Official Stamp |
| Department / Division | | | |
| Office Address and Contact Information | Address: | | |
| | Telephone: | Fax: | E-mail: |

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Confirmation by the organization in charge (if necessary)**

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

| Date: | | Signature: | |
|---|---|---|---|
| Name: | | | |
| Designation / Position | | | Official Stamp |
| Department / Division | | | |

**CONFIDENTIAL**

## Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

### 1. Profile of Organization

**1) Name of Organization:**

**2) The mission of the Organization and the Department / Division:**

### 2. Purpose of Application

**1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.**

**2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.**

**3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.**

**4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.**

# Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in 'Every Item'. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated **"required"** items as is shown below.

**1. Title:** (Please write down as shown in the General Information) **(required)**

**2. Number:** (Please write down as shown in the General Information) **(required)**

| J | 0 | | - | | | | | |
|---|---|---|---|---|---|---|---|---|

<table>
<tr><td rowspan="8">

**Attach the nominee's photograph (taken within the last three months) <u>here</u>
Size: 4x6
(Attach to the documents to be submitted.)**

</td></tr>
</table>

**3. Information about the Nominee(nos. 1-9 are all required)**

**1) Name of Nominee (as in the passport)**

**Family Name**

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**First Name**

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**Middle Name**

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

| **2) Nationality (as shown in the passport)** | | **5) Date of Birth (please write out the month in English as in "April")** | | | |
|---|---|---|---|---|---|
| **3) Sex** | ( ) Male ( ) Female | **Date** | **Month** | **Year** | **Age** |
| **4) Religion** | | | | | |

**6) Present Position and Current Duties**

| Organization | |
|---|---|
| Department / Division | |
| Present Position | |

| Date of employment by the present organization | Date | Month | Year | Date of assignment to the present position | Date | Month | Year |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**7) Type of Organization**

| ( ) National Governmental | ( ) Local Governmental | ( ) Public Enterprise |
|---|---|---|
| ( ) Private (profit) | ( ) NGO/Private (Non-profit) | ( ) University |
| ( ) Other ( ) | | |

**8) Outline of duties: Describe your current duties**

**9) Contact Information**

| Office | Address: | | |
|---|---|---|---|
| | TEL: | | Mobile (Cell Phone): |
| | FAX: | | E-mail: |
| Home | Address: | | |
| | TEL: | | Mobile (Cell Phone): |
| | FAX: | | E-mail: |
| Contact person in emergency | Name: | | |
| | Relationship to you: | | |
| | Address: | | |
| | TEL: | | Mobile (Cell Phone): |
| | FAX: | | E-mail: |

**10) Others (if necessary)**

| |
|---|
| |

**4. Career Record**

**1) Job Record (After graduation)**

| Organization | City/ Country | Period | | Position or Title | Brief Job Description |
|---|---|---|---|---|---|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |

**2) Educational Record (Higher Education)(required)**

| Institution | City/ Country | Period | | Degree obtained | Major |
|---|---|---|---|---|---|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |

**3) Training or Study in Foreign Countries;** *please write your past visits to Japan specifically as much as possible, if any.*

| Institution | City/ Country | Period | | Field of Study / Program Title |
|---|---|---|---|---|
| | | From Month/Year | To Month/Year | |
| | | | | |
| | | | | |
| | | | | |

## 5. Language Proficiency (required)

| 1) Language to be used in the program (as in GI) | | | | |
|---|---|---|---|---|
| Listening | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Speaking | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Reading | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Writing | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Certificate (Examples: TOEFL, TOEIC) | | | | |
| 2) Mother Tongue | | | | |
| 3)Other languages ( ) | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |

[1] Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
[1] Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
[1] Fair: Broader range of language related to expressing opinions, giving advice, making suggestions.   Limited compound and complex sentences & expanded paragraph formation.
[1] Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

## 6. Expectation on the applied training and dialogue program

**1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.**

**2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)**

**3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)**

## *7. Declaration (to be signed by the Nominee) (required)

I certify that the statements I made in this form are true and correct to the best of my knowledge.
If accepted for the program, I agree:
(a) not to bring or invite any member of my family (except for the program whose period is one year or more),
(b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
(c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
(d) to refrain from engaging in political activity or any form of employment for profit or gain,
(e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
(f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
(g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
(h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

   JICA's Information Security Policy in relation to Personal Information Protection

      JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, loss or damages of such personal information.

      Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither

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provide nor disclose personal information to any third party.   JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.

2.  To provide technical training to technical training trainees from developing countries under the CitizensqCooperation Activities..

3.  In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

| Date: | Signature: |
|---|---|
| | Print Name: |

# Japan International Cooperation Agency

## MEDICAL HISTORY AND EXAMINATION

**1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

| ( ) No | ( ) Yes >> Name of Medication ( ), Quantity ( ) |
|---|---|

(b) Are you pregnant?

| ( ) No | ( ) Yes ( months ) |
|---|---|

(c) Are you allergic to any medication or food?

| ( ) No | ( ) Yes >>> | ( ) Medication | ( ) Food | ( ) Other: |
|---|---|---|---|---|

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

| ( ) |
|---|
| *Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.* |

**2. Medical History**

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

| Past: | ( ) No | ( ) Yes>>Name of illness ( ), Place & dates ( ) |
|---|---|---|
| Present: | ( ) No | ( ) Yes>>Present Condition ( ) |

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

| Past: | ( ) No | ( ) Yes>>Name of illness ( ), Place & dates ( ) |
|---|---|---|
| Present: | ( ) No | ( ) Yes>>Present Condition ( ) |

(c) High blood pressure

| Past: | ( ) No | ( ) Yes |
|---|---|---|
| Present: | ( ) No | ( ) Yes>>Present Condition ( ) mm/Hg to ( ) mm/Hg |

(d) Diabetes (sugar in the urine)

| Past: | ( ) No | ( ) Yes | |
|---|---|---|---|
| Present: | ( ) No | ( ) Yes>>Present Condition ( ) | |
| | | Are you taking any medicine or insulin? | ( ) No ( ) Yes |

(e) Past History: What illness(es) have you had previously?

| ( ) Stomach and Intestinal Disorder | ( ) Liver Disease | ( ) Heart Disease | ( ) Kidney Disease |
|---|---|---|---|
| ( ) Tuberculosis | ( ) Asthma | ( ) Thyroid Problem | |
| ( ) Infectious Disease >>> Specify name of illness ( ) | | | |
| ( ) Other >>> Specify ( ) | | | |

(ee) Has this disease been cured?

| ( ) Yes | ( ) No (Specify name of illness) |
|---|---|
| | Present Condition: ( ) |

**3. Other: Any restrictions on food and behavior due to health or religious reasons?**

| |
|---|

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

| Date: | Signature: |
|---|---|
| | Print Name: |