

	field in selected area of the participants' home country - Presentation and discussion of the Interim Report	
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NOTE: The above contents are subjected to minor changes, if necessary

Finalization Phase in a participant's home country September 2013 to November 2013 <i>Participants will present their Interim Report to their organizations, and revise the report with the feedback comment. Each participating organization should consider the feasibility of the plan and formulate it as Final Report. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
<ul style="list-style-type: none"> - To share their Interim Report in the organization and discuss its possibility of realization and implementation. - To finalize the Interim Report as a Final Report and submit. 	<ol style="list-style-type: none"> 1) Each participant is required to make a presentation of his/her Interim Report in his/her organization and add any lacking information, based on his/her organization's comments/feedback. 2) Each participant's organization is required to give comments on his/her Interim Report and to submit a revised report as a Final Report <u>by November 22, 2013.</u>

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations

- (1) This program is designed primarily for organizations intended to address specific issues or problems identified in their operation. Participating organizations are expected to use this program for these specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in the collaboration with relevant prominent organizations in Japan. These special features enable the program to meet the specific requirements of applying organizations and effectively help them to resolve the issues and problems.
- (3) As this program is designed to help organizations coming up with concrete solutions for their issues, participating organizations are expected to ensure enough time for the participants to carry out the activities of the Preliminary Phase described in section II-10.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-10.

2. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following qualifications:

- (1) Present position, assignment:
A technical and managerial level person involved in information communications or digital divide improvement of the government or a relevant government institution.
- (2) Occupational background:
Practical experience in Information & Communication Technology for more than five years. Experience in network planning is preferable.

Note:

Since practical training in network design is scheduled, the participant must have the knowledge and/or experience of an ICT technician

- (3) Age: In principle, under fifty (50) years of age
- (4) Language: Fluent command of spoken and written English. English proficiency equivalent to a TOEFL score of higher than 500 is recommended.
- (5) Health: Physically and mentally healthy to undergo this program.
- (6) Other prerequisites: Is not serving in any form of military service

Note:

Nominees who have previously participated in JICA programs for similar subjects will be given lower priority than those who have never participated in JICA training

programs.

3. Required Documents for Application

(1) Application Form

The Application Form is available in respective countries' JICA offices or the Embassies of Japan.

(2) Job Report (Annex 2)

(3) Selected Rural Area Information & Map (Annex 3).

(4) Nominee's English Score Sheet

If nominees have any official documentation showing English language proficiency (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the Application Form.

*Pregnancy

Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health.

- ① letter of the participant's consent to bear economic and physical risks
- ② letter of consent from the participant's supervisor
- ③ doctor's letter with agreement of his/her training participation.

Please ask National Staffs in JICA office for the details.

Note:

As "Job Report (Annex 2)" and "Selected Rural Area Information & Map (Annex 3)" are important reference for screening nominees, applications that are submitted without these documents will be disqualified.

4. Procedure for Application and Selection

(1) Submitting Application Documents:

Closing date for application to the JICA Tokyo International Center in JAPAN, which organizes this program: **June 7, 2013**

Note:

Please confirm the preliminary domestic closing date set by the local JICA office or Embassy of Japan in your own country in order to meet the final date in Japan.

(2) Selection

After receiving the document(s) through due administrative procedures in the respective governments, JICA offices (or Embassies of Japan) in respective countries will screening them, and send documents to the JICA Tokyo International Center. Selection will be made by the JICA Tokyo International Center in consultation with the organizations concerned in Japan based on the submitted documents.

The organization with intention to utilize this program will be highly valued in the

selection.

(3) Notice of Acceptance

Notification of the results will be made by JICA offices (or Embassies of Japan) in respective countries to the respective Governments by **not later than June 21, 2013.**

5. Document to be submitted by accepted participants:

Inception Report -- to be submitted by July 12, 2013.

On receiving a Notice of Acceptance, accepted participants are required to prepare an Inception Report (detailed information is provided in the ANNEX 4 "Inception Report". The Inception Report should be sent to the JICA Tokyo International Center **by July 12, 2013,** preferably by e-mail to **tictee@jica.go.jp**

6. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) to participate in the whole program including a preparatory phase prior to the program in Japan.

IV. Administrative Arrangements

1. Organizer: JICA Tokyo International Center (JICA TOKYO)

2. Implementing Partner: Under planning

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:** Term of Insurance: From arrival to departure in Japan.

*Traveling time outside Japan shall not be covered.

4. Accommodation in Japan

JICA will arrange the following accommodations for the participants in Japan:

JICA Tokyo International Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL,

<http://www.jica.go.jp/english/about/organization/domestic/pdf/welcome.pdf>

5. Expenses

The following expenses will be provided for the participants by JICA:

(1) Allowances for accommodation, 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)

(4) Expenses for program implementation, including materials

(5) For more details, please see p. 8-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the program, and other matters.

V. Others:

Participants of this training program are required to submit the following 3 (three) "Reports". An overview of each "Report" is as follows.

1. Inception Report (Submission Deadline: July 12, 2013)

Purpose: To collect basic data for formulating the Interim Report on developing communications and the information environment, together with the "Selected Rural Area Information & Map (Annex 3)".

For more details, please see Annex 4 "Inception Report"

Before coming to Japan, selected participants are required to prepare an Inception Report (detailed information is provided in the ANNEX 4 "Inception Report". The Inception Report should be sent to JICA Tokyo International Center **by July 12, 2013**, preferably by e-mail to tictree@jica.go.jp

* Please update the "Selected Rural Area Information & Map (Annex 3)" if necessary.

Participants are also required to make a presentation of the Inception Report in the second week of the program in Japan.

2. Interim Report (to be submitted during the Core Phase in Japan)

Purpose: To formulate a draft action plan to promote communications development and an information environment that will lead to problem solving.

Topics to be included

- ✓ background of the selected area
- ✓ problem analysis by the PCM (Project Cycle Management) method
- ✓ Ideas for resolving the information-gap in the selected area
- ✓ Network planning on the actual topographic map of the selected area as the infrastructure to resolve the information-gap
- ✓ cost estimation, etc.

* Time is allocated to write the Interim Report during the program in Japan.

* Presentation and discussion of the Interim Report is to be held at the end of program in Japan.

3. Final Report (Submission Deadline: November 22, 2013)

Purpose: To formulate an action plan to promote development in Information and communications field, of which will lead to the problem solving.

Each participant is required to make a presentation of his/her Interim Report in his/her organization and supply necessary information based on comments/feedback from his/her organization.

What is to be added to the Interim Report for the Final Report:

- ✓ Feedback from the organization
- ✓ Supplemental information

Each participant's organization is required to provide comments on his/her Interim Report and to submit the revised report as the Final Report by November 22, 2013.

VI. ANNEXES:

1. Reference (Course schedule in 2012) (ANNEX 1)
2. Job Report (ANNEX 2)
3. Selected Rural Area Information & Map (Annex 3)
4. Inception Report (ANNEX 4)

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ANNEX 1

Reference (Course schedule in 2012)

(The below contents may be subject to changes in 2013)

Course Title in 2012:

“Capacity Building for Developing Communication and Information Environment
in Rural Community (J12-00835)”

Date		Time		Accommodation
7/26	Thu	9:30 ~ 12:00	Briefing	JICA Tokyo
		14:00 ~ 15:00	Program Orientation	
7/27	Fri	10:00 ~ 17:15	General Orientation	
7/28	Sat	off		
7/29	Sun	off		
7/30	Mon	10:30 ~ 12:00	ITU-AJ Orientation	
		13:30 ~ 16:30	Outline of the Telecommunications in Japan	
7/31	Tue	9:30 ~ 12:30	Presentation of Inception Report	
		12:30 ~ 14:00	Welcome Party	
		14:00 ~ 16:00	Briefing and Discussion for Interim Report (check each participant's map and other data)	
8/1	Wed	9:30 ~ 12:30	PCM Methodology	
		13:30 ~ 16:30		
8/2	Thu	9:30 ~ 12:30		
		13:30 ~ 16:30		
8/3	Fri	9:30 ~ 12:30		
		13:30 ~ 16:30		
8/4	Sat	off		
8/5	Sun	off		
8/6	Mon	9:30 ~ 12:30	ICT Development Strategy: Global Challenge for Rural Community	
		13:30 ~ 16:30	Cases of Universal Service Fund System	
8/7	Tue	9:30 ~ 12:30	Development of Rural Telecommunications	
		13:30 ~ 16:30	Outline of Rural Telecommunications	
8/8	Wed	9:30 ~ 12:30	Fundamentals of Photonic Networks	
		14:30 ~ 16:00	Visit to DOCOMO	
8/9	Thu	9:30 ~ 12:30	Mobile Systems - Overview and GSM System-	
		13:30 ~ 16:30	Radio Access Network Design and LTE	

8/10	Fri	9:30 ~ 12:30	IP Network Construction Method 1	Building an IP Network	
		13:30 ~ 14:30		Fiber-to-the-Home System	
		14:30 ~ 15:30		Residential ICT	
		15:30 ~ 16:30		Introduction to the Set-Top-Box	
8/11	Sat	off			
8/12	Sun	off			
8/13	Mon	9:30 ~ 12:30	IP Network Construction Method 2	Internet Servers	
		13:30 ~ 16:30			
8/14	Tue	9:30 ~ 12:30	Fundamentals of Rural Telecommunications Network		
		13:30 ~ 16:30			
8/15	Wed	9:30 ~ 12:30	Network Planning Workshop (1)		
		14:00 ~ 16:00			
8/16	Thu	9:30 ~ 12:30	Network Planning Workshop (2)		
		13:30 ~ 16:30			
8/17	Fri	9:30 ~ 12:30	Network Planning Workshop (3)		
		13:30 ~ 16:30			
8/18	Sat	off			
8/19	Sun	off			
8/20	Mon	9:30 ~ 12:30	Network Planning Workshop (4)		
		13:30 ~ 16:30			
8/21	Tue	9:30 ~ 12:30	Feasibility Study Items Necessary		
		13:30 ~ 16:30	Local governments' effort in rural telecommunication - explanation about Susami Town, Yamanashi-Chuo City		
8/22	Wed		travel to Wakayama Prefecture		Hotel
8/23	Thu	10:00 ~ 15:30	Visit : ① IRU Implementation in Susami Town		
			travel to Osaka		
8/24	Fri	10:00 ~ 12:00	Visit :② Overseas Implementation of Solar System		Hotel
		14:30 ~ 16:30	Visit:③ Latest Technology Trends in NTT West Research Center		
8/25	Sat	8:30 ~ 12:30	Kyoto Morning Tour		JICA Tokyo
			travel back to TIC		
8/26	Sun	off			
8/27	Mon	9:30 ~ 12:30	Cases of Universal Service Fund System		

		13:30 ~ 16:30	Interim Report (Network Planning)	
8/28	Tue	9:30 ~ 12:30	Interim Report (Network Planning)	JICA Tokyo
		13:30 ~ 16:30		
8/29	Wed	9:30 ~ 12:30		
		13:30 ~ 16:30		
8/30	Thu	9:30 ~ 12:30		
		13:30 ~ 16:30		
8/31	Fri	9:30 ~ 12:30	visit to Michino-eki (local community vendor)	
		13:30 ~ 16:30	visit to Yamanashi-Chuo city	
9/1	Sat		off	
9/2	Sun		off	
9/3	Mon	9:30 ~ 12:30	Interim Report (PCM)	
		13:30 ~ 16:30		
9/4	Tue	9:30 ~ 12:30	Interim Report (ICT)	
		13:30 ~ 16:30		
9/5	Wed	9:30 ~ 12:30	Interim Report (Drafting)	
		13:30 ~ 16:30		
9/6	Thu	9:30 ~ 12:30	Interim Report (Drafting) -self study	
		13:30 ~ 16:30	Interim Report (Presentation)	
9/7	Fri	10:00 ~ 11:00	Evaluation Meeting	
		11:00 ~ 11:30	Closing Ceremony	
		11:30 ~ 13:00	Farewell Party	