

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 2012

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

NO. J12-00603 / ID. 1280935

From April 2012 to January 2013

Phases in Japan: From May 16, 2012 to July 21, 2012

THE GOVERNMENT OF JAPAN

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 knowledge and skills for the timely processing of census and survey data and improving the quality and management practices of statistical databases for effective use and dissemination .

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 (J1200603)**
- 2. Period of program**

Duration of whole program:	April 2012 to January 2013
Preliminary Phase: (in a participant's home country)	April 2012 to May 2012
Core Phase in Japan:	May 16 to July 21, 2012
Finalization Phase: (in a participant's home country)	July 2012 to January 2013
- 3. Target Regions or Countries**

Armenia, Azerbaijan, Cook Islands, Timor Leste, Ethiopia, Georgia, India, Kosovo, Myanmar, Rwanda, 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**

20 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 and other government agencies, which together 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.

20

9. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country (April 2012 to May 2012) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Country report is formulated	Formulation and submission of Country report (Detailed information is provided in section III-5 and the ANNEX1.)
To gain basic knowledge on MS Access, CSPro and/or STATA through JICA/SIAP Distance training programme	If and when distance training facilities are available at JICA, selected participants who do not possess sufficient knowledge on the designated topic would be required to attend the supplemental distance training course to obtain the basic knowledge along with their colleagues. Details on the course will be notified to the selected participants as well as concerned nominating agencies in due course.

(2) Core Phase in Japan (May 16, 2012 to July 21, 2012) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
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 2012 to January 2013)

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 report certified by the head of her/his organization to SIAP about the implementation of Action Plan within 6 months after her/his return. Organization of 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.

22

<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 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: be in good health, both physically and mentally, to undergo the training.

Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①letter of the participant's consent to bear economic and physical risks ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask

24

National Staffs 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 designated government authorities responsible for JICA's technical cooperation in respective countries.

(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). 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) Records of Health Examination: Each nominee should submit recent records of health examination together with the Application Form, to ensure his/her health. The report should be written principally in English. In case the report is written in local language, English translation should be attached

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the SIAP in JAPAN: **March 16, 2012**

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 6, 2012**

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

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

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

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

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

6. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation,
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) to participate in the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III-4.

IV. Administrative Arrangements

1. Organizers:

(1) JICA TOKYO

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

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

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

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

3) Remark: SIAP is a professional institution for government statisticians of developing countries, mainly from ESCAP member and associate member countries. It has trained well more than 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