

No.34/3/2008-EO(F)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

New Delhi, the 27th February 2008

Subject : Fourth Group Training Course in Application of Information & Communications Technology to Production and Dissemination of Official Statistics to be held in Chiba, Japan from 07/05/2008 to 12/07/2008.

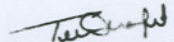
The undersigned is directed to state that the United Nations Statistical Institute for Asia and the Pacific (SIAP) are conducting the Fourth Group Training Course in Application of Information & Communications Technology to Production and Dissemination of Official Statistics in Chiba, Japan from 7th May 2008 to 12th July 2008. The Government of Japan through the Japan International Cooperation Agency (JICA) will provide fellowships for the course. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (www.persmin.nic.in).

2. The Training programme is meant for Statisticians and computer specialists in government statistical offices who are involved in the implementation of ICT in their statistical works and are expected to serve as core officials to develop ICT based government statistical system.

3. The applicant should, in the present position, assignment, actually apply ICT in a statistical office and be a middle level statistician and programmer with official statistical computing and software package application experience; be a university graduate with specialization in computing, statistics or relevant field, or have equivalent knowledge and experience; be under 40 years of age; have sufficient command of written and spoken English; not be serving in the military and be in good health both physically and mentally to undergo the training.

4. The fellowship award covers a Round-trip ticket between an international airport designated by the JICA and Japan; allowances for (accommodation, living expenses and shipping); expenses for study tours, free medical care for participants who may fall ill after reaching Japan. The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the UN's Circular dated 19th February 2008 and the enclosed brochure. The Ministries/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary. The nominations of eligible and interested persons may be sent to this Department **not later than 5th March 2008** in the prescribed proforma duly authenticated by the Department concerned alongwith the enclosures.


(Trishaljit Sethi)
Director

1. Ministry of Statistics and Programme Implementation, Sardar Patel Bhavan, Sansad Marg, New Delhi.
2. Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi.
3. Ministry of Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi.
4. Ministry of Information & Broadcasting, Shastri Bhavan, New Delhi.
5. All State Governments/ Union Territories.
- ✓ 6. Director (Technical), NIC with the request to post the circular along with the UN's circular and the enclosed brochure and application proformas on the Department's website



NEW DELHI, INDIA

Resident Coordinator's Office

*225/850 (nm)
26/2/08*

UNRCO/NRA-64

19 February 2008

Dear Mrs. Sethi,

Fourth Group Training Course in Application of Information and Communications Technology to Production and Dissemination of Official Statistics
7 May - 12 July 2008, Chiba, Japan

Attached is a letter dated 13 February 2008 from the Director, Statistical Institute for Asia and the Pacific (SIAP), UN ESCAP inviting nominations from the Government of India for the above course. The nominations should follow the prescribed process in the letter. The last date for submission of the nominations is 7 March 2008.

With regards,

Yours sincerely,

Hari Mohan
Coordination Associate

*26/2/08
SO (P)*

*26/2
res Shweta*

Mrs. Trishaljit Sethi
Director
Department of Personnel & Training
Room No. 19-A
North Block
New Delhi 110001

cc: Mr. Rakesh Malhotra, Under Secretary, Department of Economic Affairs
North Block, New Delhi 110001



UNITED NATIONS - NATIONS UNIES
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

STATISTICAL INSTITUTE FOR ASIA AND THE PACIFIC (SIAP)
JETRO IDE Bldg., 2-2 Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787, Japan

TRG/ICTO-4/2008

13 February 2008

Dear Ms. Olson,

Fourth Group Training Course in Application of Information and
Communications Technology to Production and Dissemination of Official Statistics
7 May - 12 July 2008, Chiba, Japan

We are pleased to inform you that the United Nations Statistical Institute for Asia and the Pacific (SIAP) will be conducting the Fourth Group Training Course in Application of Information and Communications Technology to Production and Dissemination of Official Statistics in Chiba, Japan from 7 May to 12 July 2008. Fellowships for the course will be provided by the Government of Japan through the Japan International Cooperation Agency (JICA). Ten copies of the booklet containing information on the group training course as well as the same number of the nomination forms per country are enclosed for distribution.

We would be grateful if you could inform the authorities in the Government of India about this group training course through the designated authority(ies) responsible for JICA's technical cooperation, and invite them to nominate qualified candidates from statistical departments and related organizations for consideration by the Selection Committee.

/...

Ms. Maxine Olson
Resident Representative
United Nations Development Programme
55 Lodi Estate
New Delhi 110 003, India

United Nations Resident Coordinator's Office New Delhi - INDIA							
15 FEB 2008							
	FC	BR	HK	IN	SC	HM	
N	V						
A							

cc: Mr. Pietro Gennari, Chief, SD, ESCAP
Ms. Nanda Krairiksh, Chief, PMD, ESCAP
Concerned Government Permanent Representatives to ESCAP in Bangkok

United Nations Development Programme New Delhi - INDIA							
15 FEB 2008							
	FC	BR	HK	IN	SC	HM	
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Kindly pay special attention to the application procedures provided in Annex 4 of the information bulletin. All the invitations along with the attached documents are required to be sent to the designated government authorities responsible for JICA's Technical Cooperation in respective countries for their distribution to the authorities of their government. The names and contact details of the designated government authorities are provided in the attachment for your information.

We would be grateful if you could forward the invitation along with the attached documents to the designated government authorities for their distribution to concerned government agencies. Please request them to send the nomination forms and questionnaires completed by the candidates to your office for your transmission to SIAP. Any nominations which are not channeled through your office and the designated government authorities listed in the attachment will not be recognized as official by the Selection Committee. In order to facilitate the invitation to the government, an announcement of invitation for nominations is also attached.

The deadline for submission of the nominations is **7 March 2008**. Please send the completed nomination forms and questionnaires along with the cover letter of the designated government authority to the following address as soon as possible:

Ms. Davaasuren Chultemjamts
Director
United Nations Statistical Institute
for Asia and the Pacific
JETRO-IDE Building
2-2 Wakaba 3-chome, Mihama-ku
Chiba-shi, Chiba 261-8787
Japan
Fax nos.: (81-43) 299-2521, 299-9780

Thank you for your kind co-operation in this matter.

Yours sincerely,



Davaasuren Chultemjamts
Director



UNITED NATIONS - NATIONS UNIES
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

STATISTICAL INSTITUTE FOR ASIA AND THE PACIFIC (SIAP)
JETRO IDE Bldg., 2-2 Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787, Japan

TRG/ICTO-4/2008

13 February 2008

INVITATION FOR NOMINATIONS

Fourth Group Training Course in Application of Information and Communications Technology to Production and Dissemination of Official Statistics 7 May – 12 July 2008, Chiba, Japan

The United Nations Statistical Institute for Asia and the Pacific (SIAP) will be conducting the Fourth Group Training Course in Application of Information and Communications Technology to Production and Dissemination of Official Statistics in Chiba from 7 May to 12 July 2008 with fellowships provided by the Government of Japan through the Japan International Cooperation Agency (JICA). Selected governments are invited to nominate qualified applicants from statistical departments and related organizations. The Institute encourages governments to nominate more than one applicant for consideration by the Selection Committee. Nominations of qualified women to participate in the course are especially encouraged. The booklets containing general information on the course as well as the nomination forms are attached.

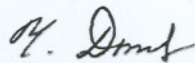
This course is designed for statisticians and computer specialists in government statistical offices who are involved in the implementation of the Information Communications Technology (ICT) in their statistical works and are expected to serve as core officials to develop ICT based government statistical system. This course aims to train participants to be able to improve the quality and efficiency of services provided by government statistical offices by using ICT. Through the course, participants are expected to:

1. gain knowledge and skills in applying important ICT related tools in GIS and data management systems including DevInfo and MS ACCESS into statistical works;
2. gain knowledge and skills in using important statistical software including CSPro and STATA;
3. gain knowledge about Japanese experience in applying ICT for official statistics;
4. become trained trainers for local officials; and
5. develop Action Plan in order to disseminate more widely what they have learned during the training and to give their colleagues motivations to improve their statistical services with the help of ICT.

/...

Special attention should be directed to compliance with the instructions in the booklet under Section II (5)-b concerning qualifications of applicants, and procedure for application provided in Annex 4. Completed questionnaire as contained in Annex 3 is also required to be submitted along with the completed nomination form. Nominations for the course will be coordinated by the Government Authorities of invited countries which are responsible for JICA's Technical Cooperation and UNDP local offices covering the invited countries. Please note that nominations which are not transmitted through the two coordinating organizations mentioned above will not be considered for participation by the Selection Committee.

The deadline for receipt of nominations is **7 March 2008**. Governments are requested to ensure that the completed nomination forms and questionnaires should reach the respective Government Authorities responsible for JICA's Technical Cooperation well in advance for onward transmission to SIAP through the UNDP local offices.



Davaasuren Chultemjamts
Director

Distribution List

Fourth Group Training Course in Application of Information and Communications Technology to Production and Dissemination of Official Statistics

7 May - 12 July 2008, Chiba, Japan

Name of Country	Number of Brochures	Government Authorities responsible for JICA's Technical Cooperation	Address	Tel	Fax
India	10	Department of Economic Affairs, Ministry of Finance	273, North Block, New-Deli 110001, India	91-11-3016373	91-11-3012477

**APPLICATION FOR LONG-TERM & SHORT-TERM FOREIGN TRAINING PROGRAMMES IN
2007
(FUNDED BY FOREIGN GOVERNMENTS)**

1.	Name				
2.	Designation				
3.	Service				
4.	Cadre				
5.	Batch				
6.	Date of Birth				
7.	Category- Gen/SC/ST				
8.	Date of Joining Service				
9.	Present Posting with Date of Appointment/ Posting				
10.	Complete Postal Address : Official \$				
11.	Complete Postal Address : Residential				
12.	Email				
13.	Telephone numbers	Off:	Res:	Fax:	
14.	Academic Background	S.No.	Qualification	Year	Subjects
15.	Previous record of Foreign Training *	Name of the Institute/Country	Name of the Course	Period	Name of Nominating Agency
16.	Brief description of the nature of work of the present post held				
17.	Name with Code Number of the training programmes opted for				

\$ Subsequent change in address, if any, should be intimated to this Department.

* Note : In case of a false information or suppression of information, the officer will be liable for disciplinary proceedings apart from the debarment from foreign training for the rest of his career.

Certified that the information given above is correct to the best of my knowledge and belief.

Technical Cooperation by The Government of Japan
Training Award of Japan International Cooperation Agency (JICA)

Application by the Government of

.....
 for a training course in the field of

Please provide one original
 and three copies.
 Please print or type. *

(FOR JAPANESE OFFICIAL USE)

- Ordinary Group Course (集団コース) Course No.
- Special Group Course (一般特設) Course No.
- Country-focused Group Course (国別特設) Course No.
- Counterpart (カウンターパート) 専門家名
- プロジェクト名
- Ordinary Individual Course (個別一般)
- Others (C.S. 特別案件等)



PART A To be completed by the nominee.

1 FULL NAME (as in Passport, underline Family Name)					
(Family)		(First)	(Middle)		
2 ADDRESS FOR CORRESPONDENCE			4 DATE OF BIRTH		5 AGE
			Month	Date	Year
Telephone :			6 SEX		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
E-mail :					
3 NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY			7 MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED		
			8 NATIONALITY		
			9 RELIGION		
Relationship to you:					
Telephone:					

10 EDUCATIONAL RECORD

Institution	City/Country	Years Attended		Qualification Obtained	Subject
		From	To		

11 TRAINING OR STUDY IN FOREIGN COUNTRIES (in relation to professional interests.)

Institution	City/Country	Period		Certificate/ Degree Awarded	Field of Study
		From	To		

12 EMPLOYMENT RECORD

1) Present Place of Employment

Name Address Telephone: Telex/Fax:	Title of Present Job
	Date of Taking Up Post
	Type of Organization <input type="checkbox"/> Governmental/Public <input type="checkbox"/> Private <input type="checkbox"/> International <input type="checkbox"/> Others

2) Previous Job

Name and Address of Organization Previous Title/Post and Dates(from/to)	Description of Your Previous Job
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3) Describe briefly the work of your organization and the service it provides.

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.....

4) Describe your own job.

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5) Explain how the proposed training will be of benefit to you in the work you will be doing on your return.

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13 LANGUAGE PROFICIENCY

1. English				
Listening	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor
Speaking	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor
Writing/Reading	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor
2. Mother Tongue				
3. Other Language				
	<input type="checkbox"/> excellent	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor

14 NOMINEE'S DECLARATION To be signed by the nominee.

I certify that the statements made by me in this form are true and correct to the best of my knowledge.

If accepted for a training award, I agree:

- (a) not to bring any member of my family.
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of this course of training.
- (c) to follow the course of study or training, and abide by the rules of the institution or establishments with which I undertake to study or train.
- (d) to refrain from engaging in political activities, or any form of employment for profit or gain.
- (e) to submit any progress report or evaluation questionnaires which may be prescribed.
- (f) to return to my home country at the end of my course of study or training.

I also fully understand that if granted a training award it may be subsequently withdrawn if I fail to make adequate progress, or for other sufficient cause including physical conditions determined by the Government of Japan.

Date: Signature:

PART B To be completed by nominee's Director or Head of Department.

OBSERVATIONS OF NOMINATING ORGANIZATION

1 Describe what work the nominee will be expected to do on his return.

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.....

.....

2 Explain how the proposed training will be of benefit to the work of your organization.

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.....

.....

3 (For Non-Group Training only)

Describe:

1) Subject area of the training required.

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.....
.....
.....
.....

2) Special subjects which are particularly important and should be included in the training program (continue on an additional sheet if necessary).

.....
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.....
.....
.....

3) Period of training required (from/to).

.....

4) Notice required before nominee can be released from present post.

.....

PART C To be completed and signed by a responsible government official.

OFFICIAL NOMINATION

I certify that:

I have examined the documents in this form and I am satisfied that they are authentic and relate to the nominee.

I accordingly nominate this person on behalf of the Government of

Date: Signature:

Position: Name:

Organization:

Official stamp

MEDICAL HISTORY AND EXAMINATION FOR JICA TRAINING AWARD

MEDICAL HISTORY TO BE COMPLETED BY NOMINEE			
1 NAME OF NOMINEE (last name, first name, middle name)			
2 DATE OF BIRTH (mo/day/yr)	3 NATIONALITY	4 SEX _____ male _____ female	5 ADDRESS FOR CONTACT
6 NAME OF TRAINING COURSE/SEMINAR			
7 LENGTH OF TRAINING COURSE/SEMINAR (weeks, months)			

8 IMPORTANT NOTICE

Before you complete the Medical History Questionnaire, you are hereby notified that:

A medical condition resulting from an undisclosed pre-existing condition may not be financially compensated for by JICA and may result in termination of your training program.

I understand and accept the terms of this notice. _____ Yes _____ No

6

9 NOMINEE WILL CHECK "YES" OR "NO" AND EXPLAIN

	YES	NO		EXPLANATION
a.			Have you had any significant or serious illness or injury? (If hospitalized, give place & dates.)	
b.			Have you had any operations or advice by a physician to have an operation? (Give place & dates.)	
c.			Do you currently use any drugs for treatment of a medical condition? (Give name & dose.)	
d.			Have you ever been a patient in a mental hospital or sanitarium or treated by a Psychiatrist? (Give place & dates.)	

10 NOMINEE WILL INDICATE "YES" OR "NO" TO EACH ITEM

DO YOU NOW HAVE OR HAVE YOU EVER HAD THE CONDITIONS LISTED BELOW?

(Check each item, if yes, enclose the relevant condition with a circle.)

	YES	NO	CONDITION
a.			Asthma, emphysema, or other lung conditions
b.			Tuberculosis or live with anyone who has tuberculosis
c.			High blood pressure, heart disease
d.			Stomach, liver (hepatitis), gall bladder disease
e.			Kidney or bladder disease, stone or blood in urine
f.			Diabetes (sugar in the urine)
g.			Depression, excess worry, attempted suicide, or other psychological symptoms
h.			Acquired Immune Deficiency Syndrome (AIDS)
i.			Tumor, abnormal growth, cyst, or cancer
j.			Bleeding disorder, blood disease (sickle cell anemia)

I CERTIFY THAT I HAVE READ THE ABOVE INSTRUCTIONS AND ANSWERED ALL QUESTIONS TRULY AND COMPLETELY TO THE BEST OF MY KNOWLEDGE.

11 PRINTED NAME OF NOMINEE	12 DATE	13 SIGNATURE OF NOMINEE

**INFORMATION
ON
THE GROUP TRAINING COURSE
IN
APPLICATION OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY TO PRODUCTION
AND DISSEMINATION OF OFFICIAL STATISTICS**

集団研修：官庁統計の作成及び公表のための情報通信技術の適用

COURSE No. J0800674

(Project No. 0880935)

Program in Japan: May 7, 2008 - July 12, 2008



THE GOVERNMENT OF JAPAN

Preface

The Group Training Course in *Application of Information and Communications Technology to Production and Dissemination of Official Statistics* will be conducted jointly by the Government of Japan [through the Japan International Cooperation Agency (JICA)*] and the United Nations Statistical Institute for Asia and the Pacific (UNSIAP)** with a view of strengthening the capability of producing statistics for social and economic progress in developing countries.

* The Japanese Government extends official development assistance (ODA) to developing countries to support their self-help efforts that will lead to economic progress and a better life for the citizens of those countries. Since its foundation in 1974, the Japan International Cooperation Agency (JICA) has implemented Japan's technical cooperation under the ODA program. In October 2003, JICA was transformed into an "Independent Administrative Institution", a new form of governmental agency. Important related changes include closer attention to grassroots level cooperation, peace-building, cost performance, faster decision-making, and accountability. JICA continues to be one of the official agencies responsible for implementing ODA programs, in particular technical cooperation, on behalf of the Government of Japan. JICA's programs include Technical Cooperation Projects, Dispatch of Technical Cooperation Experts, Technical Training of Overseas Participants, Development Studies, Dispatch of Japanese Volunteers, Disaster Relief and Grant Aid, etc.

**United Nations Statistical Institute for Asia and the Pacific (UNSIAP) was established in Tokyo in 1970 by twenty countries in Asia and the Pacific and the United Nations Development Programme (UNDP). It has been an international center to bring about regional cooperation in training government statisticians from developing countries of the region. UNSIAP was accorded the legal status of a subsidiary body of the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) as of April 1, 1995. As the host country, the Government of Japan extends cooperation to the Institute through the Ministry of Internal Affairs and Communications (MIC) as the cooperation agency.

I. ESSENTIAL FACTS

Course Title (No.)	Application of Information and Communications Technology to Production and Dissemination of Official Statistics (J08-00674)
Duration of the Cooperation	May 2008 to July 2008 (Duration of the Program in Japan: May 7, 2008 – July 12, 2008)
Deadline for Application	March 7, 2008
Deadline for Acceptance Notice	April 7, 2008
Number of Participants	15
Language	English
Target Group	Statisticians and computer specialists in government statistical offices who are involved in the implementation of ICT in their statistical works and are expected to serve as core officials to develop ICT based government statistical system.
Outcome	Trained participants are able to take measures to improve the quality and efficiency of services provided by government statistical offices by using ICT.
Output	<ol style="list-style-type: none"> 1. Gained knowledge and skills in applying important ICT related tools in GIS and data management systems including DevInfo and MS ACCESS into statistical works. 2. Gained knowledge and skills in using important statistical software including CPro and STATA. 3. Gained knowledge about Japanese experience in applying ICT for official statistics. 4. Trained Trainers for local officials 5. Developed Action Plan in order to disseminate more widely what they have learned during the training and to give their colleagues motivations to improve their statistical services with the help of ICT
Course Contents	<p>Lecture and Exercises:</p> <ol style="list-style-type: none"> 1. Introduction of ICT for Statistical Information System 2. Applicable ICT technologies for statistical work 3. Japanese experience of using ICT tools and resources in statistical and dissemination works 4. Training of trainers 5. Demonstrations of software <p>Group works, project and presentations:</p> <ol style="list-style-type: none"> 1. Country report presentations 2. Project work 3. Action plan development <p>Group visit and field study trips:</p> <ol style="list-style-type: none"> 1. Study visits to Japanese government offices and leading Japanese industries
Training Institution	United Nations Statistical Institute for Asia and the Pacific (UNSIAP) Participants who have successfully completed the course will be awarded certificates by UNSAIP and JICA.

II. THE DETAILED INFORMATION

COURSE TITLE	Application of Information and Communications Technology to Production and Dissemination of Official Statistics
COURSE NO.	J08-00674
ISSUES IN THE FIELD	Governance
SCHEME	Issue-specific
FISCAL YEAR	2008
DURATION OF THE COOPERATION	May 2008 to July 2008 (Duration of the Program in Japan: May 7, 2008 – July 12, 2008)
BACKGROUND	<p>Developing countries in the ESCAP and other regions today need accurate, timely and reliable statistical data in order to monitor and achieve their development goals, in particular the Millennium Development Goals. There is variety of ICT related tools applicable to those purposes and the technologies have been advancing very rapidly. To go along with the advancement and to supply statistical products efficiently and effectively, national statistical offices as well as official statisticians must constantly maintain their knowledge and skills updated.</p> <p>The training course is organized to meet the above needs of developing countries. To make the course more effective, the course curriculum is designed as a training for trainers with its multiplier effects in scope.</p>
OUTLINE	
(1) TARGET GROUP	Statisticians and computer specialists in government statistical offices who are involved in the implementation of ICT in their statistical works and are expected to serve as core officials to develop ICT based government statistical system.
(2) OUTCOME	Trained participants are able to take measures to improve the quality and efficiency of services provided by government statistical offices by using ICT technologies.
(3) OUTPUT	<ol style="list-style-type: none"> 1. Gained knowledge and skills in applying important ICT related tools in GIS and data management systems including DevInfo and MS ACCESS into statistical works including compilation of MDG indicators. 2. Gained knowledge and skills in using important statistical software including CPro and STATA. 3. Gained knowledge about Japanese experience in applying ICT for official statistics. 4. Trained trainers for local officials. 5. Developed Action Plan in order to disseminate more widely what they have learned during the training and to give their colleagues motivations to improve their statistical services with the help of ICT. In implementing the plan, it is important for the head of their offices to understand the aim of the Action and to support the participants' initiative in implementing it.

(4) ACTIVITIES

【PRELIMINARY PROGRAM】

Country Report

Those who are informed of the acceptance to participate in the Course will be requested to prepare a country report on the activities and challenges of their organization in accordance with the instructions as given in ANNEX 2 and submit it to JICA before departure.

The report will be printed and distributed to all participants and concerned staff members of SIAP and JICA. Each participant is expected to make a presentation of the report during the course.

【PROGRAM IN JAPAN】

a. DURATION

〈arrival in Japan –
departure from Japan〉

May 7, 2008 – July 12, 2008

b. NUMBER OF

PARTICIPANTS to be invited

15

c. RANK OF INVITATION

Position as a standard

d. LANGUAGE to be used

English

e. MODULE

〈curriculum, components〉

Lecture and Exercises:

1. Introduction of ICT for Statistical Information System: Introduction to emerging ICT technologies as applicable for statistical processing including management aspects, open source solutions, quality control and impact on statistical offices.
2. Applicable ICT technologies for statistical work:
 - a. Compilation of statistical data: Data processing and CSPro
 - b. Management of statistical data: Data management systems, micro and macro data, metadata, data mining including software packages DevInfo, IHSN toolkits
 - c. Analysis of statistical data: data analysis and STATA
 - d. Dissemination of statistical data: Publication data, off line and online publication including basics of web development
3. Japanese experience of using ICT tools and resources in statistical and dissemination works: Japanese Trends in Internet Usage, Application of ICT in Statistical Processes in Japan, E-Government in Japan
4. Training of trainers: Training techniques, presentation and communication skills and MS Power Point
5. Demonstration of software: Selected software used for data conversion, data compilation, management, dissemination.

<p>【POST PROGRAM】</p>	<p>Group works, project and presentations: 1. Country report presentations: Development of presentation slides and presentations 2. Group works, project and action plan: Project planning, implementation and demonstration including development of action plan and MS Project Group visit and field study trips: 1. Group visits and field study trips: Visit to Statistics Bureau of Japan and other government offices; Visit to leading Japanese industries on the use of ICT. Note: The above information is subject to change.</p> <p>None</p>
<p>(5) INPUT</p> <p>a. BY JAPAN (JICA) 【PRELIMINARY PROGRAM】</p> <p>【PROGRAM IN JAPAN】</p> <p>【POST PROGRAM】</p>	<p>None</p> <ol style="list-style-type: none"> 1. Round-trip ticket between an international airport designated by JICA and Japan. 2. Allowance (accommodation, living expenses, shipping) 3. Expenses for study tours: Basically paid in the form of train ticket(s) or chartered bus 4. Free medical care for participants who become ill after arrival in Japan (costs related to pre-existing illness, pregnancy or dental treatment are not included) <p>* See the brochure, KENSHU-IN GUIDE BOOK p.9-16, given to each selected candidate before (or at the time of) the pre-departure orientation.</p> <ol style="list-style-type: none"> 5. Arrangement required for the activities of the course, such as manpower, materials (printouts/publications), rooms/equipment/ transportation, etc. <p>Note: For preparation of report presentation and practice of statistical software in each individual room, it is recommendable that you may bring your own personal computer because there is only a limited number of PC available in JICA TOKYO.</p> <p>None</p>

**b. BY THE GOVERNMENT OF
THE PARTICIPATING
COUNTRY/COUNTRIES**

1. The government of the participating country/countries nominates and recommends an applicant(s) fulfilling the requirements below for the course in accordance with the procedures mentioned in the PROCEDURE FOR APPLICATION (ANNEX 4).

Applicants should

- (1) Present position, assignment: Current job or duty position: actually apply ICT in a statistical office.
- (2) Occupational Background: be middle level statisticians and programmers with official statistical computing and software package application experience
- (3) Academic Record: have statistical computing or programming experience; be university graduate with specialization in computing, statistics or relevant field, or have equivalent knowledge and experience.
- (4) Age: be under 40 years of age at the beginning of the training course
- (5) Language: have a working knowledge of spoken and written English
- (6) Health: be in good health, both physically and mentally, to undergo the training. As training over a long period may pose risks to pregnant women, pregnancy is regarded as a disqualifying condition for participation in this training course
- (7) Not be serving in any form of military services

⟨NOTE⟩

Questionnaire

Each applicant should fill in the attached questionnaire (ANNEX 3) which is to be used for the screening of applicants. After filling out the form, detach it and submit it together with the Nomination Form. Applications not accompanied by a completed questionnaire cannot be considered for selection.

(6) TRAINING INSTITUTION	United Nations Statistical Institute for Asia and the Pacific (UNSIAP) Address: 2-2 Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787 Japan TEL: 81-43-299-9782 FAX: 81-43-299-9780 (81: country code for Japan, 43: area code)
(7) ACCOMMODATION	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 (81: country code for Japan, 3: area code) If no room is available at JICA TOKYO, JICA will arrange alternative accommodations for the participants.
OTHER MATTERS	
(1) A PRE-DEPARTURE ORIENTATION	A pre-departure orientation will be held at JICA overseas offices (or Embassies of Japan) to provide the selected candidates with details on travel to Japan, conditions of training, and other matters. Participants will see a video "Training in Japan", and receive a textbook and cassette tape, "Simple Conversation in Japanese". A brochure, the KENSHU-IN GUIDE BOOK, will be handed to each selected candidate before (or at the time of) the orientation.
(2) ATTENTION	Participants are required: (1) not to change course subjects or extend the course period, (2) not to bring with them any members of their family, (3) to return to their home countries at the end of their course according to the international travel schedule designated by JICA, (4) to refrain from engaging in political activities or any form of employment for profit or gain, and (5) to observe the rules and regulations of their place of accommodation and not to change the accommodations designated by JICA.
ANNEX 1. MODULE (Curriculum of Overall Plan) 2. FORMAT OF THE COUNTRY REPORT 3. FORMAT OF THE QUESTIONNAIRE 4. PROCEDURE FOR APPLICATION	

Output	Theme	Subject	Form	Syllabus
1 Gained knowledge and skills applying important ICT related tools in GIS and data management systems including DevInfo and ACCESS into statistical works	Acquisition of good understanding on the principles of electronic data processing and the technologies, including specific software that are relevant to the statistical work	ICT relevant to the statistical services	Lectures, Observations, Exercises	Lectures on software for Data input, Processing, Tabulation, Statistical analysis, Spreadsheet, Database and Design, Workshop, Group discussions and Computing exercises
2 Gained knowledge and skills in using important statistical software including CSPro and STATA	Acquisition of knowledge in the basics and consequences in implementing ICT in the statistical work	Output by application of ICT in the statistical services	Lectures, Observations, Exercises	Understanding the output in use of software for statistical analysis, management system of database, quality control, processing reengineering, etc. in the statistical services
	Acquisition of necessary knowledge for understanding the achievement of MDGs		Lectures	Understanding the indicator of MDGs and its achievement
3 Gained knowlge about Japanese experience in applying ICT for official statistics as well as businesses	Acquisition of Japanese practical knowledge and skills for improvement of statistical services	Japanese practical knowledge and skills on official statistics	Lectures, Observations	Lectures on Japanese practical knowledge and skills on official statistics. Observation on relevant Ministries etc. to view Japanese advantage
4 Trained trainers for local officials	Acquisition of necessary skills as trainers	Training technique, Presentation technique	Lectures, Exercises	Training technique, Presentation technique, Relevant software packages
5 Developed Action Plan in order to disseminate more widely what they have learned during the training and to give their colleagues motivations to improve their satistical services with the help of ICT	Acquisition of necessary skills and technologies for the improvement of statistical services by application of ICT in the office. Acquisition of necessary skills and technologies for disseminating what they have learned ,including skills and technologies to organize workshops and seminars	Knowledge and skills on planning, designing and organiging project	Lectures, Exercises	Workshop for preparing an action plan to be considered by the management for improvement of statistical services by application of ICT. Preparing an action plan to disseminate more widely what they have learned in their organizations

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**Application of Information and Communications Technology to
Production and Dissemination of Official Statistics
(JFY2008)**

Recommended Format of Country Report

1. NAME OF PARTICIPANT

2. NAME OF COUNTRY

3. YOUR COUNTRY'S STATISTICAL SYSTEM

(a) Summarize your country's statistical system into key areas highlighting its specific characteristics and importance. Attach an organization chart. Also indicate your department/section in the chart.

(b) Outline of your organization (Title, Functions, Number of Staff, etc.)

Provide a brief description of your organizational chart, the number of staff working in the system, highlight the position where you belong, your responsibilities and the number of staff working with you.

4. COMPUTING RESOURCES AVAILABLE IN YOUR OFFICE

(a) Give information on hardware and software of National Statistical Office.

(i) Hardware

Name and number of computers and associated equipment. Mention whether they are exclusively used by National Statistical Office or shared by other offices.

(ii) Software

Name the software and statistical fields to which they are applied.

(iii) Human Resources

Number of Computer Specialists and Statisticians with computing experience

(b) Specify the areas of application of information and communication technologies where the greatest training needs exist in your office and indicate the areas you would like to learn during the training course.

5. TRAINING IN INFORMATION AND COMMUNICATIONS TECHNOLOGY

<Your Case>

- How did you gain the skills/knowledge about information and communications technology? (where/how long did you take the course of what kind? or without taking any course did you gain them by practice?)

<The training programme of your country/ your organization>

- Which organization is in charge of training statisticians in your country?
- Outline of the training programme (duration, contents, target , number of teachers and participants, etc.)

6. CHALLENGES/PROBLEMS of YOUR COUNTRY/ORGANIZAION

- Describe the challenges/problems in information and communications technology your country/organization is facing now.
- How does your country/organization cope with the challenges/problems in the area?

7. SHARING INFORMATION WITH EX-PARTICIPANTS of SIAP-COURSE

If you have a chance to meet the ex-participants in your country who participated in SIAP course before, please share the information as follows.

- (a) Name of the ex-participant
- (b) Name and Year of the course he/she participated in
- (c) His/Her actions after his/her return
- (d) His/Her expectations from your participation in this course

Note 1: The participant should prepare a country report based on the headings stated above.

Note 2: The report should be printed in double space on A4 size paper, and submitted to JICA for processing on the participant's arrival in Japan. Also bring an electronic copy with you.

Note 3: Do not provide answers directly on this Annex sheet, this is a format for you to prepare your report.

Note 4: For preparation of report presentation and practice of statistical software in each individual room, it is recommendable that you may bring your own personal computer because there is only a limited number of PC available in JICA TOKYO.

**Application of Information and Communications Technology to
Production and Dissemination of Official Statistics
(JFY2008)**

Questionnaire

Name of Applicant: _____

Name of Country: _____

1. Indicate to which PC user category you belong by encircling the code number of the most appropriate answer (only one answer)
 - a) I never operate a PC
 - b) I only use a PC on an incidental base (on average once per week or less)
 - c) I use a PC on a regular base (on average more than once per week)

2. Indicate which type of ICT applications you use (or used) on a regular basis (encircle the applicable answers; more than one answer is possible)
 - a) Internet and E-mail
 - b) Standard office applications (word processors, spread sheets, presentations)
 - c) Specific data base applications
 - d) Specific statistical data analysis applications
 - e) Specific web design applications
 - f) Specific programming languages and/or application development software
 - g) Specific data processing software

3. How familiar are you in using the following software? (Please fill in the blank with a check mark)

Version	Level of Knowledge		
	Very	Little	Not at all
(a) Microsoft Word	_____	_____	_____
(b) Microsoft Excel	_____	_____	_____
(c) Microsoft Access	_____	_____	_____
(d) Microsoft Power Point	_____	_____	_____
(e) Microsoft Front Page	_____	_____	_____
(f) SPSS	_____	_____	_____

Detach here

- (g) SAS _____
- (h) Visual Basic _____
- (i) IMPS/CSPRO _____
- (j) Dreamweaver _____
- (k) C++ (or comparable) _____
- (l) STATA _____
- (m) MS PROJECT _____

4. Please state other software packages which you are familiar with.

5. What are the ICT application aspects you would like to be covered during this course?

6. What are the (statistical) software packages you would like to be covered in this course?

7. Please describe in not more than 5 sentences the most typical technical problem you faced during the execution of your duties in relation to data collection, processing, analysis, archiving or dissemination. The problem should be related to technical nature (e.g. merging of data files) not on the availability of software or hardware.

Note: Each applicant should submit this Questionnaire with the Nomination Form.

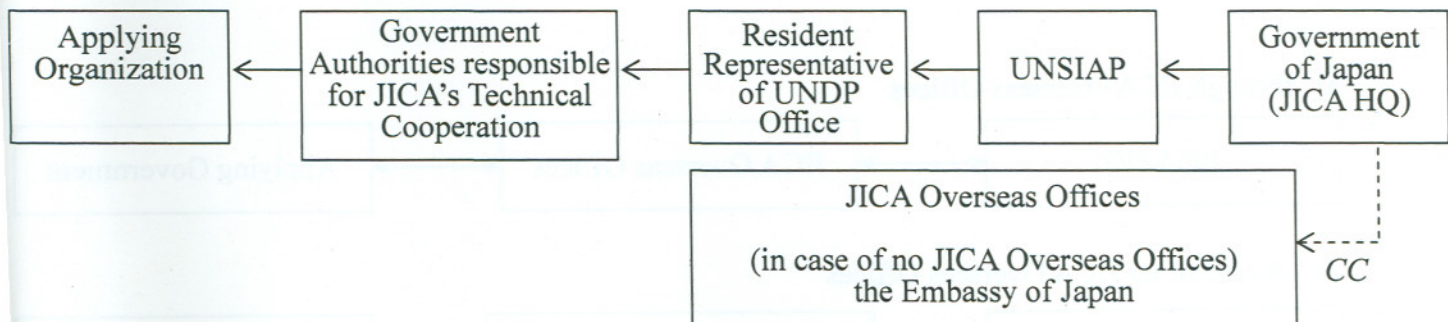
PROCEDURE FOR APPLICATION

<For Countries of the UNESCAP Region>

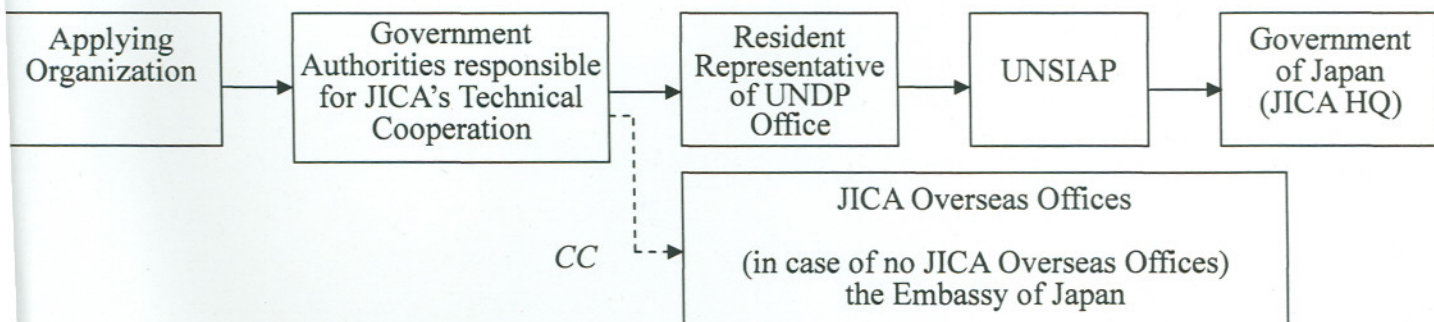
- (1) Organizations desiring to nominate applicants for the course should fill in and forward one (1) original and three (3) copies of the Nomination Form (Form A2A3) and a questionnaire for each applicant to the office of the Resident Representative of the United Nations Development Programme (UNDP) through the government authority responsible for JICA's technical cooperation by March 7, 2008. The government authorities which are responsible for JICA's technical cooperation should send a copy of the Nomination Form (Form A2A3) and the questionnaire to JICA overseas office or the embassy of Japan.
- (2) After all the nomination forms are received in Japan, A Selection Committee, comprising of officials from JICA and UNSIAP will be held in Japan. The committee will jointly decide on the selection of participants of the course from applications nominated by applying Governments. (Under this procedure, JICA overseas offices will not screen any applicants.)
- (3) UNSIAP will inform the applying Governments of the selection results through the office of the Resident Representative of UNDP by April 7, 2008.

1. The chart below indicates the flow of the application procedure.

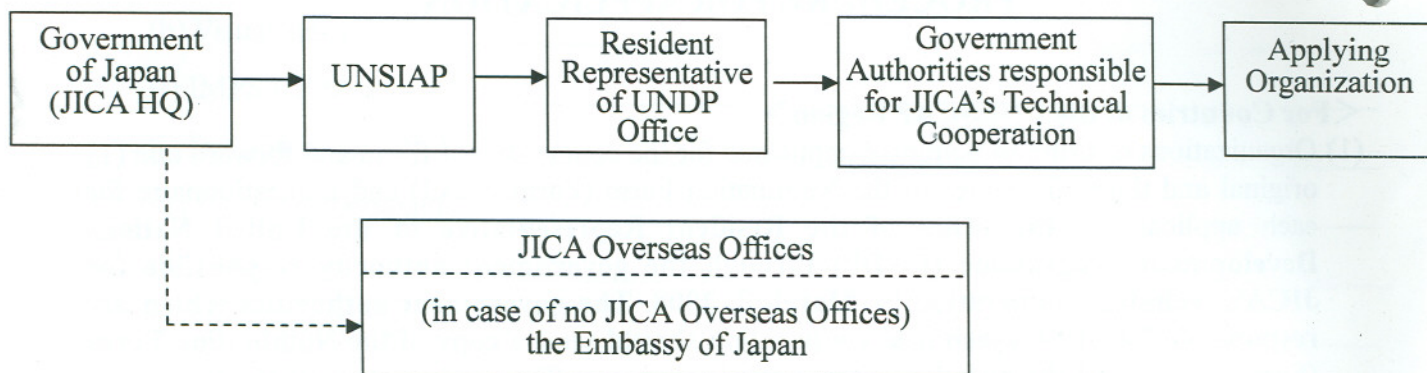
(1) Flow of General Information (G.I.)



(2) Flow of Completed Application Form (A2-A3 Form)



2. The chart below indicates the flow of the notice of the selection results.



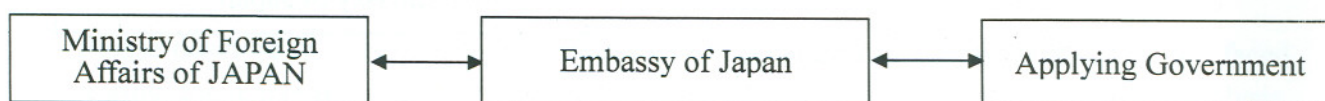
<For Countries outside the UNESCAP Region>

- (1) Governments desiring to nominate applicants for the course should fill in and forward one (1) original and three (3) copies of the Nomination Form (Form A2A3) and a questionnaire for each applicant to the JICA office (or the Embassy of Japan) by **March 7, 2008**.
- (2) The Government of Japan and UNSIAP will jointly decide whether or not the nominee is acceptable for the course.
- (3) The JICA office (or the Embassy of Japan) will inform the applying government of the above result by **April 7, 2008**.

a) through JICA Overseas Offices



b) in case of no JICA Overseas Offices



CORRESPONDENCE

For enquires and further information, please contact the JICA office, UNDP regional office or the Embassy of Japan. Address any other correspondence to:

Tokyo International Center,
Japan International Cooperation Agency
(JICA TOKYO)

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

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

United Nations Statistical Institute for Asia and the Pacific (UNSIAP)

Address: 2-2 Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787, Japan

TEL: 81-43-299-9782 FAX: 81-43-299-9780