No.34/8/2009-EO(F)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the 16 February 2009

TRAINING CIRCULAR

Subject : Fifth Group Training Course in Application of Information & Communications Technology to Production and Dissemination of Official Statistics to be held in Chiba, Japan from 06/05/2009 to 11/07/2009 (Core Phase).

The undersigned is directed to state that the United Nations Statistical Institute for Asia and the Pacific (SIAP) has invited applications for the Fifth Group Training Course in Application of Information & Communications Technology to Production and Dissemination of Official Statistics. The total duration of the programme is from April 2009 to January 2010, out of this, the Core Phase, from 6/5/2009 to 11/7/2009, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2.   The Training programme is meant for Statisticians or computer specialists in government statistical offices who are involved in the use of Information Communications Technology (ICT) in their statistical works and are expected to serve as core officials to develop ICT based government statistical system.

3.   The applicant should be a middle level statistician or computer specialist with official statistical computing and software package application experience; have statistical computing or programming experience; be a university graduate with specialization in computing, statistics or relevant field, or have equivalent knowledge and experience; be under 40 years of age; 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; travel insurance from arrival to departure in Japan; and includes allowances for accommodation, living expenses, outfit and shipping; expenses for study tours; free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

5.   It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the UN's Circular dated 12th February 2009. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionaries.

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

7.   The applications should reach this Department <u>through proper channel</u> **not later than 3rd March 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

(Trishaljit Sethi)
Director

1. Planning Commission, Yojana Bhavan, Parliament Street, New Delhi.

2. Ministry of Statistics and Programme Implementation, Sardar Patel Bhavan, Parliament Street, New Delhi.

3. Ministry of Information Technology, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi.

4. Ministry of Information & Broadcasting, Shastri Bhavan, New Delhi

5. All State Governments/ Union Territories.

[With the request to circulate it amongst the related organizations under them]

6. Director (Technical), NIC with the request to post the circular along with the JICA's circular on the Department's website.

UNITED NATIONS   **NATIONS UNIES**

NEW DELHI, INDIA

Resident Coordinator's Office

UNRCO/NRA-146   12 February, 2009

Dear Mr.Kharb,

Fifth Group Training Course in Application of Information and Communications Technology to Production and Dissemination of Official Statistics
6 May-11 July 2009—Chiba,Japan

I am pleased to enclose a letter from Statistical Institute for Asia and the Pacific (SIAP) regarding the above course. SIAP will be conducting the Fifth Group Training Course in Application of Information and Communications Technology to Production and Dissemination of Official Statistics from 6 May-11 July 2009 at Chiba, Japan with fellowships provided by the Government of Japan through the Japan International Cooperation Agency (JICA). Selected Governments are invited to nominate qualified applicants from statistical departments and related organizations.

The following documents are attached:
- General information bulletin
- Nomination form with guidelines

The deadline for receipt of nominations at SIAP is 9 March, 2009. You are requested to please ensure that completed nomination forms and questionnaires of each candidate reach our office well in advance for onward transmission to SIAP, Japan.

Thank you very much for your assistance.

With best regards,

Yours sincerely,

Suchismita Taneja
Coordination Associate

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

Encl: letter from SIAP dated 12 February, 2009 and enclosures as above

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/ICTO-5/2009   12 February 2009

INVITATION FOR NOMINATIONS
Fifth Group Training Course in Application of Information and Communications Technology to Production and Dissemination of Official Statistics
6 May – 11 July 2009, Chiba, Japan

The United Nations Statistical Institute for Asia and the Pacific (SIAP) will be conducting the Fifth Group Training Course in Application of Information and Communications Technology to Production and Dissemination of Official Statistics in Chiba from 6 May to 11 July 2009 with fellowships provided by the Government of Japan through the Japan International Cooperation Agency (JICA). Selected governments are invited to nominate qualified applicants from statistical departments and related organizations. 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 on the course as well as nomination form are attached for your information and use.

This course is designed for middle level statisticians and computer specialists in government statistical offices who are involved in the use of the Information Communications Technology (ICT) in their statistical works and are expected to serve as core officials to develop ICT based government statistical system. This course aims to train participants to be able to improve the quality and efficiency of services provided by government statistical offices by using ICT. Contents of the course programme are provided in the attached General Information Bulletin.

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

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

/...

Central Tel: (81 43) 299 9782 • Central Fax: (81 43) 299 9780 • Cable: ASTAINST TOKYO
Director's Office Tel: (81 43) 299-9796 • Fax: (81 43) 299-2521 • Email: staff@unsiap.or.jp
• Website: www.unsiap.or.jp • UNESCAP Website: www.unescap.org

The deadline for receipt of nominations at SIAP is **9 March 2009**. Governments are requested to ensure that the completed nomination form and questionnaire (<u>Annex 2</u>) of each candidate should reach the respective government authorities responsible for JICA's Technical Cooperation well in advance for their onward transmission to SIAP through the UNDP local offices.

N. Dmf

Davaasuren Chultemjamts
Director

TRAINING AND DIALOGUE PROGRAMS

THE GOVERNMENT OF JAPAN

Preface

The Group Training Course in *Application of Information and Communications Technology to Production and Dissemination of Official Statistics* will be conducted jointly by the Government of Japan [through the Japan International Cooperation Agency (JICA)*] and the United Nations Statistical Institute for Asia and the Pacific (UNSIAP)** with a view of strengthening the capability of producing statistics for social and economic progress in developing countries.

* The Japanese Government extends official development assistance (ODA) to developing countries to support their self-help efforts that will lead to economic progress and a better life for the citizens of those countries.   Since its foundation in 1974, the Japan International Cooperation Agency (JICA) has implemented Japan's technical cooperation under the ODA program.   In October 2003, JICA was transformed into an "Independent Administrative Institution", a new form of governmental agency. Important related changes include closer attention to grassroots level cooperation, peace-building, cost performance, faster decision-making, and accountability.   JICA continues to be one of the official agencies responsible for implementing ODA programs, in particular technical cooperation, on behalf of the Government of Japan. JICA's programs include Technical Cooperation Projects, Dispatch of Technical Cooperation Experts, Technical Training of Overseas Participants, Development Studies, Dispatch of Japanese Volunteers, Disaster Relief and Grant Aid, etc.

**United Nations Statistical Institute for Asia and the Pacific (UNSIAP) was established in Tokyo in 1970 by twenty countries in Asia and the Pacific and the United Nations Development Programme (UNDP).   It has been an international center to bring about regional cooperation in training government statisticians from developing countries of the region.   UNSIAP was accorded the legal status of a subsidiary body of the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) as of April 1, 1995.   As the host country, the Government of Japan extends cooperation to the Institute through the Ministry of Internal Affairs and Communications (MIC) as the cooperation agency.

I. Concept

Background

Developing countries in the ESCAP and other regions today need accurate, timely and reliable statistical data in order to monitor and achieve their development goals, in particular the Millennium Development Goals (MDG). There is variety of ICT related tools applicable to those purposes and the technologies have been advancing very rapidly. To go along with the advancement and to supply statistical products efficiently and effectively, national statistical offices as well as official statisticians must constantly maintain their knowledge and skills updated.

The training course is organized to meet the above needs of developing countries. To make the course more effective, the course curriculum is designed as training for trainers with its multiplier effects in scope.

For what?

This program aims to improve the quality and efficiency of services delivered by government statistical offices through the use of ICT.

For whom?

This program is offered to statisticians or computer specialists in government statistical offices who are involved in the use of ICT in their statistical works and are expected to serve as core officials to develop ICT based government statistical system.

How?

Participants shall master knowledge and skills in applying ICT related tools such as DevInfo and MS ACCESS into statistical works including compilation of MDG indicators, as well as in using statistical software like CSPro and STATA. Under the project base learning programme, they shall undertake, in forming small groups, a project work where they apply their learned ICT skills to data processing and analysis. 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.): Application of Information and Communications Technology to Production and Dissemination of Official Statistics (J0900624)**

2. **Period of program**
   Duration of whole program: April 2009 to January 2010
   Preliminary Phase: April 2009 to May 2009

(in a participant's home country)

Core Phase in Japan: May 6 to July 11, 2009

Finalization Phase: July 2009 to January 2010
(in a participant's home country)

3. Target Regions or Countries

Bangladesh, China, Cuba, Djibouti, India, Iran, Laos, Mongolia, Nauru, Palestine, Samoa, Swaziland, Tanzania and Thailand

4. Eligible / Target Organization

National Statistical Offices and other Government Statistical Offices

5. Total Number of Participants

14participants

6. Language to be used in this program: English

7. Program Objective:

Information and Communication Technology (ICT) for production and dissemination of official statistics will be shared within the section in charge of ICT in National Statistical Offices and other government statistical offices.

8. Overall Goal

ICT will be applied to the production and dissemination of official statistics with better quality in National Statistical Offices and other government statistical offices.

9. Expected Module Output and Contents:

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

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(1) Preliminary Phase in a participant's home country
(April 2009 to May 2009)
Participating organizations make required preparation for the Program in the respective country.

Expected Module Output	Activities
Country report is formulated	Formulation and submission of Country report (Detailed information is provided in section Ⅲ-5 and the ANNEX1.)
To gain basic knowledge on MS Access, CSPro and/or STATA through JICA/SIAP Distance training programme	If the Distance Training Course is available at your country's JICA office, Participant(s) should attend the course with other colleagues. The availability should be informed in due course.

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(2) Core Phase in Japan
(May 6, 2009 to July 11, 2009)
Participants dispatched by the organizations attend the Program implemented in Japan.

Expected Module Output	Subjects/Agendas	Methodology
To be able to explain how to apply important ICT related tools in GIS and data management systems including DevInfo and MS ACCESS into statistical works including compilation of MDG indicators	Output by application of ICT in the statistical services ⇒ Understanding the output in use of software for statistical analysis, management system of database, quality control, processing reengineering, etc. in the statistical services ⇒ Understanding MDG related indicators and progress made achieving MDGs.	Lecture Observation Exercise and Project works
To be able to explain how to use important statistical software including CSPro and STATA	ICT relevant to the statistical services ⇒ Lectures on software for Data input, Processing, Tabulation, Statistical analysis, Spreadsheet, Database and Design, Workshop, Group discussions and Computing exercises	Lecture Observation Exercise and Project works

To be understood Japanese experience in applying ICT for official statistics	Japanese practical knowledge and skills on official statistics ⇒ Lectures on Japanese practical knowledge and skills on official statistics. Observation on relevant Ministries etc. to view Japanese advantage	Lectures Observations
To be able to explain how to train local officials	Training technique, Presentation technique, Relevant software packages	Lectures Exercises
To develop Action Plan in order to disseminate more widely what they have learned during the training and to give their colleagues motivations to improve their statistical services with the help of ICT	Knowledge and skills on planning, designing and organizing project ⇒Workshop for preparing an action plan to be considered by the management for improvement of statistical services by application of ICT. ⇒Preparing an action plan to disseminate more widely what they have learned in their organizations	Lectures Exercises

(3)Finalization Phase in a participant's home country
Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

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

<Structure of the program>

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

2. Core Phase (activities in Japan):

Topic outline (subject to minor changes)

Lecture and Exercises:

1) Introduction of ICT for Statistical Information System: Introduction to emerging ICT technologies as applicable for statistical processing including management aspects, open source solutions, quality control and impact on statistical offices.

2) Applicable ICT technologies for statistical work:
    a. Compilation of statistical data: Data processing and CSPro
    b. Management of statistical data: Data management systems, micro and macro data, metadata, data mining including software packages DevInfo, IHSN toolkits
    c. Analysis of statistical data: data analysis and STATA
    d. Dissemination of statistical data: Publication data, off line and online publication including basics of web development

3) Japanese experience of using ICT tools and resources in statistical and dissemination works: Japanese Trends in Internet Usage, Application of ICT in Statistical Processes in Japan, E-Government in Japan

4) Training of trainers: Training techniques, presentation and communication skills and MS Power Point

5) Demonstration of software: Selected software used for data conversion, data compilation, management, dissemination.

Group works, project and presentations:

1) Country report presentations: Development of presentation slides and presentations

2) Group works, project and action plan: Project planning, implementation and demonstration including development of action plan and MS Project

Group visit and field study trips:

Group visits and field study trips: Visit to Statistics Bureau of Japan and other government offices; Visit to leading Japanese industries on the use of ICT.

III. Conditions and Procedures for Application

1. **Expectations for the Participating Organizations:**

   (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.

   (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

   (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section Ⅱ-9 .

   (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section Ⅱ-9.

2. **Nominee Qualifications:**

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

   (1) Essential Qualifications

   1) Current Duties: be middle level statisticians or computer specialists with official statistical computing and software package application experience

   2) Experience in the relevant field: have statistical computing or programming experience

   3) Educational Background: be university graduate with specialization in computing, statistics or relevant field, or have equivalent knowledge and experience.

   4) Language: have a competent command of communicating in English which is equal to TOEFL CBT 213 or more （Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)

   5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.

   ※Pregnancy : Pregnant participants are strictly requested to complete the required documents before departure in order to minimize risks to their health. The documents include ①letter of the participant's consent to bear economic and physical risks involved with pregnancy ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④ medical certificate. Please ask National Staff in JICA office for the details.

6) Must not be serving any form of military service.

(2) Recommendable Qualifications
    1) Expectations for the Participants: not have participated in other Training and Dialogue Programs of JICA in principle
    2) Age: be under 40 years of age at the beginning of the training course

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

4. **Procedure for Application and Selection**：
    (1) Submitting the Application Documents:
    Closing date for application to the UNSIAP in JAPAN: March 9, 2009
    Note: Please confirm the closing date set by the respective country's UNDP office to meet the final date in Japan.

    (2) Selection:
    After receiving the document(s) through due administrative procedures in the respective government, the respective country's UNDP shall send the documents to the UNSIAP in Japan, which organizes this project. Selection shall be made by the UNSIAP and the JICA Center based on submitted documents according to qualifications.
    Note: The organization with intention to utilize the opportunity of this program will be highly valued in the selection.

    (3) Notice of Acceptance
    Notification of results shall be made by the respective country's UNDP office to the respective Government by **not later than <u>April 3,</u> 2009.**

5. **Document(s) to be submitted by accepted participants:**
    Country Report -- to be submitted by <u>the participant's arrival in Japan</u>:
    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 Ⅱ-9 and section Ⅲ-4.

IV. Administrative Arrangements

1. **Organizers:**
   (1) JICA Tokyo
      1) Contact: Mr. ARIMA Tomohiro (jicatic@jica.go.jp)
   (2) United Nations Statistical Institute for Asia and the Pacific (UNSIAP)
      1) E-MAIL: staff@unsiap.or.jp
      2) URL: http://www.unsiap.or.jp/index.html
      3) Remark: UNSIAP is a professional institution for government statisticians of developing countries, mainly from ESCAP member and associate member countries. It has trained well more than 10,000 government officials of over 120 countries from all over the world since its creation. It provides practical as well as theoretical exercises covering all sphere of official statistics from statistical software to MDG indicators. Project work, a project based learning programme, is an effective tool used for participants to master the application of knowledge and skills they learned from the training. SIAP conducts statistical training services not only in Japan but also in developing countries in the ESCAP region by dispatching lecturers. SIAP has a spacious, well equipped and modern premise in Makuhari area of Chiba city, which is a cutting-edge technology driven industrial zone located just next to Tokyo.

2. **Travel to Japan:**
   (1) Air Ticket: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
   (2) Travel Insurance: Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

3. **Accommodation in Japan:**
       JICA will arrange the following accommodations for the participants in Japan:

   > JICA Tokyo International Center (JICA TOKYO)
   > Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
   > TEL:　81-3-3485-7051　FAX:　81-3-3485-7904
   > (where "81" is the country code for Japan, and "3" is the local area code)

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

4. **Training Institution in Japan:**

   > United Nations Statistical Institute for Asia and the Pacific (UNSIAP)
   > Address: 3-2-2, Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787,

Japan	TEL: 81-43-299-9782	FAX: 81-43-299-9780
(where "81" is the country code for Japan, and "43" is the local area code)		

The commuting time from JICA TOKYO to the Institute is approximately 1 hour 20 minutes each way.

5. Expenses:

The following expenses will be provided for the participants by JICA:

(1) Allowances for accommodation, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets.

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are <u>not</u> included)

(4) Expenses for program implementation, including materials

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

6. Pre-departure Orientation:

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

V. Other Information

Recommendation for bringing your own PC:

For preparation of report presentation and practice of statistical software in each individual room, it is recommendable that you may bring your own personal computer because there is only a limited number of PC available in JICA TOKYO.

VI. ANNEX:

Application of Information and Communications Technology to
Production and Dissemination of Official Statistics
(JFY2009)

Recommended Format of Country Report

1. NAME OF PARTICIPANT

2. NAME OF COUNTRY

3. YOUR COUNTRY'S STATISTICAL SYSTEM

(a)   Summarize your country's statistical system into key areas highlighting its specific characteristics and importance. Attach an organization chart.   Also indicate your department/section in the chart.

(b)   Outline of your organization (Title, Functions, Number of Staff, etc.)

Provide a brief description of your organizational chart, the number of staff working in the system, highlight the position where you belong, your responsibilities and the number of staff working with you.

(c) IT organization, management and database development in your office:

  (i) Please provide description of application of ICT in your office

   a. Data collection, processing, compilation and dissemination, including storing, developing and maintaining databases, metadata base.

   b. Use of GIS in your office

   c. Collaboration with divisions/ units of the NSO, regional statistical offices.

   d. Data protection system

  (ii) Please provide information on databases and related development strategies in your office:

   a. Databases maintained by the NSO:

     ・Databases for internal needs and use

     ・Databases for provision of information for external users

4. COMPUTING RESOURCES AVAILABLE IN YOUR OFFICE

(a)   Give information on hardware and software of National Statistical Office.

  (i) Hardware

    Name and number of computers and associated equipment.   Mention whether they are exclusively used by National Statistical Office or shared by other offices.

  (ii) Software

    Name the software and statistical fields to which they are applied.

  (iii) Human Resources

Number of Computer Specialists and Statisticians with computing experience
(b) Specify the areas of application of information and communication technologies where the greatest training needs exist in your office and indicate the areas you would like to learn during the training course.

5. TRAINING IN INFORMATION AND COMMUNICATIONS TECHNOLOGY
    <Your Case>
- ・　How did you gain the skills/knowledge about information and communications technology? (where/how long did you take the course of what kind? or without taking any course did you gain them by practice?)

    <The training programme of your country/ your organization>
- ・　Which organization is in charge of training statisticians in your country?
- ・　Outline of the training programme (duration, contents, target , number of teachers and participants, etc.)

6. CHALLENGES/PROBLEMS of YOUR COUNTRY/ORGANIZAION
- ・　Describe the challenges/problems in information and communications technology your country/organization is facing now.
- ・　How does your country/organization cope with the challenges/problems in the area?

7. SHARING INFORMATION WITH EX-PARTICIPANTS of SIAP-COURSE
  If you have a chance to meet the ex-participants in your country who participated in SIAP course before, please share the information as follows.
  (a) Name of the ex-participant
  (b) Name and Year of the course he/she participated in
  (c) His/Her actions after his/her return
  (d) His/Her expectations from your participation in this course

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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 <u>double space on A4 size paper</u>, and <u>submitted to JICA for processing on the participant's arrival in Japan</u>.
      Also bring an electronic copy with you.

Note 3: <u>Do not provide answers directly on this Annex sheet</u>, 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.

Application of Information and Communications Technology to
Production and Dissemination of Official Statistics
(JFY2009)

Questionnaire

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

Name of Applicant:

Name of Country:

1. Indicate to which PC user category you belong by encircling the code number of the most appropriate answer (only one answer)
   a) I never operate a PC
   b) I only use a PC on an incidental base (on average once per week or less)
   c) I use a PC on a regular base (on average more than once per week)

2. Indicate which type of ICT applications you use (or used) on a regular basis (encircle the applicable answers; more than one answer is possible)
   a) Internet and E-mail
   b) Standard office applications (word processors, spread sheets, presentations)
   c) Specific data base applications
   d) Specific statistical data analysis applications
   e) Specific web design applications
   f) Specific programming languages and/or application development software
   g) Specific data processing software

3. How familiar are you in using the following software? (Please fill in the blank with a check mark)

Version	Level of Knowledge		
	Very	Little	Not at all
(a) Microsoft Word			
(b) Microsoft Excel			
(c) Microsoft Access			
(d) Microsoft Power Point			
(e) Microsoft Front Page			

(f) SPSS   _____ _____ _____ _____

(g) SAS   _____ _____ _____ _____

(h) Visual Basic   _____ _____ _____ _____

(i) IMPS/CSPRO   _____ _____ _____ _____

(j) Dreamweaver   _____ _____ _____ _____

(k) C++ (or comparable) _____ _____ _____ _____

(l) STATA   _____ _____ _____ . _____

(m) MS PROJECT   _____ _____ _____ . _____ .

4. Please state other software packages which you are familiar with.

5. What are the ICT application aspects you would like to be covered during this
    course?

6. What are the (statistical) software packages you would like to be covered in this
    course?

7. Please describe in not more than 5 sentences the most typical technical problem
    you faced during the execution of your duties in relation to data collection,
    processing, analysis, archiving or dissemination.   The problem should be related to
    technical nature (e.g. merging of data files) not on the availability of software or
    hardware.

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, 9 March 2009, at UNSIAP in Japan.

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

(2) After all the nomination forms are received in Japan, A Selection Committee, comprising of officials from JICA and UNSIAP will be held in Japan. The committee will jointly decide on the selection of participants of the course from applications nominated by applying Governments. (Under this procedure, JICA overseas offices will not screen any applicants.)

(3) UNSIAP will inform the applying Governments of the selection results **through the office of the Resident Representative of UNDP** by April 3, 2008.

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

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

| Applying Organization | ← | Government Authorities responsible for JICA's Technical Cooperation | ← | Resident Representative of UNDP Office | ← | UNSIAP | ← | Government of Japan (JICA Tokyo) |

JICA Overseas Offices
(in case of no JICA Overseas Offices) the Embassy of Japan   ←--------- *CC*
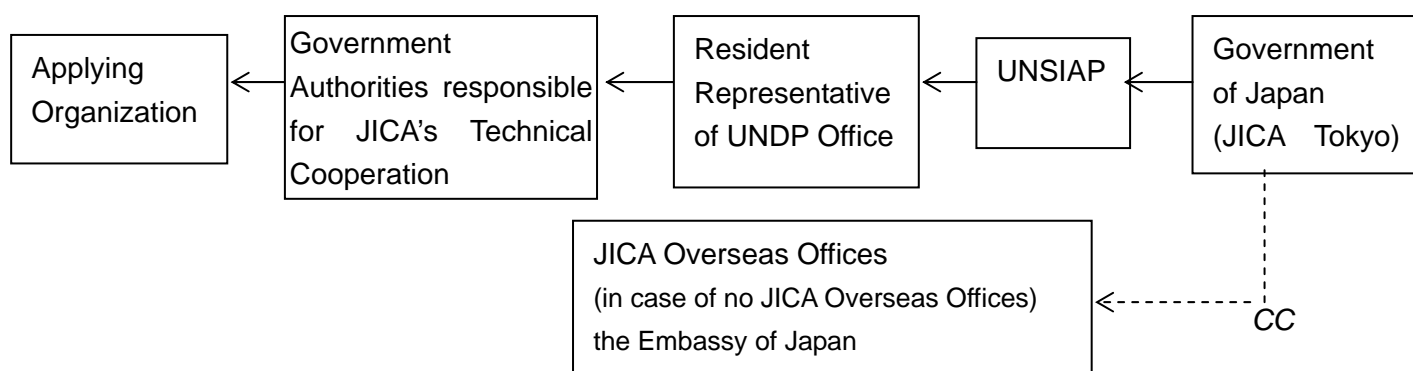
(2) Flow of Completed Application Form

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┌──────────────┐     ┌────────────────────┐     ┌──────────────┐     ┌──────────┐     ┌──────────────┐
│ Applying     │ ──▶ │ Government         │ ──▶ │ Resident     │ ──▶ │ UNSIAP   │ ──▶ │ Government   │
│ Organization │     │ Authorities        │     │ Representative│     │          │     │ of Japan     │
│              │     │ responsible        │     │ of UNDP Office│     │          │     │ (JICA Tokyo) │
│              │     │ for JICA's Technical│    │              │     │          │     │              │
│              │     │ Cooperation        │     │              │     │          │     │              │
└──────────────┘     └────────────────────┘     └──────────────┘     └──────────┘     └──────────────┘
                              │
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                              ▼
                     ┌────────────────────────────────────────┐
                     │ JICA Overseas Offices                  │
                     │ (in case of no JICA Overseas Offices)  │
                     │ the Embassy of Japan                   │
                     └────────────────────────────────────────┘
```
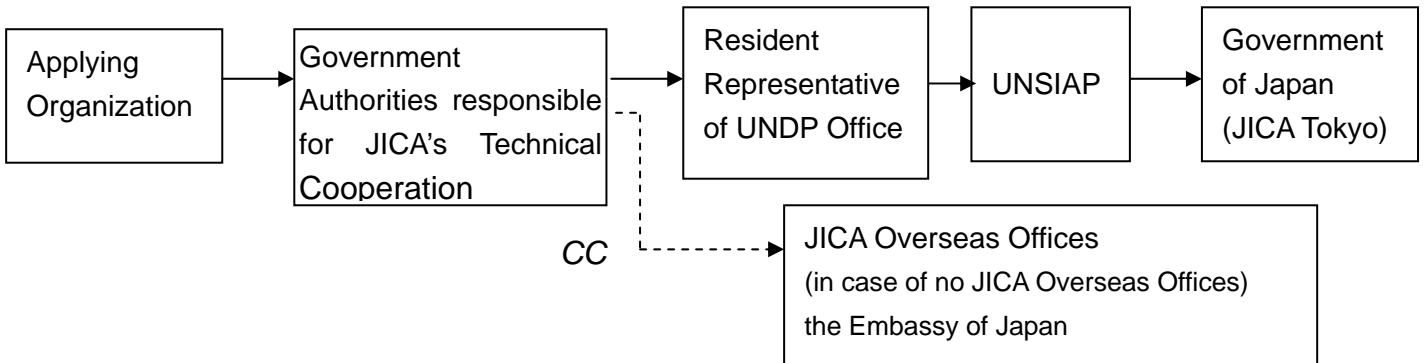
2. The chart below indicates the flow of the notice of the selection results.

```
┌──────────────┬────────────────┐     ┌──────────────┐     ┌────────────────────┐     ┌──────────────┐
│              │ UNSIAP         │ ──▶ │ Resident     │ ──▶ │ Government         │ ──▶ │ Applying     │
│              │                │     │ Representative│     │ Authorities        │     │ Organization │
│ Selection    ├────────────────┤     │ of UNDP Office│     │ responsible        │     │              │
│ Committee    │ Government      │     │              │     │ for JICA's Technical│    │              │
│              │ of Japan        │     │              │     │ Cooperation        │     │              │
│              │ (JICA Tokyo)    │     │              │     │                    │     │              │
└──────────────┴────────────────┘     └──────────────┘     └────────────────────┘     └──────────────┘
                        ┊
                        ▼
              ┌────────────────────────────────────────┐
              │ JICA Overseas Offices                  │
              │ (in case of no JICA Overseas Offices)  │
              │ the Embassy of Japan                   │
              └────────────────────────────────────────┘
```
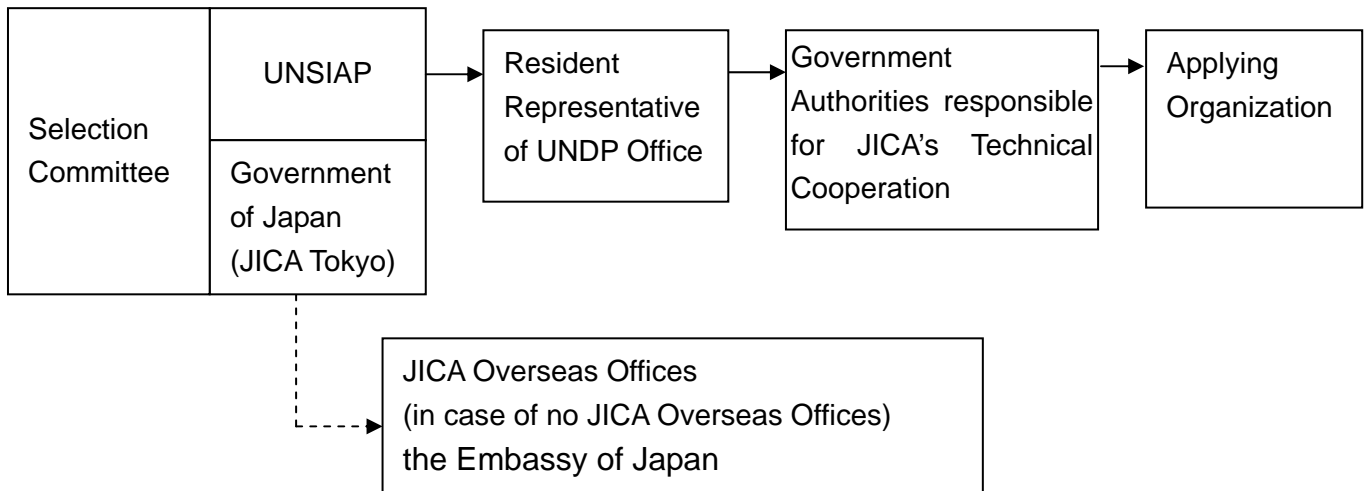
For Your Reference

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.

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 <u>Applying Organization</u>**
>
> 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.
> <u>The applicants for Group and Region Focused Training Program are required to fill in **every item**</u>. 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.

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Japan International Cooperation Agency

Version 071011

Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

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

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

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

J	0		-					

3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

- -

Confirmation by the organization in charge (if necessary)

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

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

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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.

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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

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

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

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Japan International Cooperation Agency

Version 071011

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)

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.

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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
	( )

(b) Are you pregnant?

( ) No	( ) Yes (months)

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

( ) No	( ) Yes >>>	( ) Medication	( ) Food	( ) Other:

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

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

2. Medical History

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

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

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

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

(c) High blood pressure

Past:	( ) No	( ) 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)
	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: