

No. 34/49/2008-EO(F)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

North Block, New Delhi-1
Dated the 6th June 2008

TRAINING CIRCULAR

Subject : Fourth Group Training Course in Modules on Fundamental Official Statistics to be held in Chiba, Japan from 23/09/2008 to 14/03/2009.

The undersigned is directed to state that The United Nations Statistical Institute for Asia and the Pacific (SIAP) are conducting the Fourth Group Training Course in Modules on Fundamental Official Statistics to be held in Chiba, Japan from 23/09/2008 to 14/03/2009. The Government of Japan through the Japan International Cooperation Agency (JICA) will provide fellowships for the course. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (www.persmin.nic.in).

2. The 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.

3. The applicant should be a university graduate specialized in statistics, mathematics, economics or those who have equivalent knowledge and experience; have enough knowledge of basic mathematics; be over 25 years and not more than 40 years of age at the beginning of the training course; have sufficient command of written and spoken English; not be serving in the military and be in good health both physically and mentally to undergo the training.

4. The fellowship award covers a Round-trip ticket between an international airport designated by the JICA and Japan; allowances for (accommodation, living expenses and shipping); expenses for study-tours, free medical care for participants who may fall ill after reaching Japan. The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the UN's Circular dated 22nd May 2008 and the enclosed brochure. The Ministries/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary. The nominations of eligible and interested persons may be sent to this Department not later than 10th July 2008 in the prescribed proforma duly authenticated by the Department concerned alongwith the enclosures. Nominations received after the prescribed date will not be considered.


(Trishaljit Suthi)
Director

1. Ministry of Statistics and Programme Implementation, Sardar Patel Bhavan, Sansad Marg, New Delhi.
2. Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi.
3. All State Governments/ Union Territories.
4. 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

UNRCO/NRA-87

30 May 2008

Dear Ms. Sethi,

Fourth Group Training Course in Modules on Fundamental Official Statistics
23 September 2008 – 14 March 2009, Chiba, Japan

Please find attached a letter dated 22 May 2008 from Statistical Institute for Asia and the Pacific (SIAP), Japan regarding qualified nominations from Government of India to the above training course. Ten copies of the booklet and the nomination forms are also attached. The deadline for submission of nominations is 18 July 2008.

With best regards,

Yours sincerely,

Hari Mohan
 Coordination Associate

Ms. Trishaljit Sethi
 Director
 Department of Personnel and Training
 Room No.19-A
 North Block
 New Delhi

Handwritten notes:
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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-4/2008

22 May 2008

Dear Ms. Olson,

Fourth Group Training Course in Modules on Fundamental Official Statistics
23 September 2008 – 14 March 2009, Chiba, Japan

We are pleased to inform you that the Fourth Group Training Course in Modules on Fundamental Official Statistics will be organized by the United Nations Statistical Institute for Asia and the Pacific (SIAP) in Chiba, Japan from 23 September 2008 to 14 March 2009. This course comprises three modules, namely, Statistical and Survey Methods, National Accounts and Economic Statistics, and Demographic and Social Statistics.

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

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 the Central Statistical Organisation and related organizations for consideration by the Selection Committee. Ten copies of the booklet containing information on the group training course and the nomination criteria, and the same number of nomination forms are enclosed for distribution. In order to facilitate the invitation to the government, an announcement of invitation for nominations is also attached.

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

United Nations Development Programme New Delhi-INDIA						
29 MAY 2008						
	RR	CD	DDP	DDO		
N						
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United Nations Resident Coordinator's Office New Delhi-INDIA						
29 MAY 2008						
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N	✓					
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Your special attention is called on the application procedures for countries of the UNESCAP region which are provided in Annex IV of the information bulletin. All the invitations along with the attached documents are required to be sent to the designated government authorities responsible for JICA's Technical Cooperation in respective countries for their distribution to the authorities of respective government. The name and contact details of the designated government authorities are provided in the attachment for your information.

We would be grateful if you could forward the invitation along with the attached documents to the designated government authorities for their distribution to the concerned government agencies. Please request them to send the completed nomination forms and questionnaires of candidates to your office for your formal transmission to SIAP. Any nominations which are not channelled through your office and the designated government authorities listed in the attachment will not be recognized as official by the Selection Committee.

The deadline for submission of the nominations is **18 July 2008**. Please send the completed nomination forms and questionnaires along with the cover letter of the designated government authority to the following address as soon as possible:

Ms. Davaasuren Chultemjamts
Director
United Nations Statistical Institute
for Asia and the Pacific
JETRO-IDE Building
2-2 Wakaba 3-chome, Mihama-ku
Chiba-shi, Chiba 261-8787
Japan
Fax nos.: (81-43) 299-9780, 299-2521

Thank you for your kind co-operation in this matter.

Yours sincerely,



Davaasuren Chultemjamts
Director



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

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

TRG/FOS-4/2008

22 May 2008

INVITATION FOR NOMINATIONS

Fourth Group Training Course in Modules on Fundamental Official Statistics
23 September 2008 – 14 March 2009, Chiba, Japan

The United Nations Statistical Institute for Asia and the Pacific (SIAP) will conduct the Fourth Group Training Course in Modules on Fundamental Official Statistics in Chiba, Japan from 23 September 2008 to 14 March 2009 with fellowships provided by the Government of Japan through the Japan International Cooperation Agency (JICA). This course comprises three modules, namely, Statistical and Survey Methods, National Accounts and Economic Statistics, and Demographic and Social Statistics. Governments are invited to nominate qualified applicants from statistical departments and related organizations.

Please note that due to the limited number of fellowships available, only one fellowship, in principle, is available for qualified candidate per invited country. However, the governments are encouraged to nominate two or more candidates for consideration by the selection committee. SIAP especially encourages governments to nominate qualified women to participate in the course.

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.

The booklets containing general information on the course as well as the nomination forms are attached. Special attention is drawn to the importance of compliance with the instructions in the Section II (6)-b concerning qualifications of applicants, and procedure for application provided in Annex IV.

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Nominations for the course will be coordinated by the Government Authorities which are responsible for JICA's Technical Cooperation and UNDP local offices in, or responsible for, invited countries. Any nominations submitted to SIAP without channelling through these two organizations will not be recognized as official by the Selection Committee.

The deadline for receipt of nominations at SIAP is **18 July 2008**. Following documents in respect of each candidate are required to be sent to the Government Authorities responsible for JICA's Technical Cooperation well in advance for their transmission to UNDP local offices:

1. Completed nomination form; and
2. Completed questionnaire form (Annex III of the information booklet)

Please also be informed that application for participation in one or two of the three modules offered in the curriculum is acceptable. In this case, nominating agencies are responsible for providing their own funding to cover all the costs relating to the participation of their nominees. Should governments be interested in nominating candidates for participation in one or two of the three modules, please contact SIAP separately.

H. Dmuf

Davaasuren Chultemjamts
Director

Country	Government Agency for IICA's Cooperation	Address	Tel	Fax/E-mail
India (For courses more than 4 weeks duration)	Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions	North Block, New-Deli, India	0091-11-23094575	0091-11-23092636

C

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 2008

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

NO. J08-00841

From September 2008 to March 2009

Phases in Japan: From Sep. 23, 2008 to Mar. 14, 2009

THE GOVERNMENT OF JAPAN

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)** to strengthen the national capability of statistical production for social and economic progress in developing countries.

* The Japanese Government extends official development assistance (ODA) to developing countries to support 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. Currently, JICA conducts such activities as training, dispatch of experts, provision of equipment, project-type technical cooperation, development study, dispatch of cooperation volunteers (JOCV), survey and administration of capital grant aid programs. The training program for overseas participants is one of JICA's fundamental technical cooperation activities for developing countries. Participants come from overseas in order to obtain knowledge and technology in a wide variety of fields.

The objectives of the JICA training program are:

- (1) to contribute to the development of human resources that will promote the advancement of developing countries, and
- (2) to contribute to the promotion of mutual understanding and friendship.

**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 is an international centre for statistical training to bring about regional cooperation in training government statisticians from developing countries in Asia and the Pacific. 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. ESSENTIAL FACTS

Course Title (No.)	Modules on Fundamental Official Statistics (J-08-00841)
Duration of the Cooperation	September 2008 - March 2009 (Duration of the Program in Japan: September 23, 2008 - March 14, 2009)
Deadline for Application	July 18, 2008
Deadline for Acceptance Notice	August 15, 2008
Number of Participants	19
Language	English
Target Group	Government statisticians at junior levels 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.
Target Organizations	National Statistical Offices and other Government Statistical Offices
Outcome	Participants are competent to take measures to improve the quality of data and services provided by National Statistics Systems and are able to disseminate the knowledge and techniques on the fundamentals of official statistics to their colleges after the training course.
Output	The participants are expected to: <ol style="list-style-type: none"> 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, 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.
Course Contents	<ol style="list-style-type: none"> 1. Module I: Statistical and survey methods, including survey methodologies, statistical methods, and statistical computing and presentation. 2. Module II: National accounts and economic statistics including 1993 SNA and other macroeconomic and other related statistics 3. Module III: Demographic and social statistics including concepts and methods of demographic and social statistics and survey designs for selected household surveys. 4. Field Study Trips and Group Trips to Government Statistical Offices will be organized.
Training Institution	United Nations Statistical Institute for Asia and the Pacific(SIAP)

II. THE DETAILED INFORMATION

COURSE TITLE	Modules on Fundamental Official Statistics
COURSE NO.	J-08-00841
ISSUES IN THE FIELD	Governance
SCHEME	Issue-specific
FISCAL YEAR	2008
DURATION OF THE COOPERATION	September 2008 to March 2009 (Duration of the Program in Japan: September 23, 2008 - March 14, 2009)
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.
OUTLINE	
(1)TARGET GROUP	Government statistics at junior levels 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.
(2)TARGET ORGANIZATIONS	National Statistical Offices and other Government Statistical Offices
(3)OUTCOME	Participants are competent to take measures to improve the quality of data and services provided by National Statistics Systems and are able to disseminate the knowledge and techniques on the fundamentals of official statistics to their colleges after the training course.
(4)OUTPUTS	The participants are expected to: <ol style="list-style-type: none"> 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, 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.

<p>(5)ACTIVITIES</p> <p>【PRELIMINARY PROGRAM】</p> <p>【PROGRAM IN JAPAN】</p> <p>a. DURATION</p> <p>b. NUMBER OF PARTICIPANTS to be invited</p> <p>c. RANK OF INVITATION</p> <p>d. LANGUAGE to be used</p> <p>e. MODULE</p> <p>【POST PROGRAM】</p>	<p>Country Report</p> <p>Those who are informed of the acceptance to participate in the Course will be requested to prepare a country report on the activities of the organization in accordance with the instructions as given in ANNEX II.</p> <p>The report should be prepared in typewritten form in double space in English and submitted together with the organization chart to JICA for processing on the participant's arrival in Japan.</p> <p>The report and the organization chart will be printed and distributed to all participants and concerned staff members of UNSIAP and JICA. Each participant is expected to make a presentation of the report during the course.</p> <p>September, 23, 2008-March, 14, 2009</p> <p>19</p> <p>position as a standard</p> <p>English</p> <p>See "ANNEX I. CURRICULUM"</p> <p>Note: The programme is subject to change.</p> <p>None</p>
<p>(6)INPUTS</p> <p>a. BY JAPAN (JICA)</p> <p>【PRELIMINARY PROGRAM】</p> <p>【PROGRAM IN JAPAN】</p> <p>【POST PROGRAM】</p>	<p>None</p> <ol style="list-style-type: none"> 1. Round-trip ticket between an international airport designated by JICA and Japan. 2. Allowance (accommodation, living expenses, shipping) 3. Expenses for study tours Basically paid in the form of train ticket(s) or chartered bus 4. Free medical care for participants who become ill after arrival in Japan (costs related to pre-existing illness, pregnancy or dental treatment are not included) <p>See the brochure, KENSHU-IN GUIDE BOOK p. 9-16, given to each selected candidate before (or at the time of) the pre-departure orientation.</p> <ol style="list-style-type: none"> 5. Arrangement required for the activities of the course, such as manpower, materials (printouts/publications), rooms/ equipment/ transportation, etc. <p>None</p>

<p>b BY THE GOVERNMENTS OF THE PARTICIPATING COUNTRIES</p>	<p>The governments of the participating countries nominate and recommend an applicant(s) fulfilling the requirements below for the course in accordance with the procedures mentioned in the "PROCEDURE FOR APPLICATION" (ANNEX IV).</p> <p>Applicants should :</p> <ol style="list-style-type: none"> (1) 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) have been working for 3-5 years in national statistical organization or other government agencies carrying out statistical functions (3) be university graduates specialized in statistics, mathematics, economics or those who have equivalent knowledge and experience (4) have enough knowledge of basic mathematics (5) be over 25 years and not more than 40 years of age at the beginning of the training course (6) have a sufficient command of spoken and written English to participate in lectures and practices in English (7) 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, and (8) not be serving in any form of military services. <p><NOTE></p> <p>• Questionnaire Each applicant should fill in the attached questionnaire (ANNEX III) which is to be used for the screening of applicants. After filling out the form, detach and submit it together with the <u>Nomination Form</u>. Applications not accompanied by a completed questionnaire cannot be considered for selection.</p> <p>• Records of Health Examination Each applicant should submit recent records of health examination together with the Nomination Form, to ensure his/her health.</p>
<p>(7) TRAINING INSTITUTION</p>	<p>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 (81 : country code for Japan, 43 : area code) The commuting time from JICA TOKYO to the Institute is approximately 1 hour 20 minutes each way.</p>

<p>(8) ACCOMMODATION</p> <p>C</p>	<p>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 (81: country code for Japan, 3: area code) If no room is available at JICA TOKYO, JICA will arrange alternative accommodations for the participants.</p>
<p>OTHER MATTERS</p>	
<p>(1)A PRE-DEPARTURE ORIENTATION</p>	<ol style="list-style-type: none"> 1. Pre-departure orientation will be held at JICA overseas offices (or Embassies of Japan) to provide the selected candidates with details on travel to Japan, conditions of training, and other matters. Participants will see a video, "<i>Training in Japan</i>", and will receive a textbook and cassette tape, "<i>Simple Conversation in Japanese</i>". A brochure, "<i>Kenshu-in Guidebook</i>" will be handed to each selected candidate before (or at the time of) the orientation. 2. Participants who have successfully completed the course will be awarded certificates by SIAP and JICA.
<p>(2)ATTENTION</p>	<p>Participants are required:</p> <ol style="list-style-type: none"> 1. not to change course subject or extend course period, 2. not to bring with them any members of their family, 3. to return to their home countries at the end of the course according to the international travel schedule designated by JICA, 4. to refrain from engaging in political activities or any form of employment for profit or gain, and 5. to observe the rules and regulations of their place of accommodation and not to change the accommodations designated by JICA.
<p>ANNEX</p>	<ol style="list-style-type: none"> I . CURRICULUM II . FORMAT OF THE COUNTRY REPORT III . FORMAT OF THE QUESTIONNAIRE IV . PROCEDURE FOR APPLICATION

CURRICULUM

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
- Statistical Classification Systems and Coding
- 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
- Spread Sheet Functions and Statistical Software (STATA)
- Presentation Techniques and Software
- Training Techniques

Project Work

- Demonstration Survey
- Action plan to hold workshops/seminars in the participants' countries

MODULE II. NATIONAL ACCOUNTS AND ECONOMIC STATISTICS

National Accounts

- The 1993 System of National Accounts (SNA) Framework

- Basics of Macroeconomics and Framework of Economic Statistics
- Overview of SNA
- Current Accounts
- Accumulation Accounts
- Input-Output Accounts
- Balance Sheets
- Agriculture Statistics and related Sectoral Accounts
- Industrial Statistics and related Sectoral Accounts
- Environmental Statistics and System of Economic Environmental Accounts
- Other Satellite Accounts

- Special Topics

- GDP Estimates-Three Approaches
- GDP Estimates at Constant Prices
- Other Special Topics (International Input-Output, etc.)

Other Macro-economic and Related Statistics

- Business Cycle and Economic Model
- International Trade Statistics
- Tourism Statistics
- Price Statistics
- Other short-term Economic Indicators

Survey Design for Selected Establishment Surveys

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

MOUDLE 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
- Poverty Statistics
- 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.

**Modules on Fundamental Official Statistics
(JFY 2008)**

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 .

Note 1: Please do not provide answers directly on this Annex sheet, this is a format for you to prepare your report.

Note 2: For preparation of your report presentation and to 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 (JFY 2008)

Questionnaire

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	_____	_____	_____

Note: Each applicant should submit this Questionnaire with the Nomination Form

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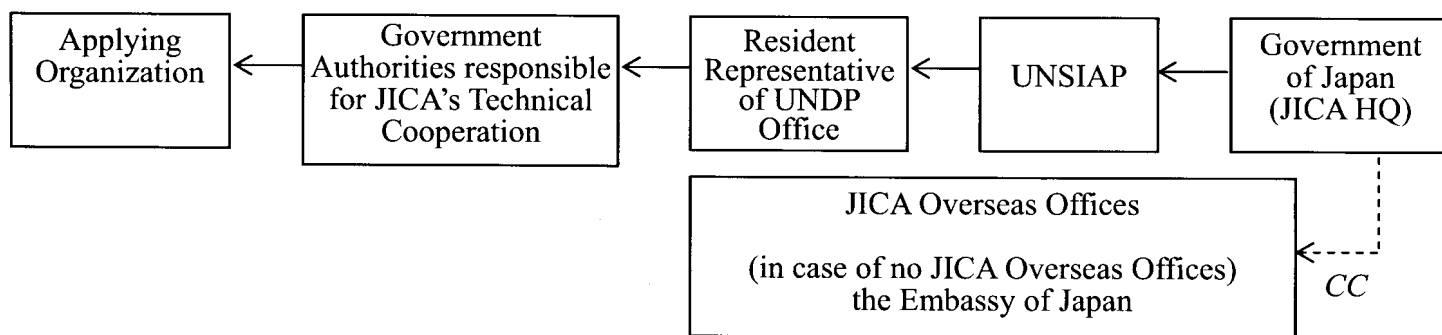
PROCEDURE FOR APPLICATION

◀For Countries of the UNESCAP Region▶

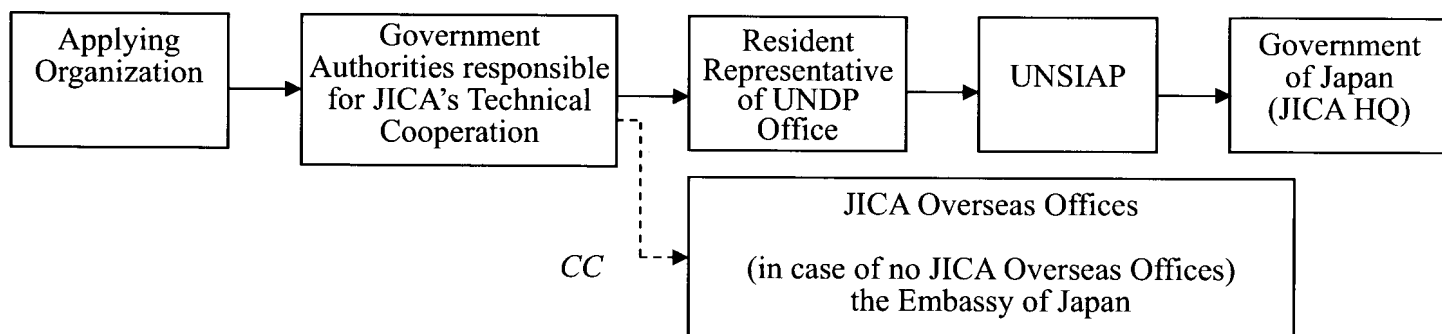
- (1) Organizations desiring to nominate applicants for the course should fill in and forward one (1) original and three (3) copies of the Nomination Form (Form A2A3 or Application Form) and a questionnaire for each applicant to the office of the Resident Representative of the United Nations Development Programme (UNDP) through the government authority responsible for JICA's technical cooperation by July 18, 2008. The government authorities which are responsible for JICA's technical cooperation should send a copy of the Nomination Form (Form A2A3 or Application Form) and the questionnaire to JICA overseas office or the embassy of Japan.
- (2) After all the nomination forms are received in Japan, A Selection Committee, comprising of officials from JICA and UNSIAP will be held in Japan. The committee will jointly decide on the selection of participants of the course from applications nominated by applying Governments. (Under this procedure, JICA overseas offices will not screen any applicants.)
- (3) UNSIAP will inform the applying Governments of the selection results through the office of the Resident Representative of UNDP by August 15, 2008.

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

(1) Flow of General Information (GI.)

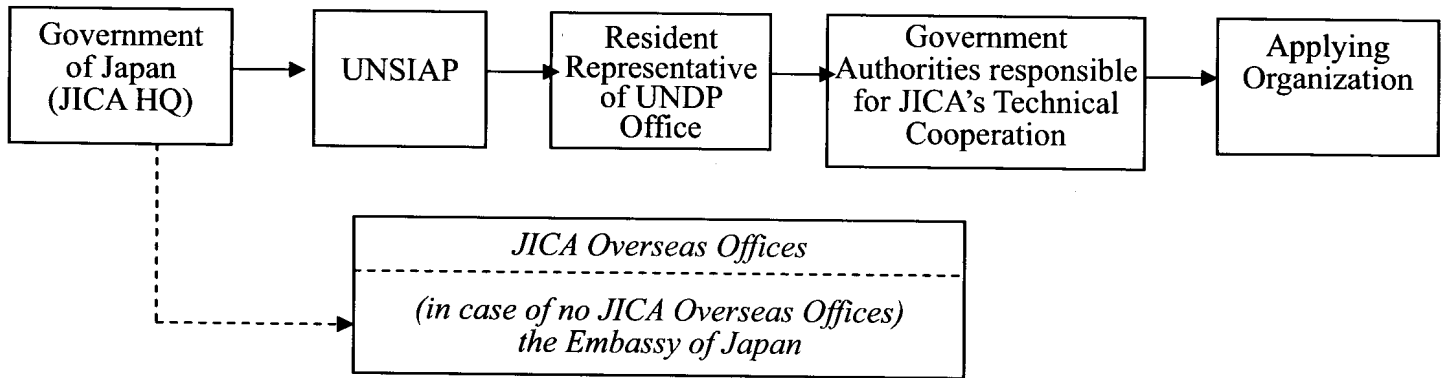


(2) Flow of Completed Application Form (or Form A2A3)



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

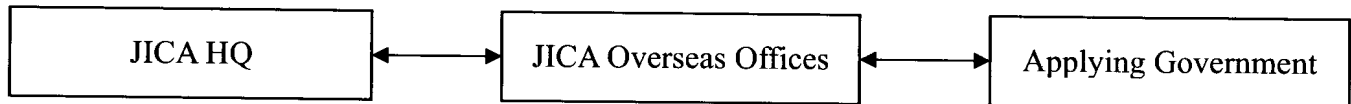
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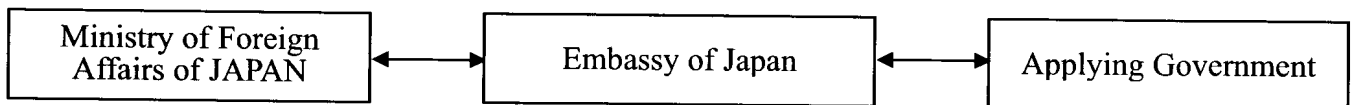
<For Countries outside the UNESCAP Region>

- (1) Governments desiring to nominate applicants for the course should fill in and forward one (1) original and three (3) copies of the Nomination Form (Form A2A3 or Application Form) and a questionnaire for each applicant to the JICA office (or the Embassy of Japan) by July 18, 2008.
- (2) The Government of Japan and UNSIAP will jointly decide whether or not the nominee is acceptable for the course.
- (3) The JICA office (or the Embassy of Japan) will inform the applying government of the above result by August 15, 2008.

a) through JICA Overseas Offices



b) in case of no JICA Overseas Offices



CORRESPONDENCE

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

**Tokyo International Center (JICA TOKYO),
Japan International Cooperation Agency (JICA)**

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

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

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

Guidelines of Application Form for the JICA Training and Dialogue Program

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

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

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

>Application for Group and Region Focused Training Program

Official application and Parts A and B 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, 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

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.)



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Japan International Cooperation Agency

1. Any contents of the documents and presentations shall be created by themselves in principle.
2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:
 - (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
 - (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
 - (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

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

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

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

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	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.

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

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

¹ 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.

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.

(_____)

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?

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: