

No.34/31/2011-EO(F)  
Government of India  
Ministry of Personnel, P.G & Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 26<sup>th</sup> May 2011

**TRAINING CIRCULAR**

Subject : 2<sup>nd</sup> Group Training Course in Production and Development of Official Statistics in Support for National Development Including the Achievement of MDGs to be held in Chiba, Japan from 17/08/2011 to 23/12/2011 (Core Phase).

The United Nations Statistical Institute for Asia and the Pacific (SIAP) are conducting the above training programme at Chiba, Japan. The total duration of the programme is from July 2011 to June 2012, out of this, the Core Phase, from 17/08/2011 to 23/12/2011, 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)).

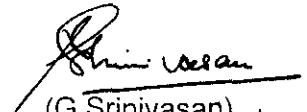
2. The Training programme aims to improve knowledge and develop practical skills of government officials/statisticians on fundamental aspects of official statistics from planning phase to collection, processing, tabulation, basic analysis and dissemination phases of official statistics, including indicators for monitoring and evaluation of progress towards achieving MDGs. The subject matter of the course will be leveled to fundamentals and practical aspects in greater depth.

3. The applicant should be statisticians or statistical officers in national statistical organization or other government agencies carrying out statistical functions with a basic knowledge of official statistics; have 3-5 years experience in the relevant field; be university graduates specialized in statistics, mathematics, economics or those who have equivalent knowledge and experience; have enough knowledge of basic mathematics; be over 25 years and not more than 40 years of age at the beginning of the training; be proficient in written and spoken English; not be serving in any form of military service; 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 time of arrival in Japan to departure from 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 reaching 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 in the prescribed proformas to this Department in accordance with the eligibility criteria and the terms and conditions of the UN's Circular dated 24<sup>th</sup> May 2011. The Ministries may sponsor the names of only Government/ Public Sector Undertaking functionaries.

6. The applications should reach this Department through proper channel **not later than 13<sup>th</sup> June 2011**. Nominations received after the prescribed date will not be considered.

  
(G.Srinivasan)

Under Secretary to the Govt. of India

1. Ministry of Statistics and Programme Implementation, Sardar Patel Bhavan, New Delhi.
2. Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi.
3. O/o RGI, Ministry of Home Affairs, Sawai Mansingh Road, N.Delhi.
4. All State Governments/ Union Territories.
5. Director (Technical), NIC with the request to post the circular along with the UN's circular and the enclosed brochure and application proformas on the Department's website.



Resident Coordinator's Office  
India

JNRCO/NRA-303

24 May, 2011

Dear Mr. Mishra,

**Second Group Training Course in Production and Development of Official Statistics in Support for National Development Including Achievement of MDGs**  
**17 August to 23 December, 2011 Chiba , Japan**

I am pleased to enclose a correspondence from SIAP regarding the above course. The following documents are attached:

- Invitation for nominations
- General Information Bulletin
- Application Form

As per the application procedures, all the invitation & application documents are required to be passed through the UN office and the Dept. of Personnel & Training. Please note that all completed applications must reach SIAP by 17 June, 2011.

This is for information and action please.

Thank you for your assistance.

Best regards,

Yours sincerely,

Suchismita Taneja  
Coordination Associate

Mr. Rakesh Mishra  
Desk Officer  
Department of Personnel & Training  
North Block  
New Delhi

Encl: as above

Cc: Mr.S.K.Das, Director General(CSO),Ministry of Statistics & Programme Implementation,Sardar Patel Bhawan,Room no;426(H),Parliament Street,New Delhi-110001

# TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

THE GROUP TRAINING COURSE IN  
PRODUCTION AND DEVELOPMENT OF OFFICIAL STATISTICS  
IN SUPPORT FOR NATIONAL DEVELOPMENT  
INCLUDING THE ACHIEVEMENT OF MDGS  
集团研修「ミレニアム開発目標の達成支援のための  
官庁統計の作成及び整備」  
*JFY 2011*

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

NO. J11-00692 / ID. 1180934

From August 2011 to June 2012

Phases in Japan: From August 17, 2011 to December 23, 2011

THE GOVERNMENT OF JAPAN

## **Preface**

The Group Training Course in *PRODUCTION AND DEVELOPMENT OF OFFICIAL STATISTICS IN SUPPORT FOR NATIONAL DEVELOPMENT INCLUDING THE ACHIEVEMENT OF MDGs* 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 (SIAP)\*\* 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, 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.

\*\* SIAP 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. SIAP was accorded the legal status of a subsidiary body of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) 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**

By 2015 all countries and territories of the Asia and Pacific region are expected to have reached or be very near reaching the Millennium Development Goals. The role of official statistics is essential for monitoring and evaluation of the progress towards achieving these Goals. However, developing countries are facing challenges of producing appropriate statistics in timely manner. Many countries lack professional staff and have limited training capacities of their own, and thus rely on SIAP courses to train the trainers.

Therefore, this course has been designed to address the needs of developing countries for building their capability of government officials/statisticians in official statistics, especially in key statistical areas that are relevant for monitoring and evaluation of progress in achieving MDGs.

## **For what?**

This program aims to improve knowledge and develop practical skills of government officials/statisticians on fundamental aspects of official statistics from planning phase to collection, processing, tabulation, basic analysis and dissemination phases of official statistics, including indicators for monitoring and evaluation of progress towards achieving MDGs. The subject matter of the course will be levelled to fundamentals and practical aspects will be treated in greater depth.

## **For whom?**

This program is offered to junior level statisticians/ government officials who have basic knowledge of official statistics and have been working for preferably around 5 years in national statistical organizations and other government agencies carrying out statistical functions.

## **How?**

The course will consist of lecture sessions as well as practical exercise sessions, workshops, case studies, group visits to Japanese Industries, Statistics Bureau, and other government agencies/ministries responsible for compilation of official statistics. The programme also will include visits to households to observe the organization and data collection process of Family Income and Expenditure survey in Japan. Demonstration survey will be carried out by the participants. Each participant is expected to develop an action plan of activities to be implemented upon return to their home countries.

## ***II. Description***

1. **Title (J-No.): Production and Development of Official Statistics in Support for National Development including the Achievement of MDGs(J1100692)**
2. **Period of program**

<b>Duration of whole program:</b>	July 2011 to June 2012
<b>Preliminary Phase:</b> (in a participant's home country)	July 2011 to August 2011
<b>Core Phase in Japan:</b>	August 17, 2011 to December 23, 2011
<b>Finalization Phase:</b> (in a participant's home country)	December 2011 to June 2012
3. **Target Regions or Countries**

Bangladesh, Cambodia, Ethiopia, India, Laos, Lesotho, Micronesia, Mongolia, Pakistan, Philippines, Samoa, Syria, Tanzania, Timor-Leste, and Zambia
4. **Eligible / Target Organization**

National Statistical Offices and other Government Statistical Offices
5. **Total Number of Participants**

20 participants
6. **Language to be used in this program:** English
7. **Program Objective:**

Improved knowledge and developed skills on fundamental official statistics, particularly in the areas related to MDG indicators and other measurements of national development, will be shared among national statistical offices in each country.
8. **Overall Goal**

Participating countries can take measures to improve reliability and increase availability of data and to provide evidence-based information with more plausible interpretation to their governments as well as to their people..

**9. Expected Module Output and Contents:**

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

<p><b>(1) Preliminary Phase in a participant's home country</b>                  (July 2011 to August 2011)  <i>Participating organizations make required preparation for the Program in the respective country.</i></p>	
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.)
Preparatory study lecture might be held through Distance Training Programme. (Gained basic knowledge on official statistics including economic statistics and/or STATA through JICA/SIAP Distance training programme)	Preparatory study lecture might be held through Distance Training Programme. (If the Distance Training Course becomes 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.)

<p><b>(2) Core Phase in Japan</b>                  (August 17, 2011 to December 23, 2011)  <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i></p>		
Expected Module Output	Subjects/Agendas	Methodology
To understand and be able to carry out sample statistical survey and analyze the survey results/data.	STATISTICAL AND SURVEY METHODS: Statistical and survey methods, including survey methodologies, statistical methods, and statistical computing and presentation.	Lectures, practical exercises, workshops,
To understand and be able to explain the knowledge and skills on Economic Statistics including SNA	NATIONAL ACCOUNTS AND ECONOMIC STATISTICS: National accounts and economic statistics including SNA and other macroeconomic and related statistics.	case studies, field study trips,



<p>To understand and be able to explain the knowledge and skills on Demographic and Social Statistics</p>	<p>DEMOGRAPHIC AND SOCIAL STATISTICS ; Demographic and social statistics including concepts and methods of demographic and social statistics and survey designs for selected household surveys</p>	<p>group visits, project work and development of an action plan</p>
<p>To be able to train other statistical officers using presentation skills and training techniques.</p>	<p>Knowledge and skills on planning, designing and organizing project ⇒Workshop or other appropriate vehicles for disseminating the result of training to be considered by the management for the improvement of their statistical services</p>	<p>of after training activities</p>
<p>To carry out project work using measures to deal with problems on their work. To develop action plan for the knowledge sharing with their colleagues.</p>	<p>Carrying out project work to apply learned knowledge and skills into practice  Developing an action plan to disseminate more widely what they have learned in their organizations</p>	

**(3) Finalization Phase in a participant's home country**  
(December 2011 to June 2012)  
*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
<p>Implementation of action plan and report to UNSIAP the result of the implementation.</p>	<p>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 SIAP about the implementation of Action Plan within 6 months of her/his return.</p>

**<Structure of the program>**

1. Preliminary phase (activities in your home country):
  - 1) Preparation of the country report.
  - 2) Preparatory study lecture might be held through Distance Training Programme
2. Core Phase (activities in Japan):
 

(Note) Topics listed below are subject to change.

**MODULE I. STATISTICAL AND SURVEY METHODS**

*Introduction to Official Statistics*

- Overview of Official Statistics and Fundamental Principles of Official Statistics
- Organization of National Statistical Systems and Overview of the Statistical System in Japan

*Survey Methodologies*

- Sources of Official Statistics: Censuses, Sample Surveys and Administrative Records
- Planning and Design of Statistical Surveys
- Questionnaire Design
- Data Collection Methods and Field Operations
- Editing and Data Processing
- Data Quality Review
- Data Dissemination, Data Management including Statistical Database Development, Data Quality Assurance and Meta-Data, and Survey Documentation

*Sample Designs for Household and Establishment Surveys*

- Sampling Frames: Lists and Area-based Frames
- Sampling Techniques
- Estimation and Weighting
- Variance Estimation

*Statistical Methods and Computing*

- Descriptive Statistics
- Inferential Statistics
- Regression and Correlation Analysis
- Time Series Analysis
- Index Numbers
- Statistical Software STATA

*Presentation and training techniques*

- Presentation Techniques and Software
- Training Techniques

*Project Work (Final presentation will be conducted toward the end of Module III.)*

- Demonstration Survey

- Action plan to share the knowledge and skills acquired from the training within national statistical offices and other government agencies

## MODULE II. NATIONAL ACCOUNTS AND ECONOMIC STATISTICS

### *National Accounts*

- Basics of Macroeconomics and framework of Economic Statistics
- Statistical Classification Systems
- GDP Estimates-Three Approaches
- GDP Estimates at Constant Prices
- Overview of 2008 SNA
- Environmental Statistics and System of Economic Environmental Accounts

### *Other Macro-economic and Related Statistics*

- Agricultural Statistics and related Accounts
- International Trade Statistics
- Price Statistics

### *Survey Design for Selected Surveys*

- Enterprise and Establishment Surveys
- Business Expectation Surveys
- Informal Sector Surveys
- Household Income and Expenditure Survey

## MODULE III. MDGs

### *Demographic Statistics: Concepts and Methods*

- Framework of Demographic Statistics
- Population Census and data analysis
- Vital Statistical system
- Migration and Spatial Population Distributions
- Computer Software Packages for Demographic Analyses

### *Social Statistics: Concepts and Methods*

- Framework of Social Statistics
- Health and Disability Statistics
- Education Statistics
- Labour Force and Child Labour Statistics
- Gender Statistics
- Income Statistics and Poverty Measurements
- Human Development Concepts and HDIs
- Millennium Development Goal (MDG) Indicators

### <NOTE>

Field Study Trips to Local Statistical Offices and Group Trips to Central Statistical Offices and Leading Japanese Enterprises will be organized during the Training.

### **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 statisticians or statistical officers in national statistical organization or other government agencies carrying out statistical functions with a basic knowledge of official statistics
- 2) Experience in the relevant field: have been working for 3-5 years in national statistical organization or other government agencies carrying out statistical functions
- 3) Educational Background: be university graduates specialized in statistics, mathematics, economics or those who have equivalent knowledge and experience
- 4) Knowledge: have enough knowledge of basic mathematics
- 5) Age: be over 25 years and not more than 40 years of age at the beginning of the training course
- 6) Language: have a sufficient command of spoken and written English to participate in lectures and practices in English
- 7) Health: be in good health, both physically and mentally, to undergo the training.

Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ① letter of the participant's consent to bear economic and physical risks

② letter of consent from the participant's supervisor ③ letter of consent from your Embassy in Japan, ④ medical certificate. Please ask National Staffs in JICA office for the details.

8) 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) **Records of Health Examination:** Each nominee should submit recent records of health examination together with the Application Form, to ensure his/her health. The report should be written in English.

(3) **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.

(4) **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 SIAP in JAPAN: 17 June, 2011

**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 SIAP in Japan, which organizes this project. Selection shall be made by the SIAP 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 July 15, 2011.**

**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 JICA TOKYO (tictif@jica.go.jp) 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 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. 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: Public Policy Division [tictif@jica.go.jp](mailto:tictif@jica.go.jp)

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

- 1) E-MAIL: [staff@unsiap.or.jp](mailto:staff@unsiap.or.jp)
- 2) URL: <http://www.unsiap.or.jp/index.html>
- 3) Remark: SIAP is a professional institution for government statisticians of developing countries, mainly from ESCAP member and associate member countries. It has trained well more than 12,000 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 (SIAP)

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 "KENSHU-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**

### **Production and Development of Official Statistics in Support for National Development including the Achievement of MDGs (JFY2011)**

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

1 NAME OF PARTICIPANT

2 NAME OF COUNTRY

3 NAME OF ORGANIZATION AND ROLES

Describe the functions of the organization to which the participant belongs and attach an organizational chart.

4 Give any other information which is considered useful to faculty members as well as other participants of the course for discussion.

\* \* \* \* \*

The report and the organization chart will be printed and distributed to all the participants and concerned staff members of SIAP and JICA. Each participant will present his/her country report in the classroom which will be followed by a discussion session, attended by the faculty members.

Following matters should be stressed in your presentation, as well as in your country report:

- (a) Summarize your country's statistical system, its long-term development plan – strategic plan, National Strategies for Development of Statistics. Highlight specific characteristics of your country statistical system and importance; indicate key areas of it;
  - (b) Prepare a short report on the status of each MDG indicators and provide information on their availability by years from 1990 – 2010. The report should include information on the sources of data, level of disaggregation (sex, geographic regions, etc.), method of estimation, and some assessment as to the quality of the data. The report should be presented in matrix format using EXCEL worksheet, with a brief textual summary.
- (ii) Provide a brief description of your organizational chart, and the number of staff working in the system, highlight your position and the number of staff working with you;
  - (iii) Describe the activities of the unit/section/division of the organization to which you currently belong.
  - (iv) Describe your own roles/responsibilities in the unit/section/division. and
  - (V) Provide information on your areas of work, where you have difficulties in performing your tasks after discussing with your division/unit director.

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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.

## ANNEX 2

### Production and Development of Official Statistics in Support for National Development including the Achievement of MDGs (JFY2011)

### **Questionnaire**

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

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

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

		Level of Knowledge		
		Very	Little	Not at all
1.	Mathematics/statistics proficiency			
	a. Combinations and permutations	_____	_____	_____
	b. Index numbers	_____	_____	_____
	c. Probability distributions	_____	_____	_____
2.	Personal computer proficiency			
	a. Microsoft Windows	_____	_____	_____
	b. Wordprocessing software	_____	_____	_____
	c. Spread sheet software	_____	_____	_____
	d. Statistical analysis software (e.g. STATA)	_____	_____	_____
	e. Presentation software	_____	_____	_____
3.	Working experience in official statistics			
	a. Survey methodologies	_____	_____	_____
	b. Sampling and Sample Design	_____	_____	_____
	c. National accounts	_____	_____	_____
	d. Demography	_____	_____	_____
	e. Price statistics	_____	_____	_____
	f. Trade statistics	_____	_____	_____
	g. Household surveys	_____	_____	_____
	h. Occupation and industrial classifications	_____	_____	_____
	i. Labour statistics	_____	_____	_____
	j. Agricultural Statistics	_____	_____	_____

ANNEX3

**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, 17 June 2011, at SIAP in Japan.

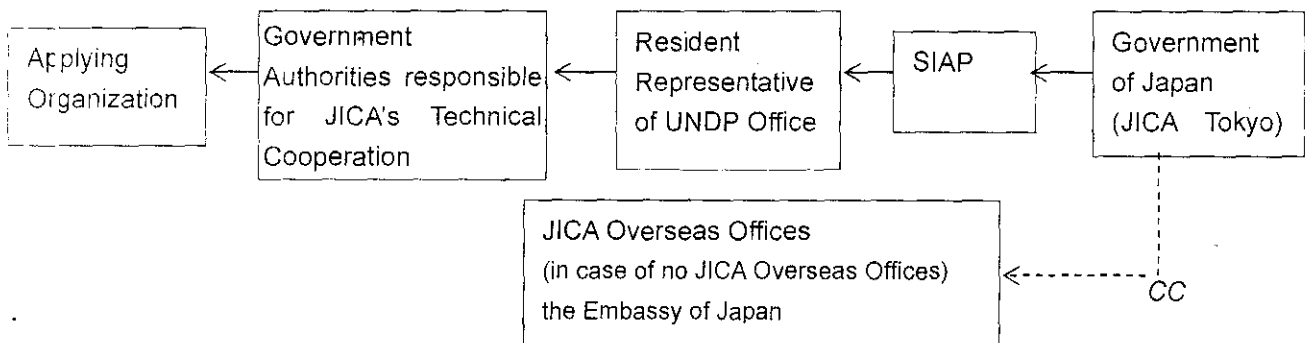
The government authorities which are responsible for JICA's technical cooperation should send the original copy of the Application Form and the questionnaire to UNDP office and a copy to JICA overseas office or the embassy of Japan.

(2) After all the nomination forms are received in Japan, A Selection Committee, comprising of officials from JICA and SIAP 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.)

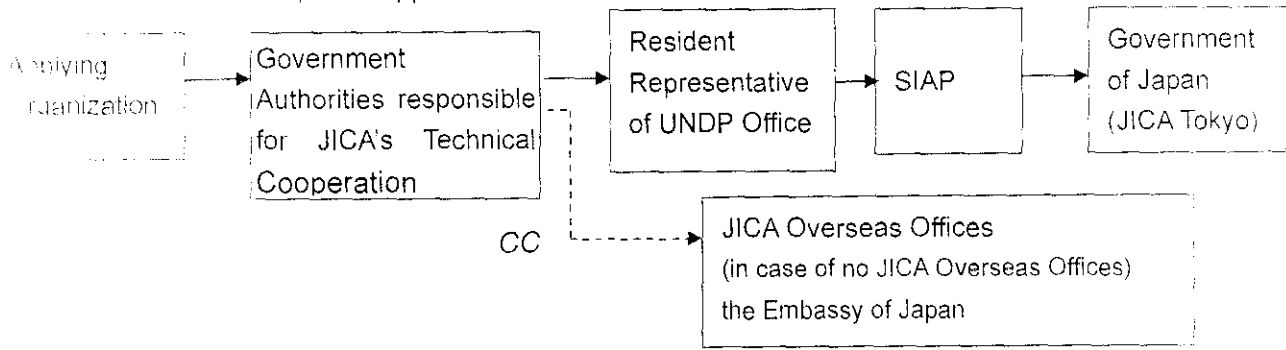
(3) SIAP will inform the applying Governments of the selection results through the office of the Resident Representative of UNDP by 15 July, 2011.

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

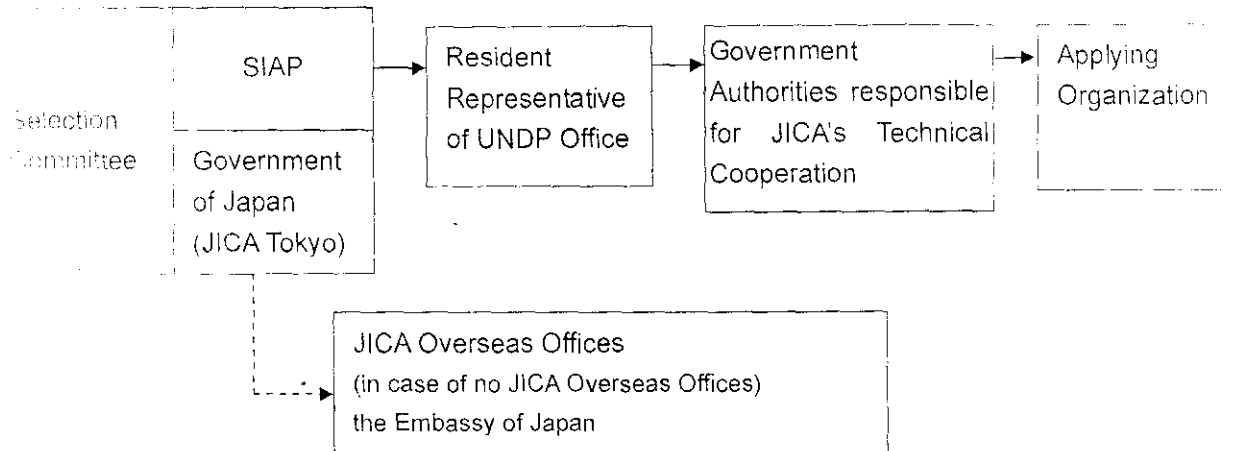
(1) Flow of distribution of General Information (G.I.)



(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 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 (SIAP)**

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

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



TRG/PDOS-2/2011

13 May 2011

INVITATION FOR NOMINATIONS

Second Group Training Course in Production and Development of Official Statistics  
in support for National Development including the Achievement of MDGs  
17 August – 23 December 2011, Chiba, Japan

The Statistical Institute for Asia and the Pacific (SIAP-ESCAP) will conduct the “Second Group Training Course in Production and Development of Official Statistics in Support for National Development Including the Achievement of MDGs” in Chiba, Japan from 17 August to 23 December 2011 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 junior-level statisticians/government officials who have basic knowledge of official statistics and have been working for 3 – 5 years in national statistical organizations and other related government agencies carrying out statistical functions. Participants are expected to (1) acquire knowledge and skills/techniques in statistical survey methods, national accounts and economic statistics, demographic and social statistics including Millennium Development Goals indicators through lectures, practical exercises and interactions; and (2) acquire training skills/techniques and develop an action plan to impart their acquired knowledge to colleagues in their organizations after returning to their home countries.

Special attention is drawn to the importance of compliance with the instructions provided in the Section III-2 concerning essential qualifications of nominees, and Annex 3 on the procedure for application.

Nominations for the course will be coordinated by the government authorities of invited countries responsible for JICA’s Technical Cooperation and respective UNDP offices covering those 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 **17 June 2011**. 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 offices covering invited countries.



Davaasuren Chultemjamts  
Director





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

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

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

##### >Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

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

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

#### 2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

##### **Official Application**

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

##### **Part A. Information on the Applying Organization**

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

##### **Part B. Information About the Nominee including Medical History and Examination**

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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



- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
  - (d) fill in the form in **English**,
  - (e) use  or "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.

**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)

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**3. Country Name:**

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**4. Name of Applying Organization:**

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**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:		E-mail:
	Telephone:	Fax:	

**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.







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



Japan International Cooperation Agency

**CONFIDENTIAL**

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 &amp; 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 &amp; 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  YesPresent:  No  Yes >> Present Condition ( \_\_\_\_\_ ) mm/Hg to ( \_\_\_\_\_ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:  No  YesPresent:  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  Liver Disease  Heart Disease  Kidney Disease

Intestinal Disorder

 Tuberculosis  Asthma  Thyroid Problem Infectious Disease >>> Specify name of illness ( \_\_\_\_\_ ) 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: