

**TRAINING CIRCULAR**

Subject : Fifth Group Training Course in Analysis, Interpretation and Dissemination of Official Statistics (Economic Statistics) to be held in Chiba, Japan from 07/07/2009 to 12/09/2009 (Core Phase).

The undersigned is directed to state that the United Nations Statistical Institute for Asia and the Pacific (SIAP) are conducting the Fifth Group Training Course in Analysis, Interpretation and Dissemination of Official Statistics (Economic Statistics) in Chiba, Japan. The total duration of the programme is from June 2009 to March 2010, out of this, the Core Phase, from 7<sup>th</sup> July 2009 to 12<sup>th</sup> September 2009, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The Training programme is meant for National Statistical Offices and other Government Statistical Offices. The programme aims to improve the quality and availability of economic statistics.


3. The applicant should be a middle level statistician having sufficient knowledge of economic statistics and basic methods for statistical analysis as well as the use of personal computers for data analysis, word processing, tabulation and presentation visuals; be a university graduate with specialization in either statistics, mathematics, economics, sociology or have completed the six months General Practical Statistics or Modules in Core/Fundamental Official Statistics course of UNSIAP or have attended similar training; be over 30 years and not more than 45 years of age; be proficient in 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; travel insurance from arrival to departure in Japan; and includes allowances for accommodation, living expenses, outfit and shipping; expenses for study tours; free medical care for participants who may fall ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). 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 24<sup>th</sup> March 2009. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms), duly authenticated by the Department concerned alongwith the country report.

7. The applications should reach this Department through proper channel not later than 1<sup>st</sup> May 2009. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website [persmin.nic.in](http://persmin.nic.in)

  
(Trishaljit Sethi)  
Director

: 2 :

1. All Ministries/ Departments, Government of India.
2. All State Governments/ Union Territories.  
[With the request to circulate it amongst the related organizations]
3. Director (Technical), NIC with the request to post the circular along with the UN's circular and the enclosed application Proformas on the Department's website

S.No. 1(R)

UNITED NATIONS



NATIONS UNIES

NEW DELHI, INDIA

Resident Coordinator's Office

UNRCO/NRA-163

24 March, 2009

Dear Mr. Kharb,

**Fifth Group Training Course in Analysis, Interpretation and Dissemination of Official Statistics (Economic Statistics) in Chiba, Japan from 7 July to 12 September 2009**

We are pleased to inform that the United Nations Statistical Institute for Asia and the Pacific (SIAP) will conduct the Fifth Group Training Course in Analysis, Interpretation and Dissemination of Official Statistics (Economic Statistics) in Chiba, Japan from 7 July to 12 September 2009. Fellowships for the course will be provided by the Government of Japan through the Japan International Cooperation Agency (JICA).

Attached please find the following invitation documents for the course:

- Ø Invitation for nominations
- Ø General Information Bulletin
- Ø Nomination Form

The deadline for receipt of nominations at SIAP is 8 May, 2009. You are requested to please ensure that completed nomination forms and questionnaires of each candidate reach our office well in advance for onward transmission to SIAP, Japan.

Thank you for your assistance.

Best regards,

Yours sincerely,

Suchismita Taneja  
Coordination Associate

Mr. R.K. Kharb  
Desk Officer  
Department of Personnel & Training  
North Block  
New Delhi

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Encl: as above



TRG/AID-5/2009

24 March 2009

INVITATION FOR NOMINATIONS

Fifth Group Training Course in Analysis, Interpretation and  
Dissemination of Official Statistics (Economic Statistics)

7 July – 12 September 2009, Chiba, Japan

The United Nations Statistical Institute for Asia and the Pacific (SIAP) will be conducting the Fifth Group Training Course in Analysis, Interpretation and Dissemination of Official Statistics (Economic Statistics) in Chiba from 7 July to 12 September 2009 with fellowships provided by the Government of Japan through the Japan International Cooperation Agency (JICA). Selected governments are invited to nominate qualified applicants from national statistical offices/ statistical departments. 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 General Information Bulletin and the nomination form are attached for your information and use.

This course is designed for middle level statisticians with sufficient knowledge of economic statistics and basic methods for statistical analysis as well as relevant computer skills. Objective of the course is to enhance skills and knowledge of participants in conducting analysis, interpretation and dissemination of official statistics effectively and efficiently. Contents of the course programme are provided in the attached General Information Bulletin.

Special attention should be paid to be in compliance with the instructions as indicated in the Section III of the General Information Bulletin and the application procedures provided in Annex 3.

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. Nominations which are not transmitted through the two coordinating organizations mentioned above will not be considered for participation in the training course by the Selection Committee.

/...

The deadline for the receipt of nominations at SIAP is **8 May 2009**. Governments are requested to ensure that the completed nomination forms and questionnaires (Annex 2) of candidates reach the respective government authorities responsible for JICA's Technical Cooperation well in advance for their timely transmission to SIAP through the UNDP local offices.



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/AID-5/2009

24 March 2009

Dear Ms. Olson,

Fifth Group Training Course in Analysis, Interpretation and  
Dissemination of Official Statistics (Economic Statistics)  
7 July – 12 September 2009, Chiba, Japan

We are pleased to inform you that the United Nations Statistical Institute for Asia and the Pacific (SIAP) will be conducting the Fifth Group Training Course in Analysis, Interpretation and Dissemination of Official Statistics (Economic Statistics) in Chiba, Japan from 7 July to 12 September 2009.

Fellowships for the course will be provided by the Government of Japan through the Japan International Cooperation Agency (JICA).

We would be grateful if you could inform the authorities in the Government of India about this group training course, through the designated authority 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.

Following documents are attached for distribution to the government:

- Invitation for nominations
- General Information Bulletin
- Nomination Form

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

cc: Ms. Haishan Fu, Officer-in-Charge, SD, ESCAP  
Ms. Nanda Krairiksh, Chief, PMD, ESCAP  
Concerned Government Permanent Representatives to ESCAP in Bangkok

In accordance with the application procedures provided in Annex 3 of the General Information Bulletin, kindly forward the above documents to the designated government authority listed below for their distribution to concerned government agencies:

**Department of Personnel and Training**  
**Ministry of Personnel, Public Grievances and Pensions**  
**North Block, New-Deli**  
**Tel: +91-11-23094575**  
**Fax: +91-11-23092646**

Completed nomination forms and questionnaires are required to be sent by the respective government agencies to your office for transmission to SIAP. Any nominations which are not channelled through your office and the designated government authority listed above will not be considered by the Selection Committee.

The deadline for submission of nomination is **8 May 2009**. 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



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### Analysis, Interpretation and Dissemination of Official Statistics (Economic Statistics)

#### 集団研修「官庁統計の解析、解釈及び公表」 JFY 2009

<Type: Trainers Training / 類型:人材育成普及型>

NO. J09-00846 / ID. 0980567

From June 2009 to March 2010

Phases in Japan: From July 7, 2009 to September 12, 2009

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.



# Preface

The Group Training Course in *Analysis, Interpretation 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 cooperating agency.

# ***I. Concept***

## **Background**

In developing countries, especially in ESCAP member countries, there are urgent needs to enhance capabilities for analysis, interpretation and dissemination of statistical data collected through censuses, sample surveys and administrative data system.

In order to understand the state of achievement targeted by MDGs, the international community strongly requests training to develop and improve necessary skills for effective and efficient production and utilization of statistical data.

## **For what?**

This program aims to improve the quality and availability of economic statistics.

## **For whom?**

This program is offered to middle level statisticians/ government officials engaged in data collection, analysis and dissemination of information relating to economic statistics, including MDGs

## **How?**

Participants shall master knowledge and skills in data analysis, interpretation and dissemination relating to economic statistics, including MDGs. Under the project base learning programme, they shall undertake, in forming small groups, a project work where they apply their learned skills to practical exercises. They shall also develop their action plans for further disseminating their gained knowledge and skills into their offices after their return.

## **II. Description**

**1. Title (J-No.): Analysis, Interpretation and Dissemination of Official Statistics (Economic Statistics) (J0900846)**

**2. Period of program**

<b>Duration of whole program:</b>	June 2009 to March 2010
<b>Preliminary Phase:</b> (in a participant's home country)	June 2009 to July 2009
<b>Core Phase in Japan:</b>	July 7 to September 12, 2009
<b>Finalization Phase:</b> (in a participant's home country)	September 2009 to March 2010

**3. Target Regions or Countries**

Afghanistan, Algeria, Bangladesh, China, Cuba, Equatorial Guinea, India, Iran, Kiribati, Laos, Papua New Guinea, Philippines, Samoa, Sri Lanka, Swaziland, Tanzania, Tajikistan, Thailand, Turkey and Zambia

**4. Eligible / Target Organization**

National Statistical Offices and other Government Statistical Offices

**5. Total Number of Participants**

21 participants

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

**7. Program Objective:**

Skills and knowledge to conduct Analysis, Interpretation and Dissemination of Official Statistics effectively and efficiently will be shared within the section in charge of Analysis, Interpretation and Dissemination in National Statistical Offices and other government statistical offices.

**8. Overall Goal**

Statistical data with better quality and timeliness will be produced and available in National Statistical Offices and other government statistical offices.

### Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below:

<b>(1) Preliminary Phase in a participant's home country</b> (June 2009 to July 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Country report is formulated	Formulation and submission of Country report (Detailed information is provided in section III-5 and the ANNEX1.)
To gain basic knowledge on economic statistics including 2008 SNA and/or STATA through JICA/SIAP Distance training programme	If the Distance Training Course is available at your country's JICA office, Participant(s) should attend the course with other colleagues. The availability should be informed in due course. Participants should attempt to study the basics on these topics and get acquainted with them.

<b>(2) Core Phase in Japan</b> (July 7, 2009 to September 12, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
To be able to understand the basic concepts of economic statistics including SNA framework and effectively engage in the production and compilation of economic data.	Analytical framework of the economy, Analysis and interpretation of SNA aggregates and MDG indicators	Lecture Observation Exercise and Project works
To be able to explain various statistical techniques for analysis, interpretation and dissemination of data that can be used to improve the data usage in participants' countries.	Statistical analysis methods, Application of technology for data analysis	

To improve report writing skills and presentation techniques to disseminate participants' knowledge and skills.	Report writing skills, presentation techniques, Relevant software packages	Lecture Observation Exercise and Project works
To develop an Action Plan in order to improve operations regarding analysis, interpretation and dissemination of official statistics in the National Statistical System in participants' countries.	Knowledge and skills on planning, designing and organizing project ⇒Workshop for preparing an action plan to be considered by the management for improvement of statistical services ⇒Preparing an action plan to disseminate more widely what they have learned in their organizations	Lectures Exercises
To be able to explain how to train local officials	Training technique, skills to organizing and facilitating workshop	Lectures Exercises

### **(3)Finalization Phase in a participant's home country**

*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Expected Module Output	Activities
To implement an action plan	Application and implementation of the action plan back in the participant's country. Each Participant is expected to prepare and submit a progress report certified by the head of her/his organization to UNSIAP about the implementation of Action Plan after 6 months of her/his return.

## <Structure of the program>

### 1. Preliminary phase (activities in your home country):

- 1) Preparation of the country report.
- 2) Preparatory study through Distant Training Programme

### 2. Core Phase (activities in Japan):

Faculty members and invited guest lecturers will present and discuss various topics on economic statistics including SNA framework citing examples on the empirical research, data analysis techniques and proper interpretation of results for decision making, reporting and presentation techniques, use of software and database management and training techniques. Each participant will give two presentations: the first at the beginning of the course introducing the proposed topic, objectives and proposed methodology for his/her project work and action plan, and the second, towards the end of the course, on the findings of his/her project work and on proposed action plan. The participants are expected to know basic statistical computing software especially spreadsheet applications. Knowledge on the use of software packages such as Microsoft Office, PHStat, STATA and Devinfo will be useful.

Topic outline (subject to minor changes)

## **Lectures and Exercises**

### 1. Framework of Economic Statistics

<Introduction>

#### 1-1 Analytical framework

- Macro and micro-economics and statistics
- Basic measures (value, quality, volume, index numbers)
- Cyclical indicators

<Concepts, data and measures, analysis and interpretation>

#### 1-2 Main SNA aggregates

1-3 Real sector (Prices and inflation, wages and prices, income and employment, output and demand)

1-4 Rest-of-the world sector (Balance of Payments framework; current accounts and external debt)

1-5 Government Sector (Government Financial Statistics framework; revenues and expenditures)

1-6 Financial sector (Structure of financial system; monetary authorities and deposit money banks; monetary survey; money supply, liquidity and interest rates)

1-7 Sectoral statistics (Indicators of output and productivity)

1-8 Millennium Development Goals (MDGs) Indicators

### 2. Statistical Data Analysis

2-1 Descriptive Statistics

2-2 Inferential Statistics

2-3 Simple Linear Regression & Correlation

- 2-4 Multiple Regression Analysis
- 2-5 Introduction to Multivariate Techniques
- 2-6 Time Series Analysis

### 3. Applicable Technology for Statistical Analysis

- 3-1 Modern Database Management System
- 3-2 Electronic Publishing of Statistical Data
- 3-3 Introduction to STATA and Devinfo

### 4. Training Techniques and Presentation Skills

- 4-1 Training Techniques and Action Plan development
- 4-2 Presentation Skills and Software
- 4-3 Report Writing

### **Project Work and Action Plan**

- 1. Country report presentations

#### 2. Project work

With a view to applying techniques of statistical analysis, interpretation and dissemination relating to economic statistics, each participant will work on an individual project featuring research on analysis and interpretation of appropriate primary and secondary data on a topic related to socio economic issues of the respective country. Participant should bring relevant data, preferably primary data for analysis and reference materials including secondary data and publications that will be needed for project work.

Each participant will be assigned to a SIAP faculty member for guidance and assistance in the preparation of the individual project work. Participants may also seek guidance from other faculty members and training staff in their areas of expertise.

#### 3. Action plan development

Each participant will prepare an action plan which describes what activities he/she will undertake to apply the knowledge and techniques acquired from the course to improve the production and use of social statistics in their countries. The plan will be presented for discussion at a seminar.

### **Field Study Trip and Group Visit**

- 1. Study visits to Japanese government offices and leading industries

### **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 the project 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 project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .
- (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 -9.

#### **2. Nominee Qualifications:**

Applying Organizations are expected to select nominees who meet the following qualifications.

##### **(1) Essential Qualifications**

- 1) Current Duties: be middle level statisticians
  - 2) Experience in the relevant field: have sufficient knowledge of economic statistics and basic methods for statistical analysis as well as the use of personal computers for data analysis, word processing, tabulation and presentation visuals
  - 3) Educational Background: be university graduate with specialization in either statistics, mathematics, economics, sociology or have completed the six months General, Practical Statistics or Modules in Core/Fundamental Official Statistics course of UNSIAP or have attended similar training
  - 4) Age: be over 30 years and not more than 45 years of age at the beginning of the training course
  - 5) Language: have a working knowledge of spoken and written English.
  - 6) Health: must be in good health, both physically and mentally, to participate in the Program in Japan
- ※Pregnancy : Pregnant participants are strictly requested to complete the required documents before departure in order to minimize risks to their health. The documents include ①letter of the participant' s consent to bear economic and physical risks involved with pregnancy ②letter of consent from the participant' s supervisor ③letter of consent from your Embassy in Japan, ④



- medical certificate. Please ask National Staff in JICA office for the details.  
7) Must not be serving any form of military service.

## **(2) Recommendable Qualifications**

Expectations for the Participants: not have participated in other Training and Dialogue Programs of JICA in principle

## **3. Required Documents for Application**

- (1) Application Form:** The Application Form is available at the respective country's UNDP office.
- (2) Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.
- (3) Questionnaire:** to be submitted with the application form. Each applicant should fill in the attached questionnaire (ANNEX 2) which is to be used for the screening of applicants. After filling out the form, submit it together with the Application Form. Applications not accompanied by a completed questionnaire cannot be considered for selection.

## **4. Procedure for Application and Selection:**

### **(1) Submitting the Application Documents:**

Closing date for application to the UNSIAP in JAPAN: May 8, 2009

**Note: Please confirm the closing date set by the respective country's UNDP office to meet the final date in Japan.**

### **(2) Selection:**

After receiving the document(s) through due administrative procedures in the respective government, the respective country's UNDP shall send the documents to the UNSIAP in Japan, which organizes this project. Selection shall be made by the UNSIAP and the JICA Center based on submitted documents according to qualifications.

*Note: The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

### **(3) Notice of Acceptance**

Notification of results shall be made by the respective country's UNDP office to the respective Government by **not later than June 5, 2009.**

## **5. Document(s) to be submitted by accepted participants:**

Country Report -- to be submitted by the participant's arrival in Japan:

Before coming to Japan, only accepted participants are required to prepare a

country report (detailed information is provided in the ANNEX1 "Recommended Format of Country Report").

Country Report should be submitted to the person in charge of JICA Tokyo on the participant's arrival in Japan, also preferably submitted to the respective country's **JICA office** and sent by e-mail to the Japan International Cooperation Center (JICE) [kishi.yuriko@jice.org](mailto:kishi.yuriko@jice.org) attention of Ms. Kishi before the participant's arrival.

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.

Please bring an electronic copy with you.

## **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 the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate in the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-4.

## IV. Administrative Arrangements

### 1. Organizers:

#### (1) JICA Tokyo

1) Contact: Mr. ARIMA Tomohiro (jicatic@jica.go.jp)

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

1) E-MAIL: staff@unsiap.or.jp

2) URL: <http://www.unsiap.or.jp/index.html>

3) Remark: UNSIAP is a professional institution for government statisticians of developing countries, mainly from ESCAP member and associate member countries. It has trained well more than 10,800 government officials of over 120 countries from all over the world since its creation. It provides practical as well as theoretical exercises covering all sphere of official statistics from statistical software to MDG indicators. Project work, a project based learning programme, is an effective tool used for participants to master the application of knowledge and skills they learned from the training. SIAP conducts statistical training services not only in Japan but also in developing countries in the ESCAP region by dispatching lecturers. SIAP has a spacious, well equipped and modern premise in Makuhari area of Chiba city, which is a cutting-edge technology driven industrial zone located just next to Tokyo.

### 2. 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. The traveling time outside Japan shall not be covered.

### 3. 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>

### 4. Training Institution in Japan:

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

Address: 3-2-2, Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787, Japan TEL: 81-43-299-9782 FAX: 81-43-299-9780

(where "81" is the country code for Japan, and "43" is the local area code)

The commuting time from JICA TOKYO to the Institute is approximately 1 hour 20

minutes each way.

#### **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
- For more details, please see p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

#### **6. Pre-departure Orientation:**

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

## ***V. Other Information***

#### **Recommendation for bringing your own PC:**

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.

## **VI. ANNEX:**

**ANNEX1**

### **Analysis, Interpretation and Dissemination of Official Statistics (Economic Statistics) (JFY2009)**

#### ***Recommended Format of Country Report***

1. NAME OF PARTICIPANT

2. NAME OF COUNTRY

3. MAIN CONTENTS

- (i). Provide key information about your country (main indicators covering demographic, social and economic characteristics, cultural highlights);
- (ii). Highlight main features of your country's statistical system (structure:- whether centralised / decentralized / combination; main institutions responsible for economic, social, poverty, environmental statistics, MDGs; statistics act/legislation);
- (iii). Discuss the mission/vision and organization chart of your office, including information on the human resource such as the number of staff and available training services, with a focus on the unit within the office that you work in and your own job and responsibilities in that unit; and
- (iv). Describe the status of MDG monitoring in your country with special reference to the involvement/inputs of your own organization, the extent of use of survey data and administrative data system for MDGs; Challenges and issues that need to be addressed in improving the availability of data for monitoring MDGs and other socio economic development programmes in your country
- (v). Describe the topic which you would like to propose for your project work, the research questions you would like to find answers through the project work, and the relevance to the work of the statistical office and/or social issues in your country. Also describe the data and/or data sets you will base your analysis on.

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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.

**Analysis, Interpretation and Dissemination of Official Statistics  
(Economic Statistics)  
(JFY2009)**

**Questionnaire**

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

Name of Applicant: \_\_\_\_\_

Name of Country: \_\_\_\_\_

	Level of Knowledge		
	Good	Little	Not at all
1. Statistics proficiency			
a. Descriptive statistics	_____	_____	_____
b. Statistical inference	_____	_____	_____
c. Bivariate analysis	_____	_____	_____
d. Multiple regression analysis	_____	_____	_____
e. Multivariate techniques	_____	_____	_____
f. Time series analysis	_____	_____	_____
2. Personal computer proficiency			
a. Microsoft Windows	_____	_____	_____
b. Word processing software	_____	_____	_____
c. Spread sheet software	_____	_____	_____
d. Statistical analysis software (DevInfo/ STATA)	_____	_____	_____
e. Presentation software	_____	_____	_____
3. Working experience in social statistics			
a. Poverty statistics	_____	_____	_____
b. Gender statistics	_____	_____	_____
c. Education statistics	_____	_____	_____
d. Health statistics	_____	_____	_____
e. Disability statistics	_____	_____	_____
f. Demography	_____	_____	_____
g. Labour statistics	_____	_____	_____
h. MDG Goals, Targets & Indicators	_____	_____	_____

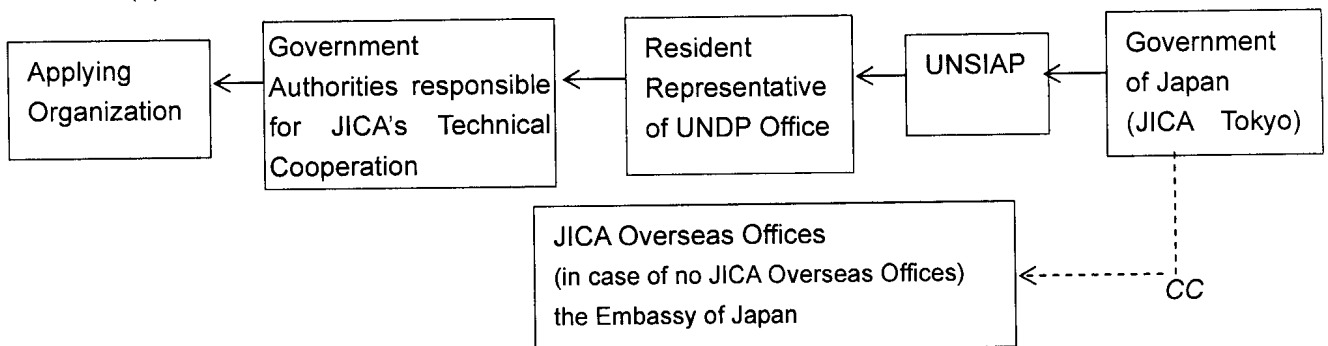
## PROCEDURE FOR APPLICATION

### < For Countries of the UNESCAP Region >

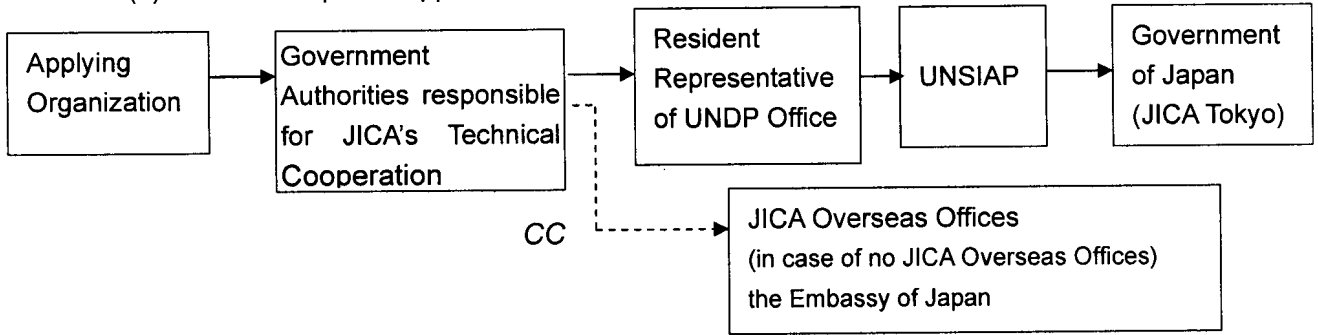
- (1) Organizations desiring to nominate applicants for the course should fill in and forward the Application Form and a questionnaire for each applicant to the office of the Resident Representative of the United Nations Development Programme (UNDP) through the government authority responsible for JICA's technical cooperation by the closing date set by the respective country's UNDP office to meet the deadline, 8 May 2009, at UNSIAP in Japan.  
The government authorities which are responsible for JICA's technical cooperation should send the original copy of the Application Form and the questionnaire to UNDP office and a copy 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 5 June, 2009.

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

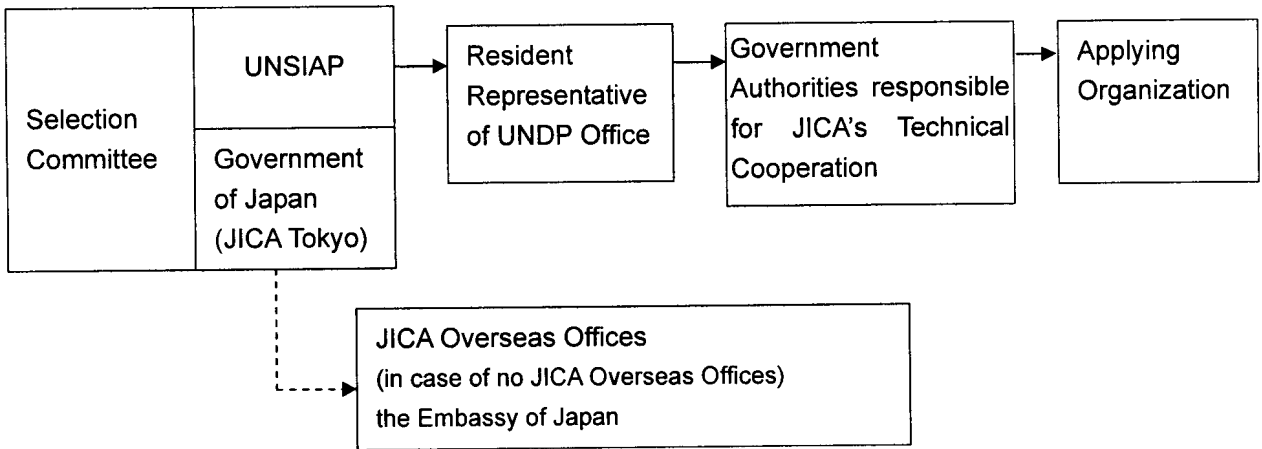
- (1) Flow of distribution of General Information (G.I.)



(2) Flow of Completed Application Form



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





## *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 and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

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

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

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

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



***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office, UNDP regional office or the Embassy of Japan. Further, address correspondence to:

**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

**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

## 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 must be submitted.

##### >>Application for Country Focused Training Program including Counterpart Training Program

Part B 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**

This part is to be completed by the person who is nominated by the organization applying.

The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated “**required**” items as is shown on the Form.

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form, of which the electronic

version is available on the web site: <http://www.jica.go.jp/> \_\_\_\_\_, 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.

## 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)

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

J	0		-					
---	---	--	---	--	--	--	--	--

**3. Country Name:**

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**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.



**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 (as shown in the passport)</b>		<b>5) 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	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )		( ) Excellent	( ) Good	( ) Fair	( ) Poor

<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.

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

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

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### \*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.
- (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.

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 ( _____ )
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(b) Are you pregnant?

( ) No	( ) Yes ( _____ months )
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(c) Are you allergic to any medication or food?

( ) No	( ) Yes >>> ( ) Medication	( ) Food	( ) Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

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

### 2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

( ) Yes	( ) No (Specify name of illness) ( _____ )
( ) No	Present Condition: ( _____ )



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

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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: