

No.34/47/2009-EO(F)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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North Block, New Delhi  
Dated the 1<sup>st</sup> June, 2009

**TRAINING CIRCULAR**

**Subject :** Fifth Group Training Course in Modules on Fundamental Official Statistics conducted by the United Nations Statistical Institute for Asia and the Pacific (UNSIAP) to be held in Chiba, Japan, from 28<sup>th</sup> September, 2009 to 20<sup>th</sup> March, 2010.

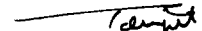
The undersigned is directed to state that the United Nations Statistical Institute for Asia and the Pacific (UNSIAP), has invited applications for a Group Training Course in Modules on Fundamental Official Statistics to be held in Chiba, Japan, from 28<sup>th</sup> September, 2009 to 20<sup>th</sup> March, 2010. Fellowship for the Programme will be provided by the Government of Japan through the Japan International Cooperation Agency (JICA). The total duration of the programme will be from 28<sup>th</sup> September.2009 to 20<sup>th</sup> March, 2010. The course is designed for junior- level statisticians/statistical officers having working experience of 3-5 years in national statistical organizations and other related government agencies carrying out statistical functions.

2. The candidate should be a University graduate specialized in statistics, mathematics, economics or those who have equivalent knowledge and experience. He should be proficient in both written and spoken English, be in good health and should not be serving in any form of military service. . He should not be more than 40 years of age. The details of the programme and the application form may be drawn from this Department's website ([persmin.nic.in](http://persmin.nic.in)).

3. The JICA covers the cost of round-trip ticket between an international airport designated by JICA and Japan, travel insurance from arrival to departure in Japan and allowances for accommodation, living expenses, outfit and shipping, expenses for study tours, free medical care for participants who may fall ill after arriving in Japan (cost 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.

4. It is requested that the nomination of the suitable candidates may please be forwarded to this Office in accordance with the eligibility criteria and the terms and conditions of the UNSIAP circular dated 27.5.2009. The Ministries/ State Governments may sponsor the names of only Government/Public Sector Undertaking functionaries. The nomination details should be submitted in the JICA's prescribed proforma (A2 & A3), duly authenticated by the parent Department/Ministry concerned alongwith the country report.

5. The applications of eligible candidates should reach this Office through proper channel not later than **14.7. 2009**. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website ([persmin.nic.in](http://persmin.nic.in)).

  
(Trishaljit Sethi)  
Director

To

1. The Department of Statistics, Sardar Patel Bhavan, New Delhi.
2. All State Governments/Union Territories  
(with the request to circulate it amongst the related Organizations)
- ✓ 3. Sr. Director (Tech), NIC, North Block, with the request to post the circular along with the JICA's circular along with the application proforma on the website of the Department.



NEW DELHI, INDIA

Resident Coordinator's Office

UNRCO/NRA-182

27 May 2009

Dear Mr. Kharb,

Invitation - SIAP 6-month Group Training Course  
in Moudules on Fundamental Official Statistics,  
28 September 2009 - 20 March 2010, Chiba, Japan

I am pleased to enclose a letter (e-mail) from UNSIAP dated 25 May 2009 inviting qualified candidates from Statistical Departments and related organizations for consideration by the Selection Committee to attend Group Training Course in Moudules on Fundemental Official Statistics, 28 September 2009 - 20 March 2010, Chiba, Japan.

The name of the Government's representatives should be conveyed by 17 July 2009 to UNSIAP, Chiba, Japan. The invitation documents are attached for your kind attention.

Thank you very much for your assistance.

With best regards,

Yours sincerely,

B. Muralidharan  
Head

UN Resident Coordinator Office

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

Encl: Letter (e-mail) from UNSIAP dated 25 May 2009, and enclosures as above.

UDV No. 42570/2009  
C-506/Exp/190  
29/5/2009

MS  
29/5

**From:** staff [mailto:staff@unsiap.or.jp]

**Sent:** Monday, May 25, 2009 1:04 PM

**To:** UNDP (India); IND (Suchismita Taneja)

**Subject:** Invitation - SIAP 6-month Group Training Course in Modules on Fundamental Official Statistics, 28 September 2009 - 20 March 2010, Chiba, Japan

**Attention: Ms. Maxine Olson, Resident Representative, UNDP India**

Dear Ms. Olson,

We are pleased to inform that the United Nations Statistical Institute for Asia and the Pacific (SIAP) will conduct the Fifth Group Training Course in Modules on Fundamental Official Statistics in Chiba, Japan from 28 September 2009 to 20 March 2010. Fellowships for the course will be provided by the Government of Japan through the Japan International Cooperation Agency (JICA).

We would be grateful if you could inform the authorities in the **Government of India** about this group training course and invite them to nominate qualified candidates from statistical departments and related organizations for consideration by the Selection Committee.

The following documents are attached for distribution to the government:

- Invitation for nominations
- General Information Bulletin
- Nomination Form

In accordance with the application procedures provided in Annex 3 of the attached General Information (GI), all the invitation and nomination documents are required to be passed through your office and the designated government authority listed below:

**Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions**

**North Block, New-Deli**

**TEL: 91-11-23094575**

**FAX: 91-11-23092646**

We would be grateful if you could forward the attached invitation documents to the above designated government authority as soon as possible for their distribution to concerned government agencies.

Once your office receives the completed nomination forms and questionnaires (Annex 2 of GI) from the designated government authority, please send them along with a copy of their covering letter, to reach SIAP by the deadline, **17 July 2009**.

Please contact us should you encounter any problem to open the attachments.

Your acknowledgement of the receipt of this email is kindly requested.

Thank you for your kind cooperation.

With best regards,

Davaasuren Chultemjamts  
Director  
United Nations Statistical Institute  
for Asia and the Pacific (SIAP)  
3-2-2 Wakaba, Mihama-ku  
Chiba-shi, Chiba 261-8787  
Japan  
Phone: +81-43-299-9796  
Fax: +81-43-299-2521  
e-mail: [staff@unsiap.or.jp](mailto:staff@unsiap.or.jp)



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

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

TRG/FOS-5/2009

22 May 2009

### INVITATION FOR NOMINATIONS

#### Fifth Group Training Course in Modules on Fundamental Official Statistics

28 September 2009 – 20 March 2010, Chiba, Japan

The United Nations Statistical Institute for Asia and the Pacific (SIAP) will conduct the Fifth Group Training Course in Modules on Fundamental Official Statistics in Chiba from 28 September 2009 to 20 March 2010 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/statistical officers 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, 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 qualifications of applicants, and Annex 3 on the procedure for application.

Nominations for the course will be coordinated by the government authorities of invited countries which are responsible for JICA's Technical Cooperation and UNDP local offices covering the invited countries. Nominations which are not transmitted through the two coordinating organizations mentioned above will not be considered for participation in the training course by the Selection Committee.

/...

The deadline for the receipt of nominations at SIAP is **17 July 2009**. Governments are requested to ensure that the completed nomination forms and questionnaires (Annex 2) of candidates reach the respective government authorities responsible for JICA's Technical Cooperation well in advance for their timely transmission to SIAP through the UNDP local offices.



Davaasuren Chultemjamts  
Director



# TRAINING AND DIALOGUE PROGRAMS

**GENERAL INFORMATION ON**

**THE GROUP TRAINING COURSE IN  
MODULES ON FUNDAMENTAL OFFICIAL STATISTICS**

**集団研修「統計モジュール」**

***JFY 2009***

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

**NO. J09-00847 / ID. 0980934**

**From August 2009 to September 2010**

**Phases in Japan: From September 28, 2009 to March 20, 2010**

This information pertains to one of the Training and Dialogue Programs of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.



# ***Preface***

The Group Training Course in *MODULES ON FUNDAMENTAL 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 cooperating agency.

# ***I. Concept***

## **Background**

Developing countries, mainly ESCAP member countries, are not well enough equipped to develop, analyze and publicly disseminate the official statistics as well as to compile the statistics such as national accounts and input-output tables, which reflect the precise national economic strength. Therefore building and improving statistical capacity in those countries have been a major challenge. Here exists a strong international demand for implementing trainings to develop and improve human resources of statistical personnel to efficiently and effectively process statistical data necessary for monitoring the progress of the Millennium Development Goals.

## **For what?**

This program aims to improve the quality of data and services provided by National Statistics Systems and disseminate the knowledge and techniques on the fundamentals of official statistics to their colleges after the training course.

## **For whom?**

This program is offered to 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 government agencies carrying out statistical functions.

## **How?**

Participants shall master knowledge and skills to produce and use fundamental official statistics. Under the project base learning programme, they shall undertake, in forming small groups, a project work where they apply their learned skills to practical exercises. They shall also develop their action plans for further disseminating their gained knowledge and skills into their offices after their return.

## **II. Description**

**1. Title (J-No.): Modules on Fundamental Official Statistics (J0900847)**

**2. Period of program**

**Duration of whole program:** August 2009 to September 2010

**Preliminary Phase:** August 2009 to September 2009

(in a participant's home country)

**Core Phase in Japan:** September 28, 2009 to March 20, 2010

**Finalization Phase:** March 2010 to September 2010

(in a participant's home country)

**3. Target Regions or Countries**

Bangladesh, China, Cook Islands, Ghana, India, Iran, Kiribati, Laos, Mongolia, Philippines, Samoa, Tajikistan, Thailand, Tuvalu, Vanuatu and Vietnam

**4. Eligible / Target Organization**

National Statistical Offices and other Government Statistical Offices

**5. Total Number of Participants**

16 participants

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

**7. Program Objective:**

Skills and knowledge to produce official statistics effectively and efficiently will be shared within the National Statistical Offices and other government statistical offices.

**8. Overall Goal**

The quality and reliability of data and services provided by each National Statistics Offices will be improved.

## 9. Expected Module Output and Contents:

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

<b>(1) Preliminary Phase in a participant's home country</b> (August 2009 to September 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Country report is formulated	Formulation and submission of Country report (Detailed information is provided in section -5 and the ANNEX1.)
Gained basic knowledge on official statistics including 2008 SNA and/or STATA through JICA/SIAP 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.

<b>(2) Core Phase in Japan</b> (September 28, 2009 to March 20, 2010) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
Acquired knowledge and skills/techniques in statistical survey methods including Millennium Development Goals indicators.	STATISTICAL AND SURVEY METHODS: Statistical and survey methods, including survey methodologies, statistical methods, and statistical computing and presentation.	Lecture Observation Exercise and Project works
Acquired knowledge and skills/techniques in economic statistics including Millennium Development Goals indicators.	NATIONAL ACCOUNTS AND ECONOMIC STATISTICS: National accounts and economic statistics including SNA and other macroeconomic and related statistics.	Lecture Observation Exercise and Project works

Acquired knowledge and skills/techniques in demographic and social statistics including Millennium Development Goals indicators.	DEMOGRAPHIC AND SOCIAL STATISTICS : Demographic and social statistics including concepts and methods of demographic and social statistics and survey designs for selected household surveys	Lecture Observation Exercise and Project works
Acquired training skills/techniques and develop an action plan to impart their acquired knowledge to colleagues in their organizations, after returning to their home countries.	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 Developing an action plan to disseminate more widely what they have learned in their organizations	Lecture Observation Exercise and Project works

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

(March 2010 to September 2010)

*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
Implemented 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 of her/his return.

## <Structure of the program>

1. Preliminary phase (activities in your home country):
  - 1) Preparation of the country report.
  - 2) Preparatory study through 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*

- Fundamental Principles of Official Statistics
- National Statistical System and Strategy for its Development

#### *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 File Structures and Tabulation
- Data Quality Review
- Data Dissemination, Data Management including Statistical Database Development, Data Mining, 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
- Small Area Estimation

#### *Statistical Methods*

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

#### *Statistical Computing and Presentation*

- SIAP LAN System/Operating System
- Statistical Software STATA
- Presentation Techniques and Software

- Training Techniques

*Project Work*

- 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 SNA
- Current Accounts
- Accumulation Accounts
- Input-Output Tables
- Balance Sheets
- Quarterly Accounts
- Agriculture Statistics and related Accounts
- Environmental Statistics and System of Economic Environmental Accounts
- Tourism Statistics and related accounts
- Other Special Topics (International Input-Output, etc.)

*Other Macro-economic and Related Statistics*

- Business Cycle and Economic Model
- International Trade Statistics
- Price Statistics
- International Comparison Programme (ICP)
- Short-term Economic Indicators

*Survey Design for Selected Establishment Surveys*

- Enterprise and Establishment Surveys
- Enterprise and Establishment Surveys in Japan
- Business Expectation Surveys

MODULE III. DEMOGRAPHIC AND SOCIAL STATISTICS

*Demographic Statistics: Concepts and Methods*

- Framework of Demographic Statistics
- Population Census

- Fertility and Mortality Statistics
- Life Tables
- Migration and Spatial Population Distributions
- Population Dynamics
- Nuptiality Statistics
- Estimation of Demographic Measures
- Population Projections
- Computer Software Packages for Demographic Analyses

*Social Statistics: Concepts and Methods*

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

*Survey Design for Selected Household Surveys*

- Household Income and Expenditure Surveys
- Family Income and Expenditure Survey in Japan
- Demographic and Health Surveys
- Labour Force and Child Labour Surveys
- Informal Sector Surveys
- Time Use Surveys
- Post Enumeration Surveys

<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 -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 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. As training over a long period may pose risks to pregnant women, pregnancy is regarded as a disqualifying condition for participation in this training course
- 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 JICA office or the Embassy of Japan.
- (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 JICA Center in JAPAN: July 17, 2009

**Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country 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 JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications.

*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 JICA office (or Embassy of Japan) to the respective Government by **not later than August 14, 2009.**

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

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

Before coming to Japan, only accepted participants are required to prepare a country report (detailed information is provided in the ANNEX1 "Recommended Format of Country Report").

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

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

Please bring an electronic copy with you.

**6. Conditions for Attendance:**

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate in the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section -9 and section -4.

## IV. Administrative Arrangements

### 1. Organizers:

#### (1) JICA Tokyo

- 1) Contact: Mr. UNO Keizo (jicatic@jica.go.jp)

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

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

### 2. Travel to Japan:

**(1) Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

**(2) Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

### 3. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Tokyo International Center (JICA TOKYO)

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

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

(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL, <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

### 4. Training Institution in Japan:

United Nations Statistical Institute for Asia and the Pacific (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.

### Modules on Fundamental Official Statistics (JFY2009)

#### *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:

- (i) Summarize your country's statistical system; highlight its specific characteristics and importance; indicate key areas of it;
- (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; and
- (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.

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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.

## Modules on Fundamental Official Statistics (JFY2009)

### *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. Financial statistics	_____	_____	_____
	h. Occupation and industrial classifications	_____	_____	_____
	i. Employment statistics	_____	_____	_____
	j. Agricultural Statistics	_____	_____	_____

## 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 July 2009, at SIAP in Japan.

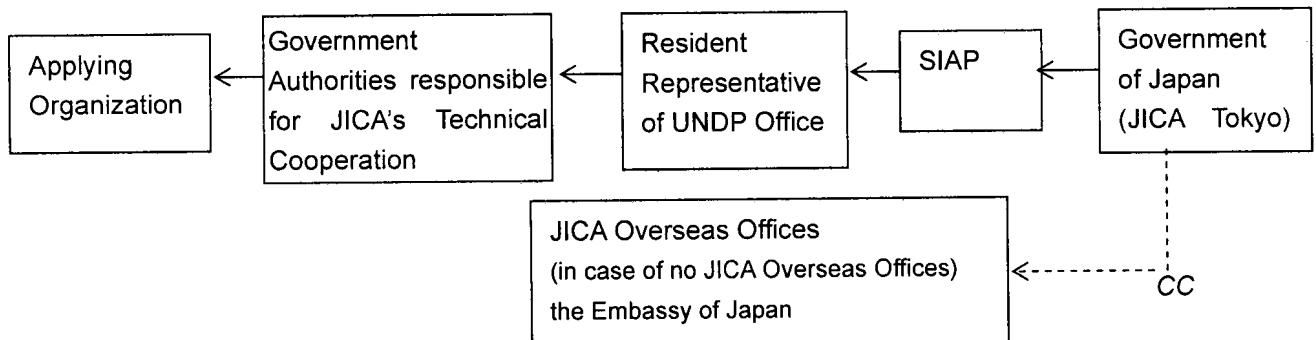
The government authorities which are responsible for JICA's technical cooperation should send the original copy of the Application Form and the questionnaire to UNDP office and a copy to JICA overseas office or the embassy of Japan.

(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 14 August, 2009.

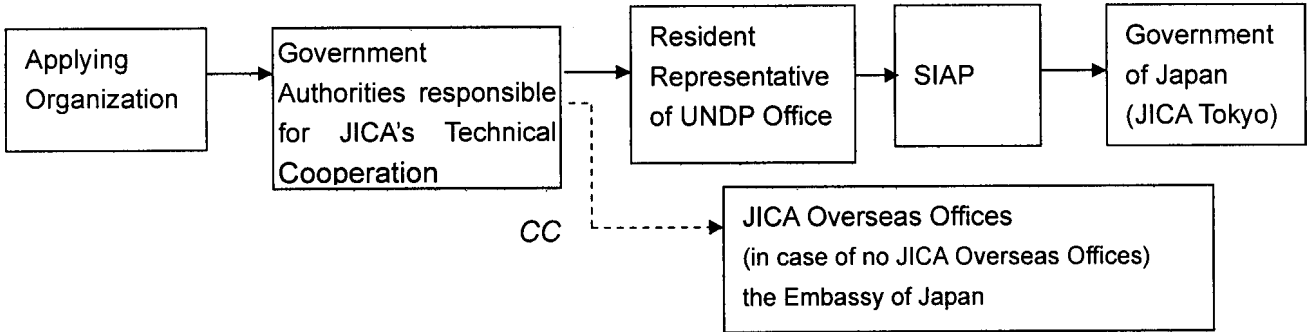
### 1 • The chart below indicates the flow of the application procedure.

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

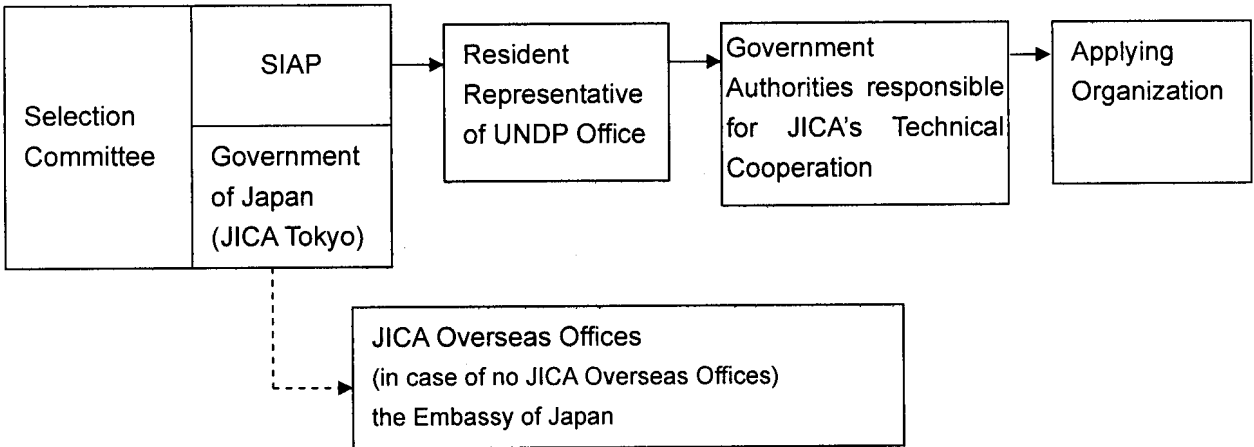




(2) Flow of Completed Application Form



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



## ***For Your Reference***

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

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

**JICA Tokyo International Center (JICA TOKYO)**

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

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

**United Nations Statistical Institute for Asia and the Pacific (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 must be submitted.

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

Part B will be submitted. Official application and Part A need not to be submitted

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

The Application Form consists of three parts as follows;

##### **Official Application**

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

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

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

##### **Part B. Information About the Nominee**

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

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

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

### 2. How to complete the Application Form

In completing the application form, please be advised to:

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

version is available on the web site: <http://www.jica.go.jp/> \_\_\_\_\_, or write in **block letters**,

- (d) fill in the form in **English**,
- (e) use  or “x” to fill in the ( ) check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee’s name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

### **3. Privacy Policy**

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#### **1) Scope of Use**

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

#### **2) Limitations on Use and Provision**

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

#### **3) Security Notice**

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

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

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

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

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

**3. Country Name:**

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**4. Name of Applying Organization:**

--

**5. Name of the Nominee(s):**

1)	3)
2)	4)

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

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

-----

**Confirmation by the organization in charge (if necessary)**

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

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

## Part A: Information on the Applying Organization

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

### 1. Profile of Organization

1) Name of Organization:

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

### 2. Purpose of Application

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

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

**3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.**

**4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.**



## Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

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

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

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

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

**3. Information about the Nominee(nos. 1-9 are all required)**

**1) Name of Nominee (as in the passport)**

**Family Name**

**First Name**

**Middle Name**

<b>2) Nationality</b> (as shown in the passport)		<b>5) Date of Birth (please write out the month in English as in "April")</b>				
<b>3) Sex</b>	( ) Male	( ) Female	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Age</b>
<b>4) Religion</b>						

**6) Present Position and Current Duties**

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

**7) Type of Organization**

( ) National Governmental	( ) Local Governmental	( ) Public Enterprise
( ) Private (profit)	( ) NGO/Private (Non-profit)	( ) University
( ) Other ( )		

**8) Outline of duties: Describe your current duties**

**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

**10) Others (if necessary)**

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**4. Career Record**

**1) Job Record (After graduation)**

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

**2) Educational Record (Higher Education)(required)**

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

**5. Language Proficiency (required)**

1) Language to be used in the program (as in GI)					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )		( ) Excellent	( ) Good	( ) Fair	( ) Poor

<sup>1</sup> Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

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

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

<sup>1</sup> Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

**6. Expectation on the applied training and dialogue program**

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

**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.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.

Date:	Signature:
	Print Name:

## MEDICAL HISTORY AND EXAMINATION

### 1. Present Status

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

( ) No	( ) Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

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

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

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

### 2. Medical History

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

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

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

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

(c) High blood pressure

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

(d) Diabetes (sugar in the urine)

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

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

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

(e') Has this disease been cured?

( ) Yes	( ) No (Specify name of illness)
( ) Yes	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: