

No.34/16/2011-EO(I)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 17<sup>th</sup> June, 2011.

**TRAINING CIRCULAR**

**Subject:** A Group Training Course in Capacity Building for Developing Communication and Information Environment in Rural Community to be held in Japan from 26<sup>th</sup> July 2011 to 10<sup>th</sup> September 2011.

Reference this Department's Circular of even number dated 3<sup>rd</sup> May, 2011 inviting applications for a Group Training Course titled Capacity Building for Developing Communication and Information Environment in Rural Community to be held in Japan from 26<sup>th</sup> July 2011 to 10<sup>th</sup> September 2011.

2. The last date of accepting applications/nominations for the aforesaid training programme has been extended up to 23<sup>rd</sup> June, 2011. The eligibility criteria mentioned in the earlier circular referred to the above remain the same which can be accessed from the Ministry of Personnel, P.G. and Pension's website (persmin.nic.in).
3. The duly filled up application form of eligible candidates may be forwarded to this Department immediately.

  
(Rakesh Mishra)  
Desk Officer

1. The Secretary, Department of Telecommunications, Sanchar Bhavan, 20, Ashoka Road, New Delhi.
2. The Secretary, Department of Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi.
3. The Secretary, Ministry of Rural Development, Krishi Bhavan, New Delhi.
4. All State Governments/ Union Territories.

5. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Pro forma on the Department's website.



# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**Capacity Building for Developing Communication and  
Information Environment in Rural Community**

**地域情報発信能力強化**

*JFY 2011*

<Type: Solution Creation / 類型 : 課題解決促進型>

NO. J11-00649 / ID. 1180953

From June to November 2011

**Core Phases in Japan: From July 26, 2011 to September 10, 2011**

This information pertains to one of the Training and Dialogue Programs 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.

# ***I. Concept***

## **Background**

Thanks to the effort of governments in developing and developed countries, as well as international organizations such as the International Telecommunication Union (ITU) to promote liberalized communications within developing countries, the information and communication technology infrastructure within the major cities of developing countries continues to improve. In rural areas steady improvements are also being made in the telecommunications infrastructure; however, factors such as geography and population distribution impede this development, and the “digital divide” between urban and rural areas remains large.

Yet, with the information and communications environment in developing countries undergoing rapid change, even more important than improving the telecommunications infrastructure is getting useful information out to rural areas. This training and dialogue program, therefore, is aimed at those government offices at the national, state and local (town and village) levels responsible for information technology and seeks primarily to help develop problem-solving strategies that will promote the flow of information and contribute to the rectification of the digital divide.

## **For what?**

To arrange and analyze the problems to remedy the information gap in the rural areas of a participant's country and to propose solutions for the participant's organization

## **For whom?**

This program is offered to the departments of national and local government in charge of organizing communication infrastructure and information society

## **How?**

1. Nominees should submit a Job Report and selected Rural Area Information & Map as screening criteria to select participants.
2. Selected participants are required to formulate individual Reports (Inception Report, Interim Report and Final Report) in three different phases.
3. When participants come to Japan, please bring a relief map (paper) of the selected area in addition to digital data. These will be used in the network planning practice.
4. Participants will have opportunities to learn methods for developing communication and information environment (IT policy, information transmission methods, network planning, and telecommunications technology) through lectures, site visits and network planning practice.  
At the end of this program, participants will write up an Interim Report on developing communication and an information environment that will lead to problem solving in their respective countries.
5. The Interim Report will be shared with their organization and feedback in terms of impact and feasibility will be acquired. Please include these comments in the Interim Report and participants will be required to prepare a Final Report.

## **II. Description**

**1. Title (J-No.): Capacity Building for Developing Communication and Information Environment in Rural Community (J11-00649)**

**2. Period of program**

**Duration of whole program:** June to November 2011

**Preliminary Phase:** June to July 2011  
(in the participant's home country)

**Core Phase in Japan:** July 26 to September 10, 2011

**Finalization Phase:** September to November 2011  
(in the participant's home country)

**3. Target Countries:** Brazil, India, Indonesia, Sri Lanka and Thailand

**4. Overall Goal:**

To contribute to improving the digital divide to improve living standards and stimulate local industry by improving the Internet usage at local public facilities by developing an approach to promote Internet usage and to increase IT literacy among users as part of an overall plan.

**5. Program Objective:**

To propose a solution for developing communications and an information environment in the rural area of the participants' countries

**6. Expected Output**

I. To achieve the above Program Objective, participants are expected to stay in Japan;

- 1) To review the current conditions and identify the issues in the communications and information environment in their respective countries,
- 2) Organize and analyze issues related to information in rural areas and acquire the means of information transmission through case examples.
- 3) To acquire a good understanding of outline and theories essential for developing communication and information environment in rural areas.
- 4) To acquire the practical skills of network planning to transmit information in the rural areas.
- 5) To formulate an Interim Report on developing communications and an information environment of a rural area in their respective countries taking into account feasibility.

II. The Interim Report prepared by the participant is also expected to be used in the participant's home country, and to be shared and discussed within the organization for implementation. Participants are asked to prepare a Final Report for submission to JICA Tokyo by November 25, 2011.

**7. Eligible / Target Organization**

This program is offered to the departments of national and local government in charge of organizing the communications infrastructure and information society.

**8. Total Number of Participants: 7**

**9. Language to be used in this program: English**

**10. Contents**

This program consists of the following components. Participants and participating organizations should be aware of the requirement that the selected participants have to formulate individual Reports\* in three different phases.

\* For more details, please see section V and Annex 4 "Inception Report"

Details on each component are given below:

<b>Preliminary Phase in a participant's home country</b>	
June 2011 to July 2011	
<i>Selected participants are required to prepare for the Program in their respective countries.</i>	
<b>Modules</b>	<b>Activities</b>
1) Submission of Inception Report <b>Note:</b> <u>For reports that have been submitted, if the any changes in "3. Selected Rural Area Information" has been made, please reflect the changes.</u> 2) Preparation to present the Inception Report	1) Each participant is required to formulate and submit the Inception Report <u>by July 15, 2011</u> . 2) Each participant is also requested to prepare his/her presentation material for the Inception Report Presentation in Power Point.

\* Inception Report: See ANNEX 4 "Inception Report"

<b>Core Phase in Japan</b> July 26, 2011 to September 10, 2011		
<i>Participants dispatched by the organizations attend the Program implemented in Japan</i>		
<b>Expected Module Output</b>	<b>Contents</b>	<b>Methodology</b>
1) To review the current conditions and identify the issues in the communications and information environment in their respective countries,	Inception Report presentation - Share present situation and respective issues - ICT Development Strategy: Global Challenge for Rural Community	Presentation & Discussion & Lecture
2) Organize and analyze issues related to information in rural areas and acquire the means of information transmission through case examples	- Basic theories on transmitting information in rural areas - PCM Method (analyzing issues) - Research case examples on the Web to organize and transmit information in rural areas. - Building an IP network	Lecture
3) To acquire a good understanding of outline and theories essential for developing communication and information environment in rural areas.	Basic theories on rural telecommunication network development - Overview of rural telecommunications - Role of rural telecommunications - Financing for infrastructure development and others	Lecture
4) To acquire the practical skills of network planning to transmit information in the rural areas.	Various telecommunication methods and technologies - Theory on telecommunications network system - Information System Theory - Drill on constructing a telecommunications system - Constructing a suitable telecommunications system using the given map by each participant - Presentation and discussion about the constructed system	Lecture & Practice & Site Visit  Presentation & Discussion

<p>5) To formulate an Interim Report on developing communication and information environment of rural areas in their respective countries taking into account feasibility.</p>	<p>Draft and submit an Interim Report on network development</p> <ul style="list-style-type: none"> <li>- Problem analysis using PCM (Project Cycle Management) method</li> <li>- FS (Feasibility Study)</li> <li>- Drafting an action plan to develop communication and the information environment in a selected area of the participant's home country</li> <li>- Presentation and discussion of the Interim Report</li> </ul>	<p>Presentation &amp; Discussion</p>
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NOTE: The above contents are subject to minor changes, if necessary

<p><b>Finalization Phase in a participant's home country</b>  September 20011 to November 2011  <i>Participants will present their Interim Report to their organizations, and revise the report. Each participating organization considers the feasibility of the plan and formulates it as Final Report.</i>  <i>This phase marks the end of the Program.</i></p>	
<p><b>Expected Module Output</b></p>	<p><b>Activities</b></p>
<ul style="list-style-type: none"> <li>- To share their Interim Report in the organization and discuss its realization and implementation.</li> <li>- To finalize the Interim Report as a Final Report and submit it</li> </ul>	<ol style="list-style-type: none"> <li>1) Each participant is required to make a presentation of his/her Interim Report in his/her organization and add any information that is lacking based on his/her organization's comments/feedback.</li> <li>2) Each participant's organization is required to give the comments on his/her Interim Report and to submit a revised report as a Final Report <b>by November 25, 2011.</b></li> </ol>

### **III. Conditions and Procedures for Application**

#### **1. Expectations for the Participating Organizations**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use this program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in 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 come 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 adequately select nominees. Nominees must:

- (1) Present position, assignment:

A technical and managerial level person involved in information communications of a relevant government institution or within the government.

- (2) Occupational background:

Practical experience in Information & Communication Technology for more than five (5) years,

**Note:**

**Since practical training in network design is scheduled, the participant must have the knowledge and 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\*, and  
\*as the schedule of this course is rather tight and may include field trips that would be too demanding for pregnant women, pregnancy is a disqualifying condition for participation in 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 at the 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.

#### **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 10, 2011**

#### **Note:**

**Please confirm the closing date set by the JICA offices or Embassies of Japan in your country to meet the final date in Japan.**

#### (2) Selection

After receiving the document(s) through due administrative procedures in the respective governments, the respective countries' JICA offices (or Embassies of Japan) will screening them, and send the 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 the respective countries' JICA offices (or Embassies of Japan) to the respective Governments by **not later than June 24, 2011.**

### 5. Document to be submitted by accepted participants:

#### **Inception Report -- to be submitted by July 15, 2011**

On receiving a Notice of Acceptance, accepted participants are required to prepare an Inception Report (detailed information is provided in the ANNEX 3 "Inception Report". The Inception Report should be sent to the JICA Tokyo International Center **by July 15, 2011**, preferably by e-mail to [Someya.Yuko@jica.go.jp](mailto:Someya.Yuko@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: The ITU Association of Japan, Inc. (ITU-AJ)**

Address: 3rd floor Kanda KS Bldg.,

1-8-6 Kaji-cho, Chiyoda-ku, Tokyo 101-0044, Japan

### **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/contact/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 countries' JICA offices (or Embassies of Japan), to provide participants with details on travel to Japan, conditions of the workshop, 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 15, 2011)**

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 15, 2011, preferably by e-mail to [Someya.Yuko@jica.go.jp](mailto:Someya.Yuko@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 25, 2011)**

Purpose: To formulate an action plan to promote communications development and information environment that will lead to 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 25, 2011.

## **VI. ANNEXES:**

1. Reference (Course schedule in 2010) (ANNEX 1)
2. Job Report (ANNEX 2)
3. Selected Rural Area Information & Map (Annex 3)
4. Inception Report(ANNEX 4)

## ANNEX 1

**Reference (Course schedule in 2010)**

(The below contents may be subject to changes in 2011)

Date		Time		Accommodation
7/28	Wed	9:00 ~ 12:00	Briefing	JICA Tokyo
		13:30 ~ 14:30	Program Orientation	
		15:00 ~ 16:00	Return flight meeting	
7/29	Thu	9:30 ~ 16:10	General Orientation	
7/30	Fri	10:00 ~ 17:15	General Orientation	
7/31	Sat		off	
8/1	Sun		off	
8/2	Mon	9:30 ~ 10:30	ITU-AJ Orientation	
		10:30 ~ 12:30	Outline of the Telecommunications in Japan	
		13:30 ~ 16:30	Briefing and Discussion for Interim Report (check each country's map)	
8/3	Tue	9:30 ~ 13:00	Presentation of Interim Report	
		13:00 ~ 14:30	Welcome Party	
8/4	Wed	9:30 ~ 12:30	ICT Development Strategy: Global Challenge for Rural Community	
		13:30 ~ 16:30	Development of Rural Telecommunications	
8/5	Thu	9:30 ~ 12:30	Fundamentals of Rural Telecommunications Network	
		13:30 ~ 16:30	Cases of Universal Service Fund System	
8/6	Fri	9:30 ~ 12:30	Actively Promote Use of the ICT Utilization in Rural Area	
		13:30 ~ 16:30	Fundamentals of Photonic Networks	
8/7	Sat		off	
8/8	Sun		off	
8/9	Mon	9:30 ~ 12:30	Mobile Systems – Overview and GSM System–	
		13:30 ~ 16:30	Radio Access Network Design and Major Services of W-CDMA	

8/10	Tue	9:30 ~ 12:30	Fundamentals of System Planning for Rural Telecommunications		
		13:30 ~ 16:30			
8/11	Wed	9:30 ~ 12:30	Network Planning Workshop (Lecture, WS, Presentation)		
		13:30 ~ 16:30			
8/12	Thu	9:30 ~ 12:30			
		13:30 ~ 16:30			
8/13	Fri	9:30 ~ 12:30			
		13:30 ~ 16:30			
8/14	Sat	off			
8/15	Sun	off			
8/16	Mon	9:30 ~ 12:30	IP Network Construction Method 1	Building an IP Network	
		13:30 ~ 14:30		Fiber-to-Home System	
		14:30 ~ 15:30		Residential ICT	
		15:30 ~ 16:30		Introduction to the Set-Top-Box	
8/17	Tue	9:30 ~ 12:30	IP Network Construction Method 2	Internet Servers	
		13:30 ~ 16:30			
8/18	Wed	9:30 ~ 11:30	Website Design Workshop	Outline	
		11:30 ~ 16:30		Web Contents (WS)	
8/19	Thu	9:30 ~ 15:30		Website Communication (WS)	
		15:30 ~ 16:30		Web Design (WS)	
8/20	Fri	9:30 ~ 14:30		Website maintenance	
		14:30 ~ 16:30			
8/21	Sat	off			
8/22	Sun	off			
8/23	Mon	9:30 ~ 12:30	Feasibility Study Items		
		13:30 ~ 16:30			
8/24	Tue	9:30 ~ 12:30	PCM Method		
		13:30 ~ 16:30			
8/25	Wed	9:30 ~ 12:30	PCM Method		
		13:30 ~ 16:30			
8/26	Thu		Travel and lunch		
		14:00 ~ 17:00	Visit ① IRU Implementation in Kamigori Town		

8/27	Fri	10:00 ~ 12:00	Visit :② Overseas Implementation of Solar System	Hotel
		14:30 ~ 17:00	Visit :③ Latest Technology Trends in NTT West Research Center	
8/28	Sat	8:45 ~ 12:30	Kyoto Morning Tour	JICA Tokyo
			Travel back	
8/29	Sun		off	
8/30	Mon	9:30 ~ 12:30	PCM Method	
		13:30 ~ 16:30		
8/31	Tue	9:30 ~ 12:30	Interim Report (PCM)	
		13:30 ~ 16:30		
9/1	Wed	9:30 ~ 12:30	Interim Report (PCM)	
		13:30 ~ 16:30		
9/2	Thu	9:30 ~ 12:30	Interim Report (Network Planning)	
		13:30 ~ 16:30		
9/3	Fri	9:30 ~ 12:30	Interim Report (Network Planning)	
		13:30 ~ 16:30		
9/4	Sat		off	
9/5	Sun		off	
9/6	Mon	9:30 ~ 12:30	Interim Report (ICT)	
		13:30 ~ 16:30		
9/7	Tue	9:30 ~ 12:30	Interim Report (ICT)	
		13:30 ~ 16:30		
9/8	Wed	9:30 ~ 12:30	Interim Report (Drafting)	
		13:30 ~ 16:30		
9/9	Thu	9:30 ~ 13:30	Interim Report (Presentation)	
9/10	Fri	10:00 ~ 11:00	Evaluation Meeting	
		11:00 ~ 11:30	Closing Ceremony	



## Job Report

- ✓ All the nominees are required to submit a Job Report, which is essential for screening the nominees. Those who do not submit this report will be at a disadvantage during the selection process due to the lack of relevant professional information. Please make sure to submit the report without fail.
- ✓ This report consists of two parts, **Part 1 to be filled in by the nominee** and **Part 2 to be filled in by the supervisor of the nominee.**
- ✓ The report should be submitted together with the Application Form to the JICA Tokyo no later than June 10, 2011.

**Part 1: Filled in by the Nominee**

1) Regarding the organization the participant works for

1-1) Background of the organization (i.e. main field of business, etc.)

1-2) Vision and Strategy for developing communications and information environment

1-3) Organization's projects for rural area (completed, on-going and planned projects)

2) Regarding the nominee

2-1) Main field and experience of your work

	Main Field (tick one)	Experience: if yes, tick as necessary	Number of working years
1. Optical fiber Transmission			
2. Radio wave Transmission			
3. Satellite Communication			
4. I.P.			
5. Operation & Maintenance			
6. Network Planning			
7. Others ( )			

2-2) Details of your position and duties in network planning

FROM (MONTH/YEAR):	TO (MONTH/YEAR):	TITLE OF YOUR POST :
NAME OF EMPLOYER:		TYPE OF BUSINESS:
DESCRIPTION OF YOUR DUTIES:		

FROM (MONTH/YEAR):	TO (MONTH/YEAR):	TITLE OF YOUR POST :
NAME OF EMPLOYER:		TYPE OF BUSINESS:
DESCRIPTION OF YOUR DUTIES:		

FROM (MONTH/YEAR):	TO (MONTH/YEAR):	TITLE OF YOUR POST :
NAME OF EMPLOYER:		TYPE OF BUSINESS:
DESCRIPTION OF YOUR DUTIES:		

2-3) Experience in outside-plant networking

a. Title of your position:

b. Description of your duties:

2-4) Involvement/ duties in developing communications and an information environment at present or in the future

3) Your expectations of this program

3-1) What do you think you need to promote communications development and an information environment?

3-2) What do you want to learn most in this program?

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Part 2: To Be Filled in by the Supervisor of the Nominee

This report will be used only for screening the nominees for this course. This part should be filled in by the supervisor of the nominee and will constitute an important part of the selection process together with "Part 1" which is to be filled in by the nominee.

This program requires active participation of the organization that the participant works for during the preliminary and final phases of the program. The specific cooperation required is mentioned below. Please be aware of this requirement when filling out the application.

- The participant of this program is required to submit reports before and after the training program in Japan, which may require preparation during ordinary working hours.
- Prior to submitting the Inception Report by the participant, the organization must select the model area where rural telecommunications network development will be planned in Japan during the program.
- Feedback should be given on the content of Interim Report, which will be presented by the participant on his/her return home from Japan.

1) What does your organization need to promote communications development and an information environment?

2) What do you expect the nominee to learn in this program?

3) Possibility of the nominee to be involved in developing communications and an information environment. If so, please describe the details of his/her expected work duties.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Selected Rural Area Information & Map

### 1. Selected Rural Area Information

#### 1.1 Basic Information of the Selected Area

(1) Name of the selected area	
(2) Surface/Square of the area	
(3) Population	

(4) The background of the area (e.g. topography, history, on-going project, etc.)

(5) The reasons why the area was selected

(6) The characteristics of the area (e.g. main industry, residential area or not, rural or remote, etc.)

(7) Future growth estimations regarding industry, population, etc.

(8) Topographic map(s) of the area

Please prepare a geographical map(s) of the selected rural area and bring it to Japan.

Topographic map(s) needs appropriate contour (altitude) lines, map(s) of 1/50,000 is recommendable.

It is preferable to prepare 2 kinds of maps, such as map(s) of the entire province or country and map(s) of selected area(s).

**Note:**

See example of a topographic map; "2. Map of the selected rural area" (p.23).

(9) Other information

#### 1.2 Issues To Overcome in the Selected Area

Please describe the problems in the selected rural area and as many solutions as possible following the example. As your ideas do not need to be very precise, find at least 3 issues.

**<Example>**

The problem in rural areas: In area A, the income of farmers is very low. One of the reasons is because they do not know the market price, so they tend to sell their crops very cheap due to price control by buyers.
Your idea to resolve the problem:

Farmers sell their crops at a reasonable price.
The means of solution, if you have any idea: Regional office sends the market price of crops every week by SMS text message.

The problem in rural areas:
Your idea to resolve the problem:
The means of solution, if you have any idea:

The problem in rural areas:
Your idea to resolve the problem:
The means of solution, if you have any idea:

The problem in rural areas:
Your idea to resolve the problem:
The means of solution, if you have any idea:

**1.3 Existing infrastructure in the Selected Area**

Please plot on the map or confirm the position of existing necessary facilities for network planning such as existing fixed optical fiber or metallic lines, base stations of mobile system, electrical power facility, etc. by the time Core Phase starts.

(1) Users and subscribers

- Number of existing fixed telephone subscribers
- Number of existing Mobile phone subscribers
- Number of existing Internet network (PC terminals) users

(2) Connection system(s); existing telecommunication network that new networks can connect to, in particular cellular networks

(3) Legacy Infrastructure; existing facilities that can be utilized for new installation of radio equipment, base stations, repeater stations, etc.

- Premises;
- Power supplies;
- Access road;

(4) Other information

## 1.4 Cost of Equipment and Facilities

- (1) Cost of equipment in the selected area; average price of equipment which will be used for rural network projects. (This information will be used in "Network Planning Drills". You need to select necessary equipment and gather information about the costs.)

Name of Equipment	Costs (US\$ preferable)

- (2) Local costs in the selected area; price of telecommunication facilities and others essential in telecommunication projects.

Items	Price (US\$)
1) Premises	
a. Land / 100m <sup>2</sup> City	
Rural area	
Mountain for repeater station	
b. Access Road to repeater station (8m- width)	
c. Building    100m <sup>2</sup> for office or base station	
20m <sup>2</sup> for repeater or terminal station	
2) Antenna Supporter	
a. Self-supporting tower    50m	
20m	
b. Guyed mast                50m	
20m	
15m	
c. Pole                                10m	
5m	
3) Line Installation (material and installation)	
a. AC Power Line / km	
b. Subscriber pair cable / km	
c. Optical cable (4 cores) / km with pole	
with existing pole	
4) Personnel costs / day	
a. Engineer	
b. Technician	
c. Rigger	
d. Worker	

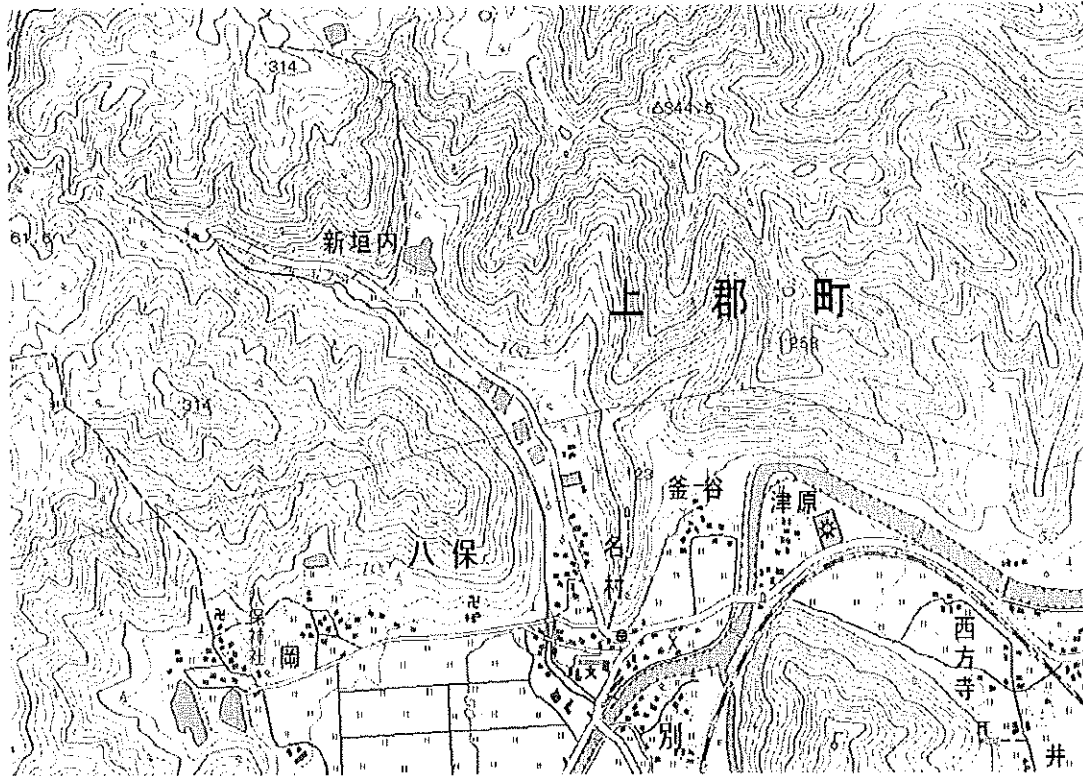
\* Gasoline consumption

Car; 1 liter / 10km, Engine generator; 10kVA : 3.6 liter / hour, 15kVA : 5.5 liter / hour

## 2. Map of the Selected Rural Area

A map with appropriate contour (altitude) line is necessary.

Sample 1 (map(s) of selected area(s))



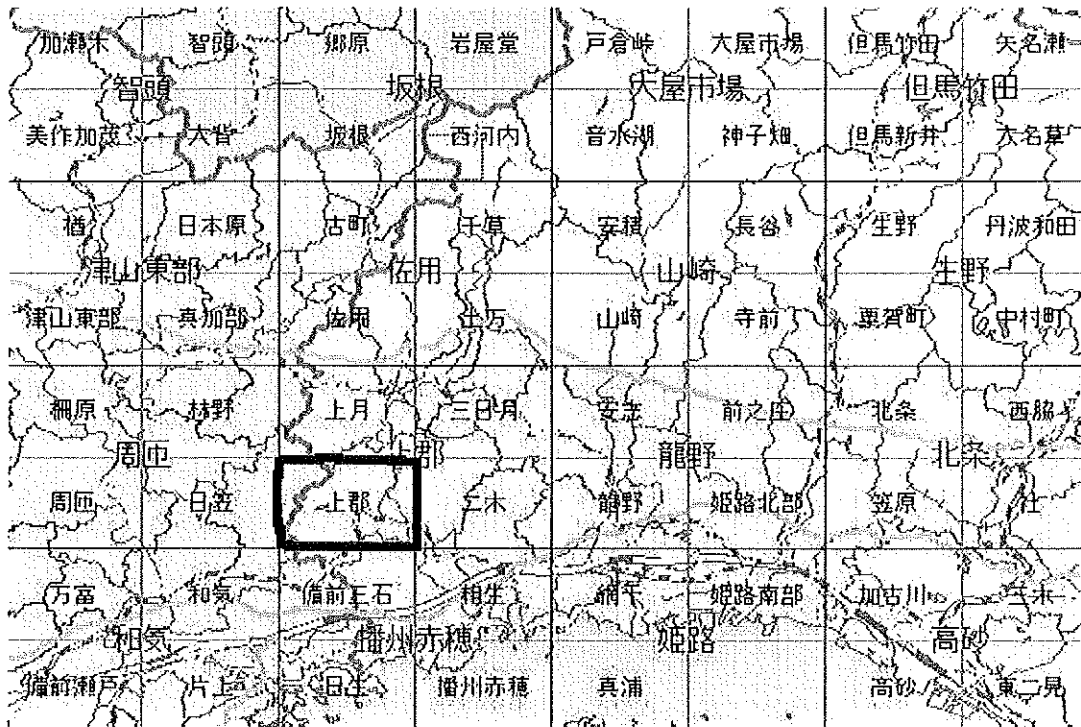
**Note:**

When participants come to Japan, please bring a relief map (paper) of the selected area in addition to digital data. In the network planning practice, the map will be needed because participants will be asked to plot a network on the map.



## Sample 2 (map(s) of an entire province or country)

Please square off the selected area in the map showing the entire province or country as shown in Sample 2 below.



## Inception Report

All participants are required to fill in this form and submit it as an “Inception Report” by July 15, 2011.

You will need the information and data in the Inception Report for two purposes in Japan. Firstly, you are going to make a presentation of the summary in your “Inception Report”. Secondly, you will need the information and data together with “Selected Rural Area Information (Annex3)”, when preparing the “Interim Report” at the end of the program in Japan.

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Although all parts are important, “Selected Rural Area Information” and map of the selected area are essential in preparing the Interim Report. Successful completion relies greatly on the accuracy of the data, therefore, please make sure to bring necessary information and data. Please combine the revised content of the Annex 3 Selected Rural Area Information that you have already submitted with the other parts of your Inception Report.

✓ **Selected rural area information**

When you write your “Interim Report” in Japan, you will need relevant information to complete this part. It is recommended that participants collect the latest and most accurate data to ensure an effective training experience.

✓ **Map of the selected rural area**

You are going to plan communications development and information environment on the map of the selected rural area. Therefore, a map with appropriate contour (altitude) line is necessary to estimate the line-of-sight in a radio transmission path. The map can be in any form (e.g. paper, data, etc.).

*If you have any questions about Inception Report, please contact*  
[Someya.Yuko@jica.go.jp](mailto:Someya.Yuko@jica.go.jp)

**Inception Report 2011**  
**for "Capacity Building for Developing Communications and Information Environment in a Rural Community"**

Name: \_\_\_\_\_

Country: \_\_\_\_\_

**1. Organizational Information**

**1.1 Organization which you belong to**

(1) Name

(2) Date of Foundation

(3) Home Page Address

**1.2 Type of Organization (select appropriate one)**

Government Body

State Owned Company or Public

Private Company (Privatized year \_\_\_\_\_)

Others

**1.3 Organization Chart (Please attach herewith)**

**1.4 Profile of Organization**

(1) Business Outline

(2) Capital in thousand US dollars	\$
(3) Operation Revenue in thousand US dollars	\$
(4) Operation Expense in thousand US dollars	\$
(5) Total communication and information environment Asset in thousand US dollars	\$
(6) Total Number of Employees	
a. Number of Administrative Employees	
b. Number of Technical Employees	

**1.5 Country Data**

(1) Population

Year	2008	2009	2010	present
Population				

(2) Square (km<sup>2</sup>)

## 2. National Telecommunications Infrastructure Information

### 2.1 Regulatory Authority

(1) Name of Regulatory Authority that supervises or controls your organization

(2) Organization Chart of the authority (Please attach herewith)

### 2.2 Privatization of Telecommunication Services

(1) Telecommunication services in your country are already privatized?

Fixed Line	Yes / No
Mobile	Yes / No
Internet	Yes / No

(2) If "No", is there a national plan to privatize?

Yes / No                      If "Yes", when will it be privatized?    Year \_\_\_\_\_

### 2.3 Telecommunication Services in Your Country

Numbers of Companies/Organizations (Competitors) providing domestic telecommunications services	
---	--

#### <Companies Providing Domestic Telecommunication Services>

	Name of company	Service share (%)		
		Fixed line	Mobile	Internet
1				
2				
3				
4				
5				

\* When the number of companies is more than 5, please make additional lines

#### <Fixed Telephone Services>

(1) Total Number of Telephone Subscribers	
(2) Number of Telephone Subscribers per 100 inhabitants	
(3) Domestic Telephone Tariff (Typical)	
a. Initial fees (Installation fee, Subscription fee, etc.):	
b. Basic charge (Monthly)	
c. Call charges (Per unit)	
Local call	
Toll call	
d. Other charges	
(4) Revenue per line*	
(5) Expenses per line**	

\* Revenue per line; the figure dividing operation revenue by the number of activated lines of a fixed line telephone company in your country.

\*\* Expenses per line; the figure dividing operation expenses except depreciation by the number of activated Lines of a fixed line telephone company in your country.

(6) Increase/Decrease of Telephone Subscribers in Your Country

Year	2005	2006	2007	2008	2009	2010	Present
Number of Telephones							
Telephone Density*							

\* Telephone Density = (Number of Telephones / Population) × 100 (%)

(7) Increase/Decrease of Telephone Subscribers in Your Country Except Capital City

Year	2005	2006	2007	2008	2009	2010	Present
Number of Telephones							
Telephone Density*							

\* Telephone Density = (Number of Telephones / Population) × 100 (%)

<Mobile Phone Services>

(1) Total number of mobile phone subscribers	
(2) Number of mobile phone subscribers per 100 inhabitants	
(3) Tariff (Typical)	
a. Basic charge	
b. Call charge	
c. Other charges	

(4) Increase/Decrease of Mobile Phone Subscribers in Your Country

Year	2005	2006	2007	2008	2009	2010	Present
Number of Telephones							
Telephone Density*							

\* Mobile phone Density = (Number of Telephones / Population) × 100 (%)

<Internet>

(1) Number of Internet users in your country	
(2) Number of estimated PCs in your country	
(3) Tariff	
a. Basic charge	
b. Flat rate charge	
c. Other charges	

(4) Increase/Decrease of Internet in Your Country

Year	2005	2006	2007	2008	2009	2010	present
Number of hosts							
Number of users							
Number of PCs							
Internet users Density*							

\* Internet users Density = (Number of uses / Population) × 100 (%)

## 2.4 Backbone Network Between Capital and Cities/Rural Areas

(1) Backbone network between capital city and major cities

Please fill in the table using following numbers.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Microwave	Optical Fiber	Satellite
Present			
Future			

(2) Backbone network between major cities and rural areas

Please fill in the table using following marks.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Microwave	Optical Fiber	Satellite
Present			
Future			

## 2.5 Telecommunication Systems for Rural Areas

(1) Typical example of rural network configuration in connection with the domestic network (Please attach herewith)

(2) Technologies Applied to Rural Telecommunication

Please fill in the table using following number.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Open Cable Wire	HF System	VHF /UHF /SHF point to point	Analog MAS (FDMA)	Digital MAS (TDMA)	Cellular	Satellite	Trans horizon	Optical Fiber	WLL
Present										
Future										

(3) Power facilities applied to Rural Telecommunication

Please fill in the table using following number.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Commercial Electric Power	Engine Generator system	Photovoltaic Power system	Wind-Driven Generator	Waterpower generator	Thermionic generator	Others
Present							
Future							

(4) Other information about rural telecommunication in your country

## **2.6 Current Problems in Rural Telecommunications and Countermeasures That Have Been Considered**

(1) Are there areas where there is no access to any telephone?

Number of villages without telephone access: \_\_\_\_\_

Rate of population without telephone access: \_\_\_\_\_

Is there any project or plan to reduce villages/population without telephone access? Explain the on-going project or future plan briefly.

(2) Technical problems (systems, facilities, etc.)

Explain current effort or future plans to resolve it, if any

(3) Human resources related problems (skills, knowledge of staff, etc.)

Explain current effort or future plans to resolve it, if any

(4) Others

## **2.7 Ongoing Projects and Future Plans for Rural Telecommunications**

<Ongoing Projects for Rural Telecommunication Infrastructure>

(1) The name of the project

(2) Brief overview of the project (promoter, fund, coverage areas, geographical features, number of people involved, etc.)

(3) Project duration

(4) Network configuration

(5) Technologies applied

(6) Power facilities applied

(7) Gross amount of investment in US dollars

(8) Other comments

**<Future Plans or Study Plans Underway>**

(1) The name of the project

(2) Brief overview of the project (promoter, fund, coverage areas, geographical features, number of people involved, etc.)

(3) How does it relate to the National Master Plan and/or National Telecommunication Development Plan?

(4) Project duration

(5) Network configuration

(6) Technologies applied

(7) Power facilities applied

(8) Gross amount of investment in US dollars

(9) Others



### **3. National Communications and Information Environment Projects**

#### **3.1 Regarding Projects To Develop Communications and Information Environment (on-going and planned projects)**

\*If there are any projects, please provide a summary of the projects.

(1) The name of the project

(2) Brief overview of the project

End

## *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 their own knowledge for enhancement of their 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 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 their findings might help them reach their developmental objectives.



***CORRESPONDENCE***

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

## Job Report

- ✓ All the nominees are required to submit a Job Report, which is **essential for screening the nominees**. Those who do not submit this report will be at a disadvantage during the selection process due to the lack of relevant professional information. Please make sure to submit the report without fail.
- ✓ This report consists of two parts, **Part 1 to be filled in by the nominee** and **Part 2 to be filled in by the supervisor of the nominee**.
- ✓ The report should be submitted together with the Application Form to the JICA Tokyo no later than June 10, 2011.

**Part 1: Filled in by the Nominee**

1) Regarding the organization the participant works for

1-1) Background of the organization (i.e. main field of business, etc.)

1-2) Vision and Strategy for developing communications and information environment

1-3) Organization's projects for rural area (completed, on-going and planned projects)

2) Regarding the nominee

2-1) Main field and experience of your work

	Main Field (tick one)	Experience: if yes, tick as necessary	Number of working years
1. Optical fiber Transmission			
2. Radio wave Transmission			
3. Satellite Communication			
4. I.P.			
5. Operation & Maintenance			
6. Network Planning			
7. Others ( )			

2-2) Details of your position and duties in network planning

FROM (MONTH/YEAR):	TO (MONTH/YEAR):	TITLE OF YOUR POST :
NAME OF EMPLOYER:		TYPE OF BUSINESS:
DESCRIPTION OF YOUR DUTIES:		

FROM (MONTH/YEAR):	TO (MONTH/YEAR):	TITLE OF YOUR POST :
NAME OF EMPLOYER:		TYPE OF BUSINESS:
DESCRIPTION OF YOUR DUTIES:		

FROM (MONTH/YEAR):	TO (MONTH/YEAR):	TITLE OF YOUR POST :
NAME OF EMPLOYER:		TYPE OF BUSINESS:

DESCRIPTION OF YOUR DUTIES:

2-3) Experience in outside-plant networking

a. Title of your position:

b. Description of your duties:

2-4) Involvement/ duties in developing communications and an information environment at present or in the future

3) Your expectations of this program

3-1) What do you think you need to promote communications development and an information environment?

3-2) What do you want to learn most in this program?

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Part 2: To Be Filled in by the Supervisor of the Nominee

This report will be used only for screening the nominees for this course. This part should be filled in by the supervisor of the nominee and will constitute an important part of the selection process together with "Part 1" which is to be filled in by the nominee.

This program requires active participation of the organization that the participant works for during the preliminary and final phases of the program. The specific cooperation required is mentioned below. Please be aware of this requirement when filling out the application.

- The participant of this program is required to submit reports before and after the training program in Japan, which may require preparation during ordinary working hours.
- Prior to submitting the Inception Report by the participant, the organization must select the model area where rural telecommunications network development will be planned in Japan during the program.
- Feedback should be given on the content of Interim Report, which will be presented by the participant on his/her return home from Japan.

1) What does your organization need to promote communications development and an information environment?

2) What do you expect the nominee to learn in this program?

3) Possibility of the nominee to be involved in developing communications and an information environment. If so, please describe the details of his/her expected work duties.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Selected Rural Area Information & Map

### 1. Selected Rural Area Information

#### 1.1 Basic Information of the Selected Area

(1) Name of the selected area	
(2) Surface/Square of the area	
(3) Population	

(4) The background of the area (e.g. topography, history, on-going project, etc.)

(5) The reasons why the area was selected

(6) The characteristics of the area (e.g. main industry, residential area or not, rural or remote, etc.)

(7) Future growth estimations regarding industry, population, etc.

(8) Topographic map(s) of the area

Please prepare a geographical map(s) of the selected rural area and bring it to Japan.  
Topographic map(s) needs appropriate contour (altitude) lines, map(s) of 1/50,000 is recommendable.

It is preferable to prepare 2 kinds of maps, such as map(s) of the entire province or country and map(s) of selected area(s).

**Note:**

See example of a topographic map; "2. Map of the selected rural area" (p.23).

(9) Other information

#### 1.2 Issues To Overcome in the Selected Area

Please describe the problems in the selected rural area and as many solutions as possible following the example. As your ideas do not need to be very precise, find at least 3 issues.

**<Example>**

The problem in rural areas: In area A, the income of farmers is very low. One of the reasons is because they do not know the market price, so they tend to sell their crops very cheap due to price control by buyers.
Your idea to resolve the problem:



Farmers sell their crops at a reasonable price.
The means of solution, if you have any idea: Regional office sends the market price of crops every week by SMS text message.

The problem in rural areas:
Your idea to resolve the problem:
The means of solution, if you have any idea:

The problem in rural areas:
Your idea to resolve the problem:
The means of solution, if you have any idea:

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Your idea to resolve the problem:
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**1.3 Existing infrastructure in the Selected Area**

Please plot on the map or confirm the position of existing necessary facilities for network planning such as existing fixed optical fiber or metallic lines, base stations of mobile system, electrical power facility, etc. by the time Core Phase starts.

(1) Users and subscribers

- Number of existing fixed telephone subscribers
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(2) Connection system(s); existing telecommunication network that new networks can connect to, in particular cellular networks

(3) Legacy Infrastructure; existing facilities that can be utilized for new installation of radio equipment, base stations, repeater stations, etc.

- Premises;
- Power supplies;
- Access road;

(4) Other information

## 1.4 Cost of Equipment and Facilities

- (1) Cost of equipment in the selected area; average price of equipment which will be used for rural network projects. (This information will be used in "Network Planning Drills". You need to select necessary equipment and gather information about the costs.)

Name of Equipment	Costs (US\$ preferable)

- (2) Local costs in the selected area; price of telecommunication facilities and others essential in telecommunication projects.

Items	Price (US\$)
1) Premises	
a. Land / 100m <sup>2</sup> City	
Rural area	
Mountain for repeater station	
b. Access Road to repeater station (8m- width)	
c. Building    100m <sup>2</sup> for office or base station	
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a. Self-supporting tower 50m	
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b. Guyed mast            50m	
20m	
15m	
c. Pole                    10m	
5m	
3) Line Installation (material and installation)	
a. AC Power Line / km	
b. Subscriber pair cable / km	
c. Optical cable (4 cores) / km with pole	
with existing pole	
4) Personnel costs / day	
a. Engineer	
b. Technician	
c. Rigger	
d. Worker	

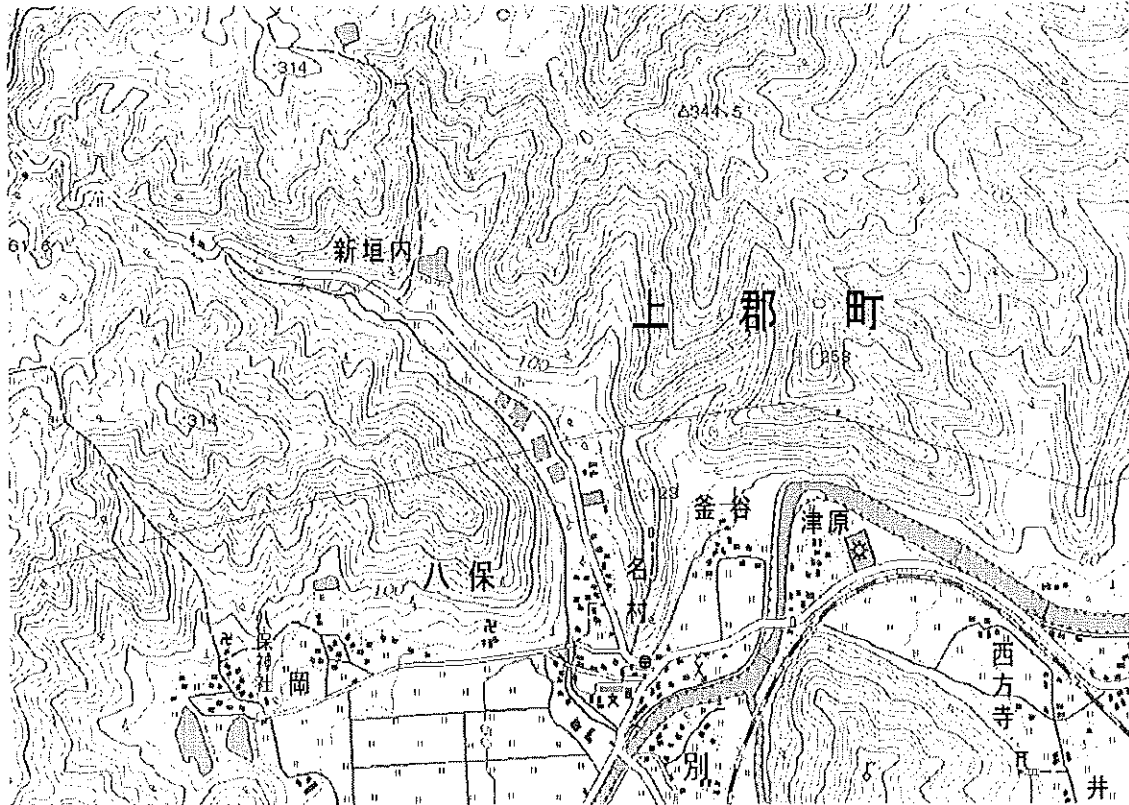
\* Gasoline consumption

Car; 1 liter / 10km, Engine generator; 10kVA : 3.6 liter / hour, 15kVA : 5.5 liter / hour

## 2. Map of the Selected Rural Area

A map with appropriate contour (altitude) line is necessary.

Sample 1 (map(s) of selected area(s))

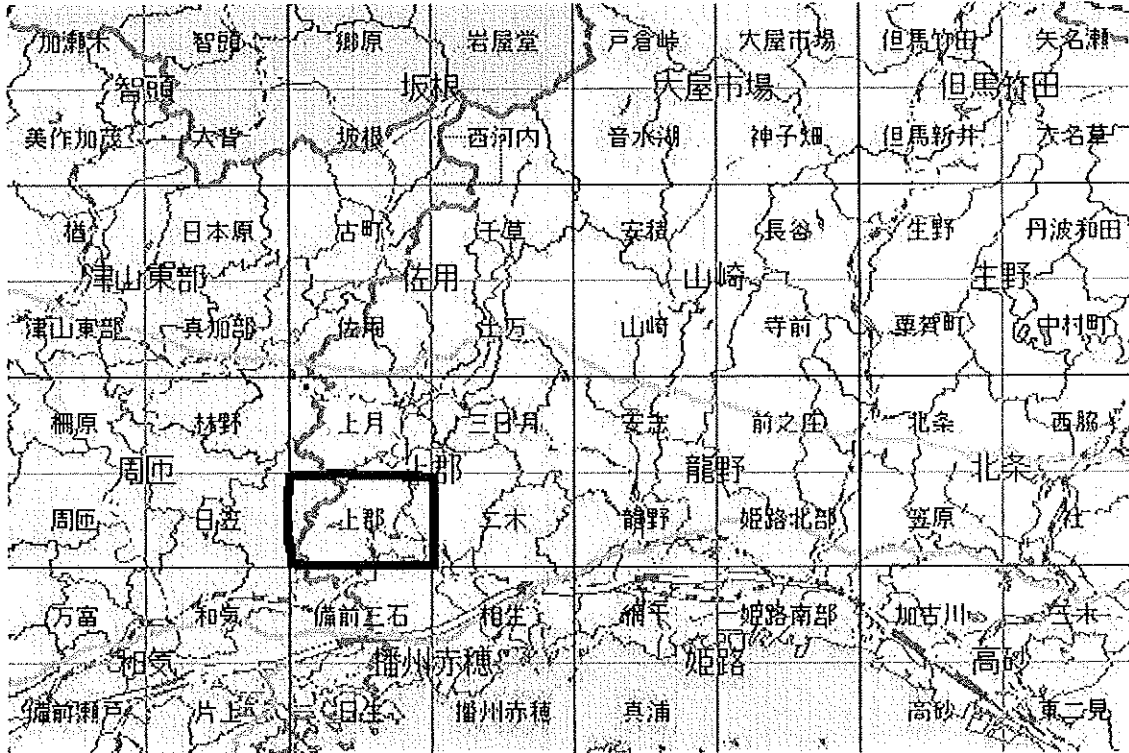


**Note:**

When participants come to Japan, please bring a relief map (paper) of the selected area in addition to digital data. In the network planning practice, the map will be needed because participants will be asked to plot a network on the map.

## Sample 2 (map(s) of an entire province or country)

Please square off the selected area in the map showing the entire province or country as shown in Sample 2 below.



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✓ **Selected rural area information**

When you write your “Interim Report” in Japan, you will need relevant information to complete this part. It is recommended that participants collect the latest and most accurate data to ensure an effective training experience.

✓ **Map of the selected rural area**

You are going to plan communications development and information environment on the map of the selected rural area. Therefore, a map with appropriate contour (altitude) line is necessary to estimate the line-of-sight in a radio transmission path. The map can be in any form (e.g. paper, data, etc.).

*If you have any questions about Inception Report, please contact*  
[Someya.Yuko@jica.go.jp](mailto:Someya.Yuko@jica.go.jp)

**Inception Report 2011**  
**for “Capacity Building for Developing Communications and Information Environment in a Rural Community”**

Name: \_\_\_\_\_

Country: \_\_\_\_\_

**1. Organizational Information**

**1.1 Organization which you belong to**

(1) Name

(2) Date of Foundation

(3) Home Page Address

**1.2 Type of Organization (select appropriate one)**

Government Body

State Owned Company or Public

Private Company (Privatized year \_\_\_\_\_)

Others

**1.3 Organization Chart (Please attach herewith)**

**1.4 Profile of Organization**

(1) Business Outline

(2) Capital in thousand US dollars	\$
(3) Operation Revenue in thousand US dollars	\$
(4) Operation Expense in thousand US dollars	\$
(5) Total communication and information environment Asset in thousand US dollars	\$
(6) Total Number of Employees	
a. Number of Administrative Employees	
b. Number of Technical Employees	

**1.5 Country Data**

(1) Population

Year	2008	2009	2010	present
Population				

(2) Square (km<sup>2</sup>)

## 2. National Telecommunications Infrastructure Information

### 2.1 Regulatory Authority

(1) Name of Regulatory Authority that supervises or controls your organization

(2) Organization Chart of the authority (Please attach herewith)

### 2.2 Privatization of Telecommunication Services

(1) Telecommunication services in your country are already privatized?

Fixed Line	Yes / No
Mobile	Yes / No
Internet	Yes / No

(2) If "No", is there a national plan to privatize?

Yes / No                      If "Yes", when will it be privatized?    Year \_\_\_\_\_

### 2.3 Telecommunication Services in Your Country

Numbers of Companies/Organizations (Competitors) providing domestic telecommunications services	
---	--

#### <Companies Providing Domestic Telecommunication Services>

Name of company	Service share (%)		
	Fixed line	Mobile	Internet
1			
2			
3			
4			
5			

\* When the number of companies is more than 5, please make additional lines

#### <Fixed Telephone Services>

(1) Total Number of Telephone Subscribers	
(2) Number of Telephone Subscribers per 100 inhabitants	
(3) Domestic Telephone Tariff (Typical)	
a. Initial fees (Installation fee, Subscription fee, etc.):	
b. Basic charge (Monthly)	
c. Call charges (Per unit)	
Local call	
Toll call	
d. Other charges	
(4) Revenue per line*	
(5) Expenses per line**	

\* Revenue per line; the figure dividing operation revenue by the number of activated lines of a fixed line telephone company in your country.

\*\* Expenses per line; the figure dividing operation expenses except depreciation by the number of activated Lines of a fixed line telephone company in your country.

**(6) Increase/Decrease of Telephone Subscribers in Your Country**

Year	2005	2006	2007	2008	2009	2010	Present
Number of Telephones							
Telephone Density*							

\* Telephone Density = (Number of Telephones / Population) × 100 (%)

**(7) Increase/Decrease of Telephone Subscribers in Your Country Except Capital City**

Year	2005	2006	2007	2008	2009	2010	Present
Number of Telephones							
Telephone Density*							

\* Telephone Density = (Number of Telephones / Population) × 100 (%)

**<Mobile Phone Services>**

(1) Total number of mobile phone subscribers	
(2) Number of mobile phone subscribers per 100 inhabitants	
(3) Tariff (Typical)	
a. Basic charge	
b. Call charge	
c. Other charges	

**(4) Increase/Decrease of Mobile Phone Subscribers in Your Country**

Year	2005	2006	2007	2008	2009	2010	Present
Number of Telephones							
Telephone Density*							

\* Mobile phone Density = (Number of Telephones / Population) × 100 (%)

**<Internet>**

(1) Number of Internet users in your country	
(2) Number of estimated PCs in your country	
(3) Tariff	
a. Basic charge	
b. Flat rate charge	
c. Other charges	

**(4) Increase/Decrease of Internet in Your Country**

Year	2005	2006	2007	2008	2009	2010	present
Number of hosts							
Number of users							
Number of PCs							
Internet users Density*							

\* Internet users Density = (Number of uses / Population) × 100 (%)



## 2.4 Backbone Network Between Capital and Cities/Rural Areas

(1) Backbone network between capital city and major cities

Please fill in the table using following numbers.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Microwave	Optical Fiber	Satellite
Present			
Future			

(2) Backbone network between major cities and rural areas

Please fill in the table using following marks.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Microwave	Optical Fiber	Satellite
Present			
Future			

## 2.5 Telecommunication Systems for Rural Areas

(1) Typical example of rural network configuration in connection with the domestic network (Please attach herewith)

(2) Technologies Applied to Rural Telecommunication

Please fill in the table using following number.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Open Cable Wire	HF System	VHF /UHF /SHF point to point	Analog MAS (FDMA)	Digital MAS (TDMA)	Cellular	Satellite	Trans horizon	Optical Fiber	WLL
Present										
Future										

(3) Power facilities applied to Rural Telecommunication

Please fill in the table using following number.

Wide Use-1, Moderate Use-2, Limited Use-3, Not in Use-4

	Commercial Electric Power	Engine Generator system	Photovoltaic Power system	Wind-Driven Generator	Waterpower generator	Thermionic generator	Others
Present							
Future							

(4) Other information about rural telecommunication in your country

## **2.6 Current Problems in Rural Telecommunications and Countermeasures That Have Been Considered**

(1) Are there areas where there is no access to any telephone?

Number of villages without telephone access: \_\_\_\_\_

Rate of population without telephone access: \_\_\_\_\_

Is there any project or plan to reduce villages/population without telephone access? Explain the on-going project or future plan briefly.

(2) Technical problems (systems, facilities, etc.)

Explain current effort or future plans to resolve it, if any

(3) Human resources related problems (skills, knowledge of staff, etc.)

Explain current effort or future plans to resolve it, if any

(4) Others

## **2.7 Ongoing Projects and Future Plans for Rural Telecommunications**

**<Ongoing Projects for Rural Telecommunication Infrastructure>**

(1) The name of the project

(2) Brief overview of the project (promoter, fund, coverage areas, geographical features, number of people involved, etc.)

(3) Project duration

(4) Network configuration

(5) Technologies applied

(6) Power facilities applied

(7) Gross amount of investment in US dollars

(8) Other comments

**<Future Plans or Study Plans Underway>**

(1) The name of the project

(2) Brief overview of the project (promoter, fund, coverage areas, geographical features, number of people involved, etc.)

(3) How does it relate to the National Master Plan and/or National Telecommunication Development Plan?

(4) Project duration

(5) Network configuration

(6) Technologies applied

(7) Power facilities applied

(8) Gross amount of investment in US dollars

(9) Others

### **3. National Communications and Information Environment Projects**

#### **3.1 Regarding Projects To Develop Communications and Information Environment (on-going and planned projects)**

\*If there are any projects, please provide a summary of the projects.

(1) The name of the project

(2) Brief overview of the project

End

## 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:

- carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- 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 "x" 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**

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#### **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**

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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.



Training Programs under Technical Cooperation with the Government of Japan

### 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				





**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.



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**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	-							
---	---	---	--	--	--	--	--	--	--

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

**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**

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

<b>2) Nationality</b> (as shown in the passport)		<b>6) Date of Birth (please write out the month in English as in "April")</b>				
<b>3) Sex</b>	( ) Male	( ) Female	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Age</b>
<b>4) Religion</b>						

**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)**

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**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	<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
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ( )	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

<sup>1</sup> 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.

<sup>1</sup> Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

<sup>1</sup> Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

<sup>1</sup> 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 divulgence, 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 Citizens' Cooperation 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:



**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?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness ( _____ )			
<input type="checkbox"/> Other >>> Specify ( _____ )			

(e') 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: