

No.34/8/2010-EO(F)  
Government of India  
Ministry of Personnel, P.G.& Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 12<sup>th</sup> February 2010

**TRAINING CIRCULAR**

Subject : Training Course in Application of Information Management and Related ICT for Official Statistics to be held in Chiba, Japan from 05/05/2010 to 10/07/2010 (Core Phase).

The undersigned is directed to state that the United Nations Statistical Institute for Asia and the Pacific (SIAP) are conducting the above training programme. The total duration of the programme is from April 2010 to January 2011, out of this, the Core Phase, from 5<sup>th</sup> May 2010 to 10<sup>th</sup> July 2010, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

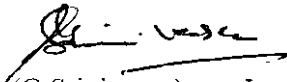
2. The Training programme is offered to statisticians or computer specialists in national statistical offices and other government agencies which make up the national statistical system and are involved in the use of ICT in their statistical works and are expected to serve as core officials to develop ICT based government statistical system. The programme aims to improve the quality and efficiency of services delivered by national statistical system through the use of ICT.

3. The applicant should be a middle level statistician or computer specialists with official statistical computing and software package application experience having statistical computing or programming experience; be university graduate with specialization in computing, statistics or relevant field, or have equivalent knowledge and experience; be under 40 years of age at the beginning of the training course; be proficient in 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 may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded in the prescribed proformas to this Department in accordance with the eligibility criteria and the terms and conditions of the UNDP's Circular dated 4<sup>th</sup> February 2010. The Ministries may sponsor the names of only Government/ Public Sector Undertaking functionary.

6. The applications should reach this Department through proper channel **not later than 1<sup>st</sup> March 2010**. Nominations received after the prescribed date will not be considered.

  
(G.Srinivasan)

Under Secretary to the Govt. of India

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



NEW DELHI, INDIA

Resident Coordinator's Office

UNRCO/NRA-239

4February, 2010

Dear Mr. Kharb,

**First Group Training Course in Application of Information Management and Related ICT for Official Statistics from 5 May to 10 July, 2010 in Chiba Japan**

I am pleased to enclose a letter from SIAP regarding the above training course. They are inviting the Government to nominate qualified candidates from statistical departments and related organizations for consideration by the Selection Committee.

Also attached herewith are the following relevant documents: Invitation for nominations; General Information Bulletin; Application form.

In accordance with the application procedures for the course, all the invitation and application documents are required to be passed through our office and the designated government authority, which is the Department of Personnel & Training. Please note that the deadline to receive completed nominations at SIAP is **5 March, 2010**, so please ensure that our office gets these complete documents well in advance for onward transmission.

Best regards,

Yours sincerely,

Suchismita Taneja  
Coordination Associate

Mr. R.K. Kharb  
Desk Officer  
Department of Personnel & Training  
North Block  
New Delhi  
TEL: 23094575

*Handwritten:*  
08/02/2010  
Mrs Shiel

Encl: as above

*Handwritten:*  
DVD No. 12.654/2010  
C-179/EOE/2010  
9/2/2010



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/ICTM-1/2010

3 February 2010

### INVITATION FOR NOMINATIONS

#### First Group Training Course in Application of Information Management and Related ICT for Official Statistics 5 May – 10 July 2010, Chiba, Japan

The Statistical Institute for Asia and the Pacific (SIAP-ESCAP) will conduct the First Group Training Course in Application of Information Management and Related ICT for Official Statistics in Chiba, Japan, from 5 May to 10 July 2010, with fellowships provided by the Government of Japan through the Japan International Cooperation Agency (JICA). Selected governments are invited to nominate qualified applicants from 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 national statistical offices and other government agencies make up national statistical system 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 delivered by national statistical system through the use of 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: Conditions and Procedures for Application as well as the application procedures provided in Annex 4.

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.



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### **Application of information management and related ICT for official statistics**

集団研修「官庁統計における情報管理手法及び関連する  
情報通信技術の適用」

***JFY 2010***

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

**NO. J10-00732 / ID. 1080935**

**From April 2010 to January 2011**

**Phases in Japan: From May 5, 2010 to July 10, 2010**

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

# Preface

The Group Training Course in *Application of information management and related ICT for official statistics* will be conducted jointly by the Government of Japan [through the Japan International Cooperation Agency (JICA)\*] and the United Nations Statistical Institute for Asia and the Pacific (SIAP)\*\* with a view of strengthening the capability of producing statistics for social and economic progress in developing countries.

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

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

# ***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 (MDGs). 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 and other government agencies make up national statistical system 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 national statistical system through the use of ICT.

## **For whom?**

This program is offered to statisticians or computer specialists in national statistical offices and other government agencies make up national statistical system 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 into statistical works including compilation of MDG indicators, as well as in using statistical software like CPro, MS ACCESS, DevInfo, IHSN 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 gained knowledge and skills into their offices after return to their respective countries.

## ***II. Description***

**1. Title (J-No.): Application of information management and related ICT for official statistics (J1000732)**

**2. Period of program**

**Duration of whole program:** April 2010 to January 2011

**Preliminary Phase:** April 2010 to May 2010

(in a participant's home country)

**Core Phase in Japan:** May 5 to July 10, 2010

**Finalization Phase:** July 2010 to January 2011

(in a participant's home country)

**3. Target Regions or Countries**

Armenia, Azerbaijan, Cook Islands, Ethiopia, Georgia, India, Kosovo, Rwanda, Samoa, Solomon Islands, Tajikistan, Thailand, Turkmenistan, Uzbekistan and Vietnam

**4. Eligible / Target Organization**

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

**5. Total Number of Participants**

21 participants

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

**7. Program Objective:**

Improved knowledge and developed skills on application of information management and related ICT into their statistical work will be shared among national statistical offices other government agencies make up national statistical system in each country.

**8. Overall Goal**

Participating countries can produce high-quality statistics, and provide it timely in various ways by utilizing information management system and related ICT.

## 9. Expected Module Output and Contents:

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

<p><b>(1) Preliminary Phase in a participant's home country</b>          (April 2010 to May 2010)  <i>Participating organizations make required preparation for the Program in the respective country.</i></p>	
Expected Module Output	Activities
Country report is formulated	Formulation and submission of Country report (Detailed information is provided in section -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.

<p><b>(2) Core Phase in Japan</b>          (May 5, 2010 to July 10, 2010)  <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i></p>		
Expected Module Output	Subjects/Agendas	Methodology
To acquire and be able to explain outline of the knowledge and skills in applying ICT related tools in GIS and data management systems into statistical works	information management and related ICT tools for data processing, analysis, and dissemination 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 acquire and be able to explain outline of the knowledge and skills in using statistical software	Software for Data input, Processing, Tabulation, Statistical analysis, Spreadsheet and Database 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 acquire and be able to explain outline of the knowledge and skills about Japanese experience in applying ICT for official statistics	Japanese advanced ICT related 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 train other statistical officers using presentation skills and training techniques	Training technique, Presentation skills, and presentation of the results of their project work and other activities	Lectures Exercises
To carry out project work using measures to deal with problems on their work, and develop action plan for the knowledge sharing with their colleagues	Knowledge and skills on planning, designing and organizing project Applying the methods of data capture, data processing, data analysis, data dissemination etc. which participants learned to their projects. 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**

(July 2010 to January 2011)

*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Expected Module Output	Activities
To implement an action plan	Application and implementation of the action plan back in the participant's country. Each Participant is expected to prepare and submit a progress report certified by the head of her/his organization to SIAP about the implementation of Action Plan within 6 months after her/his return. Workshop or other program for supporting participants to implement their action plan should be considered by the management for improvement of statistical services by application of ICT.

### **<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 to information architecture of national statistical system - 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

#### **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 project work

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

#### **2. Nominee Qualifications:**

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

##### **(1) Essential Qualifications**

- 1) Current Duties: be middle level statisticians 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.

**There is higher risk for pregnant women and people with chronic diseases to cause serious medical consequences when infected with the new Influenza A (H1N1) virus according to the past cases. Under the pandemic situations of the new Influenza, pregnant applicants shall not be accepted for the time being.**

**And applicants who suffer from chronic diseases, such as respiratory**

illness, cardiac disease, metabolic disease (diabetes, etc), renal dysfunction and immune insufficiency (systemic steroid administration, etc), shall not be accepted in principle. However, for those applicants with the chronic diseases, if they and their organizations express strong interest in participating in training programs, JICA shall consider them as an exceptional case after receiving a Letter of Consent (ANNEX3) from themselves and their organizations together with a Medical Certificate. Please consult with JICA TOKYO 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. After filling out the form, detach it and submit it together with the Application Form. Applications not accompanied by a completed questionnaire cannot be considered for selection.

### **(4) Medical Certificate and Letter of Consent:**

In principle, pregnant women and those people with pre-existing medical conditions, which are specifically designated in an application form for JICA training program, are not accepted to the training programs since there is higher risk for those vulnerable people to cause serious medical consequences when infected with the new Influenza A (H1N1) virus in Japan. ••

However, JICA will consider a possibility to accept a person with the pre-existing medical conditions for a training program as an exceptional case, if there are due reasons and he/she agrees with the conditions set down in a letter of consent (ANNEX3) and submits together with a medical certificate issued by a local medical institution.

#### **4. Procedure for Application and Selection••**

##### **(1) Submitting the Application Documents:**

Closing date for application to the SIAP in JAPAN: March 5, 2010

**Note: Please confirm the closing date set by the respective country's UNDP office••to meet the final date in Japan.**

##### **(2) Selection:**

After receiving the document(s) through due administrative procedures in the respective government, UNDP in or covering the respective country shall send the documents to the SIAP in Japan. Selection shall be made by the SIAP and the JICA TOKYO based on submitted documents according to qualifications.

*Note: The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

##### **(3) Notice of Acceptance**

Notification of results shall be made by the respective country's UNDP office to the respective Government by **not later than April 5, 2010.**

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

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

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

Country Report should be submitted to the person in charge of JICA TOKYO on the participant's arrival in Japan, also preferably submitted to the respective country's JICA office and sent by e-mail to JICA TOKYO (tictif@jica.go.jp) attention of Mr. Uno before the participant's arrival.

The report will be printed and distributed to all participants and concerned staff members of SIAP and JICA. Each participant is expected to make a presentation of the report during the course. ••Please bring an electronic copy with you.

#### **6. Conditions for Attendance:**

- (1)** to observe the schedule of the program,
- (2)** not to change the program subjects or extend the period of stay in Japan,
- (3)** not to bring any members of their family,
- (4)** to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5)** to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6)** to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and

(7) to participate in the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section • • -9 and section • •4.

## IV. Administrative Arrangements

### 1. Organizers:

#### (1) JICA TOKYO

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

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

1) Contact: Ms Davaasuren Chultemjamts, Director (staff@unsiap.or.jp)

2) URL: <http://www.unsiap.or.jp/index.html>

3) Remark: SIAP is a professional institution for government statisticians of developing countries, mainly from ESCAP member and associate member countries. It has trained well more than 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 JICA TOKYO at its URL, <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

### 4. Training Institution in Japan:

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

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

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

(where “81” is the country code for Japan, and “43” is the local area code)

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

#### **5. Expenses:**

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
  - (2) Expenses for study tours (basically in the form of train tickets.
  - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
  - (4) Expenses for program implementation, including materials
- For more details, please see p. 9-16 of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given to the selected participants before (or at the time of) the pre-departure orientation.

#### **6. Pre-departure Orientation:**

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

## ***V. Other Information***

#### **Recommendation for bringing your own PC:**

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



**Application of information management and related ICT  
for official statistics  
(JFY2010)*****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) Strategies that your agency is already employing to improve ICT skills of its staff;

- How does your (participant's) job contribute to the implementation of the long-term plan or Strategic Plan of your agency or National Statistical Development Strategies (NSDS)?

- What ICT difficulties do you face in performing your job?

(c) 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.

- What are your expectations from the training.?

## 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 double space on A4 size paper, and submitted to JICA for processing on the participant's arrival in Japan.

Also bring an electronic copy with you.

Note 3: Do not provide answers directly on this Annex sheet, this is a format for you to prepare your report.

Note 4: For preparation of report presentation and practice of statistical software in each individual room, it is recommendable that you may bring your own personal computer because there is only a limited number of PC available in JICA TOKYO.

## Application of information management and related ICT for official statistics (JFY2010)

### *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)

	Level of Knowledge			
	Version	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.

I presently take medication and regularly receive medical treatment at a medical institution for \_\_\_\_\_ as described in the application form and the attached medical certificate issued by the medical institution.

I understand the health risk which may be increased by my pre-existing medical conditions, when infected with the new Influenza A(H1N1) virus during my stay in Japan. However, I still wish to participate in JICA Training Program on "Application of information management and related ICT for official statistics" in Japan.

I, hereby, pledge that • I would agree on any restriction on my participation in the program due to my health problems caused by \_\_\_\_\_ • • • • •  
• I accept the situations where any cost of treatment for any complication due to my pre-existing medical conditions or any illness that I acquire as a result of increased vulnerability of myself will not be covered by the medical insurance provided by JICA and • I observe the instructions given by JICA.

Signature • • \_\_\_\_\_

Confirmed by \_\_\_\_\_  
(Head of Department or Division)

Date (Month/Day/2010) \_\_\_\_\_

Attachment • A medical certificate issued by the medical institution

• **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, 5 March 2010, at SIAP in Japan.

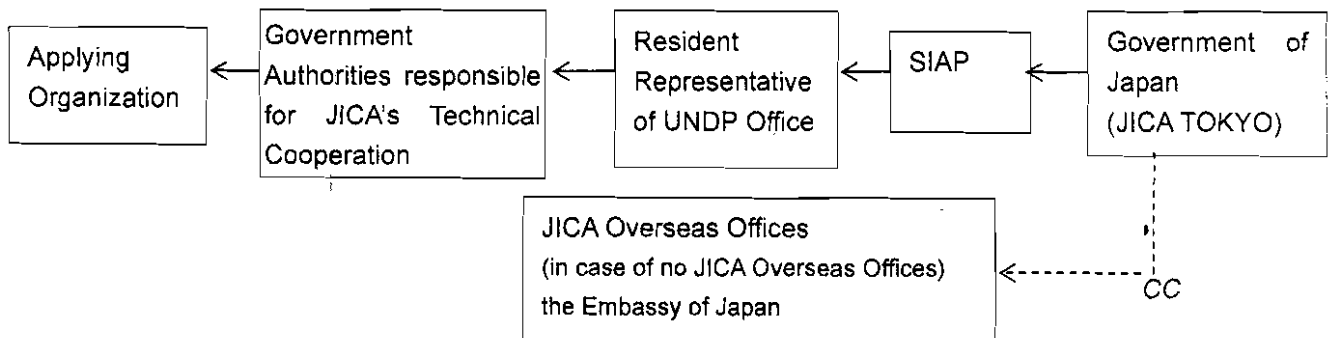
The government authorities which are responsible for JICA's technical cooperation should send the original copy of the Application Form and the questionnaire to UNDP office and a copy to JICA overseas office or the embassy of Japan.

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

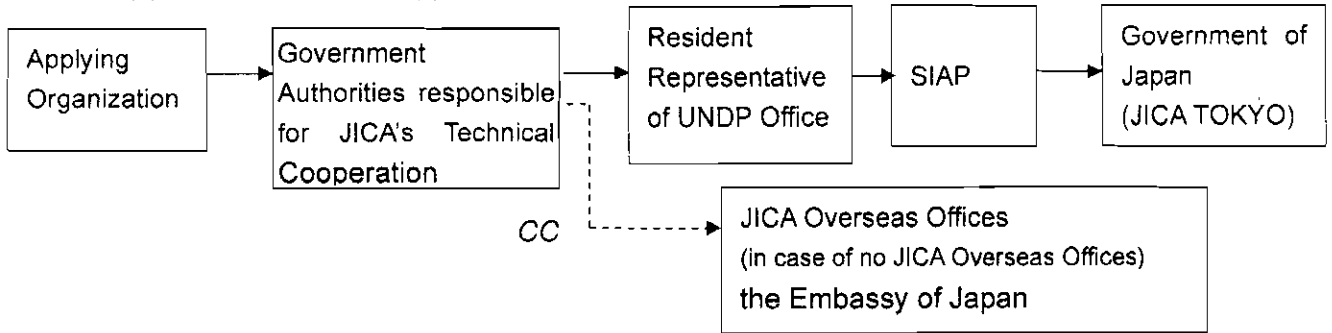
(3) SIAP will inform the applying Governments of the selection results **through the office of the Resident Representative of UNDP** by April 5, 2010.

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

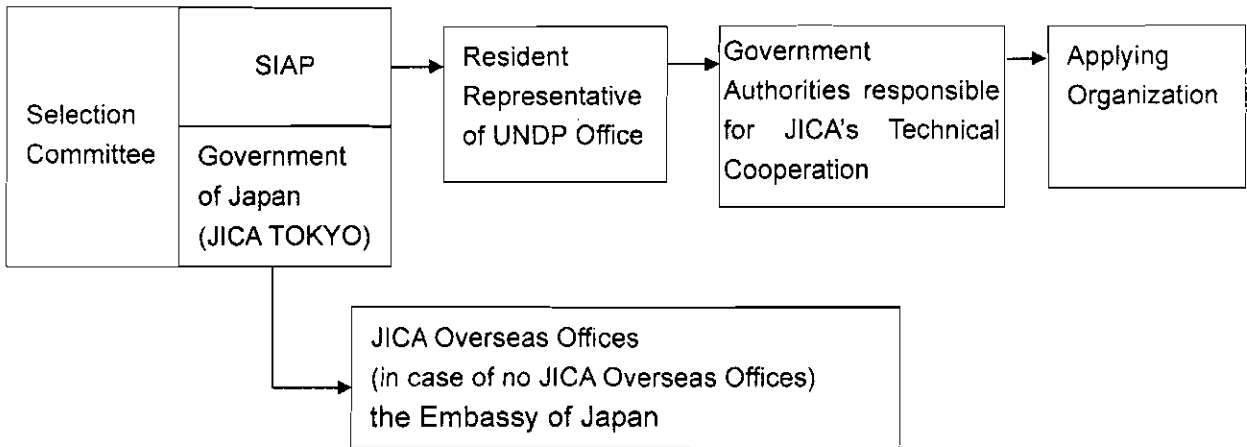
(1) Flow of distribution of General Information (G.I.)



(2) Flow of Completed Application Form



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





## ***For Your Reference***

### **JICA and Capacity Development**

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

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

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

### **Japanese Development Experience**

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

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

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

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



***CORRESPONDENCE***

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

**JICA Tokyo International Center (JICA TOKYO)**  
**Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan**  
TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

## 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:

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



according to the GI, which you intend to apply,

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

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

### **3. Privacy Policy**

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

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

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

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

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

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

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

### **4. Copyright policy**

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

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

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



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

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

#### Article 2. Details of use of works used for training

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



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)

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

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

**3. Country Name:**

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**4. Name of Applying Organization:**

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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.**



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**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		





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

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

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

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

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

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

If accepted for the program, I agree:

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

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

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

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



Japan International Cooperation Agency

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

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

Date:	Signature:
	Print Name:

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

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

 No |  Yes >> Name of Medication ( \_\_\_\_\_ ), Quantity ( \_\_\_\_\_ )

(b) Are you pregnant?

 No |  Yes ( \_\_\_\_\_ months )

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

 No |  Yes >>>  Medication |  Food |  Other: \_\_\_\_\_

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

( \_\_\_\_\_ )

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

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

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

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

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

(c) High blood pressure

Past:  No |  YesPresent:  No |  Yes >> Present Condition ( \_\_\_\_\_ ) mm/Hg to ( \_\_\_\_\_ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:  No |  YesPresent:  No |  Yes >> Present Condition ( \_\_\_\_\_ )Are you taking any medicine or insulin?  No |  Yes

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

 Stomach and 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: \_\_\_\_\_