

TRAINING CIRCULAR

Subject : Second Group Training Course in Analysis, Interpretation and Use of Official Statistics to be held in Chiba, Japan from 11/01/2012 to 17/03/2012 (Core Phase).

The United Nations Statistical Institute for Asia and the Pacific (SIAP) are conducting the above training programme. The total duration of the programme is from December 2011 to September 2012, out of this, the Core Phase, from 11th January 2012 to 17th March 2012, 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).

2. The Training programme is offered to middle level statisticians/government officials engaged in data collection, analysis and dissemination of information relating to social statistics including MDGs. The program aims to improve the quality and availability of social statistics.

3. The applicant should be a middle level statistician having sufficient knowledge of social 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 university graduate with specialization in either statistics, mathematics, economics, sociology; be between 30 years and 45 years of age at the beginning of the training course; 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 UNSIAP's Circular dated 15th July 2011. The vigilance clearance certificate should be accompanied with the application. The Ministries may sponsor the names of only Government/ Public Sector Undertaking functionary. It may also be noted that, once selected, if the candidate, withdraws his/her candidature, he/she will attract debarment from future trainings as per the extant rules.

6. The applications should reach this Department through proper channel **not later than 21st October 2011**. Nominations received after the prescribed date will not be considered. A scanned copy of application may also be sent to the e-mail address – doeof@nic.in



(Raakesh Mishra)

Desk Officer

Ph.No: 011 23092694

Email : doeof@nic.in

: 2 :

1. Ministry of Statistics and Programme Implementation, Sardar Patel Bhavan, New Delhi.
2. Planning Commission/ UIDAI, 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

UNRCO/NRA-308

19 July, 2011

Dear Mr. Mishra,

**Second Group Training Course in Analysis, Interpretation and Use of Official Statistics
(Social Statistics) from 11 January to 17 March 2012, in
Chiba, Japan**

I am pleased to enclose a correspondence from SIAP regarding the above course. Fellowships for the course will be provided by the Government of Japan through JICA.

The Government is invited to nominate qualified candidates (more than one candidate) from statistical departments and related organizations for consideration by the Selection Committee.

Attached are the Invitation for nominations, Application Form and the General Information Bulletin.

In accordance with the application procedures for the course, all invitation and application documents are required to be passed through the designated government authority (DOPT) and the UN office.

The nominations should reach SIAP Japan by 28 October, 2011.

This is for information and action please.

Thank you & best regards,

Yours sincerely,

Suchismita Taneja

Suchismita Taneja
Coordination Associate

11/07/2011
Shieela
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

Preface

The Group Training Course in *Analysis, Interpretation and Use 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 (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, 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 (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 cooperation agency.

II. Description

1. Title (J-No.): Analysis, Interpretation and Use of Official Statistics (Social Statistics) (J1100690)

2. Period of program

Duration of whole program:	December 2011 to September 2012
Preliminary Phase: (in a participant's home country)	December 2011 to January 2012
Core Phase in Japan:	January 11 to March 17, 2012
Finalization Phase: (in a participant's home country)	March 2012 to September 2012

3. Target Regions or Countries

Afghanistan, Bangladesh, Bhutan, India, Iraq, Kosovo, Laos, Mozambique, Nepal, Palau, Philippines, Senegal, Swaziland, Syria, Tajikistan, Tonga, and Vietnam

4. Eligible / Target Organization

National Statistical Offices and other government agencies make up national statistical system

5. Total Number of Participants

22 participants

6. Language to be used in this program: English

7. Program Objective:

Improved knowledge and developed skills on statistical analysis and interpretation, and on its effective dissemination will be shared among national statistical offices and other government agencies make up national statistical system 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 and people.

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country
 (December 2011 to January 2012)
Participating organizations make required preparation for the Program in the respective country.

Expected Module Output	Activities
Country report is formulated	Formulation and submission of Country report (Detailed information is provided in section 5 and the ANNEX1.)
To gain basic knowledge on 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.

(2) Core Phase in Japan
 (January 11, 2012 to March 17, 2012)
Participants dispatched by the organizations attend the Program implemented in Japan.

Expected Module Output	Subjects/Agendas	Methodology
To understand the theory and methods of statistical analysis and interpretation of statistical data more properly and be able to process statistical data.	Selected topics on social statistics, statistical data analysis	Lectures practical exercises and project work
To be able to analyze census and survey data, write report, present and disseminate results of the census and survey to wider audience.	Specific topics on social statistics, statistical data analysis	Lectures practical exercises and project work

To be able to do a series of statistical work from analyzing and interpreting of statistical data to reporting and disseminating of the result.	Statistical theory and software for data analysis	Lectures practical ** exercises and project work
To be able to train other statistical officers utilizing improved communication skills.**	Training technique, Presentation software, and presentation of the results of their project work and other activities	Lectures practical exercises and project work
To carry out project work using measures to deal with problems on their work, and To develop action plan for the knowledge sharing with their colleagues.	Project work, Action plan development	Lectures Practical exercises and project works

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

(March 2012 to September 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
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 SIAP about the implementation of Action Plan within 6 months after 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 social 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 (Tentative and subject to change)

Lectures and practical exercises

1. National Statistical System and the Fundamental Principles of Official Statistics

2. Social Statistics

2-1 Framework of Social Statistics

2-2 Millennium Development Goals (MDGs) and Indicators

2-3 Use of the 2010 Round Population Census Data for Monitoring MDGs

2-4 Civil Registration and Vital Statistics

2-5 Poverty Statistics

2-6 Education Statistics

2-7 Health Statistics

2-8 Disability Statistics

2-9 Gender Statistics

2-10 Labour Force Statistics

2-11 Informal Sector and employment

2-12 Time Use Survey

3. Statistical Data Analysis

3-1 Statistical Reference Materials

3-2 Introduction to Survey Data Analysis

3-3 Descriptive Statistics

3-4 Inferential Statistics

3-5 Introduction to Multivariate Techniques

3-6 Bivariate Correlation and Regression

- 3-7 Introduction to Multivariate Correlation and Regression
- 3-8 Time Series Analysis
- 3-9 Small Area Statistics
- 3-10 Introduction to STATA
- 3-11 Introduction to REDATAM

4. Training and Communication Techniques

- 4-1 Country report presentation
- 4-2 Presentation Skills and Software
- 4-3 Training Techniques
- 4-4 Report Writing

5. Project Work and Action Plan

5-1. Project work

With a view to applying techniques of statistical analysis, interpretation and dissemination relating to social 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

5.2 Development of Action Plan

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.

6. Field Study Trip and Group Visit

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 • 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 • 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 social 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
- 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.
 - • Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include • letter of the participant's consent to bear economic and physical risks • letter of consent from the participant's supervisor • letter of consent from your Embassy in Japan, • medical certificate. Please ask National Staffs 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) 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, detach it and 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: October 28, 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, UNDP in or covering the respective country shall send the documents to the SIAP in Japan. Selection shall be made by the SIAP and the JICA TOKYO 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 November 25, 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 4-9 and section 4-4.

IV. Administrative Arrangements

1. Organizers:

(1) JICA TOKYO

1) Contact: Public Policy Division (tictif@jica.go.jp)

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

1) Contact: Ms Davaasuren Chultemjamts, Director (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 JICA TOKYO 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 "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 Use of Official Statistics (Social Statistics) (JFY2011)

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 centralized / 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 census/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.

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.....

**Analysis, Interpretation and Use of Official Statistics
(Social Statistics)
(JFY2011)**

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 (STATA)	_____	_____	_____
e. Presentation software	_____	_____	_____
3. Social Statistics			
a. Demography	_____	_____	_____
b. Poverty statistics	_____	_____	_____
c. Gender statistics	_____	_____	_____
d. Education statistics	_____	_____	_____
e. Health statistics	_____	_____	_____
f. Disability statistics	_____	_____	_____
g. Labour force statistics	_____	_____	_____
4. MDG Goals, Targets & Indicators	_____	_____	_____

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, 28 October 2011, at SIAP in Japan.

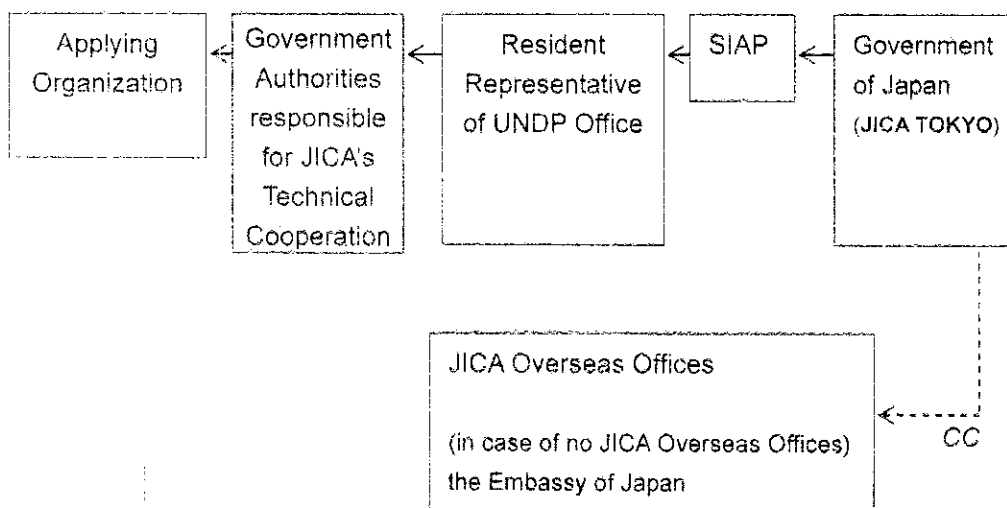
The government authorities which are responsible for JICA's technical cooperation should send the original copy of the Application Form and the questionnaire to UNDP office and a copy to JICA overseas office or the embassy of Japan.

(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.)

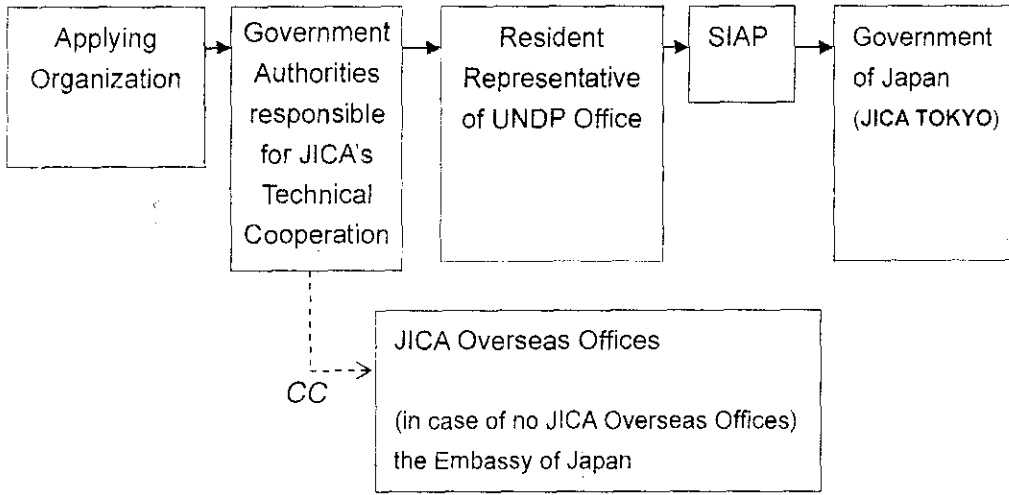
(3) SIAP will inform the applying Governments of the selection results through the office of the Resident Representative of UNDP by November 25, 2011.

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

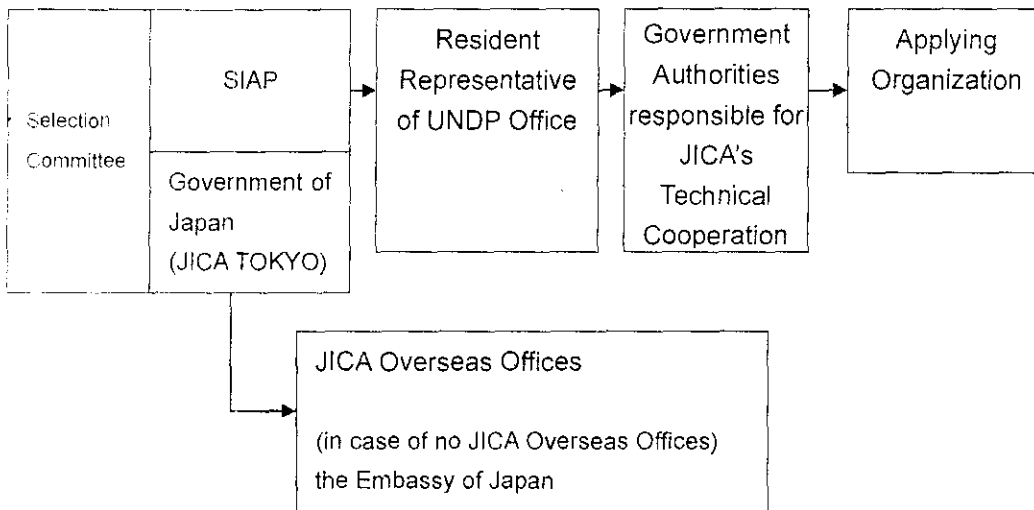
(1) Flow of distribution of General Information (G.I.)



(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.

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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



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

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

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

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

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3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:			
Name:					
Designation / Position					Official Stamp
Department / Division					
Office Address and Contact Information		Address:			
		Telephone:	Fax:	E-mail:	

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:			
Name:					
Designation / Position					Official Stamp
Department / Division					



Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



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	() 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

¹ 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.

² Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

³ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

⁴ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



6. Expectation on the applied training and dialogue program

1) **Personal Goal:** Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

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

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

***7. Declaration (to be signed by the Nominee) (required)**

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

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



Japan International Cooperation Agency

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provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

 No Yes >> Name of Medication (_____), Quantity (_____)

(b) Are you pregnant?

 No Yes (_____ months)

(c) Are you allergic to any medication or food?

 No Yes >>> Medication Food Other: _____

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)

*Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.***2. Medical History**

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

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

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

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

(c) High blood pressure

Past: No 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 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)

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: