(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:
ANNEX1

Application of Information Management and Related ICT for Official Statistics
(JFY2012)

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
(JFY2012)

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.

## 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, 16 March 2012, 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 6, 2012.

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

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

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┌──────────────┐   ┌──────────────────┐   ┌──────────────┐   ┌────────┐   ┌──────────────────┐
│ Applying     │ ← │ Government       │ ← │ Resident     │ ← │ SIAP   │ ← │ Government    of │
│ Organization │   │ Authorities      │   │ Representative│   │        │   │ Japan            │
│              │   │ responsible for  │   │ of UNDP Office│   │        │   │ (JICA TOKYO)     │
│              │   │ JICA's Technical │   │              │   │        │   │                  │
│              │   │ Cooperation      │   │              │   │        │   │                  │
└──────────────┘   └──────────────────┘   └──────────────┘   └────────┘   └──────────────────┘
                                                                                   ┆
                        ┌─────────────────────────────────────┐                   ┆
                        │ JICA Overseas Offices               │                   ┆
                        │ (in case of no JICA Overseas Offices)│ ← - - - - - - - CC
                        │ the Embassy of Japan                │
                        └─────────────────────────────────────┘
```
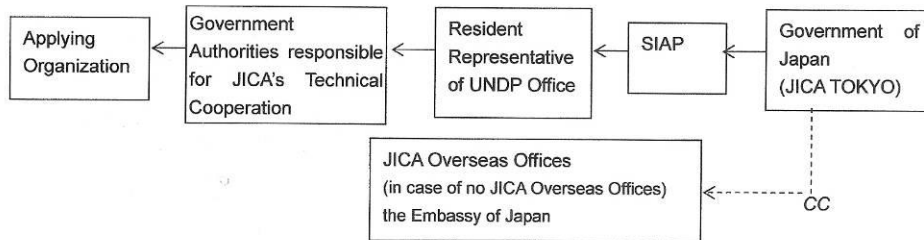
(2) Flow of Completed Application Form

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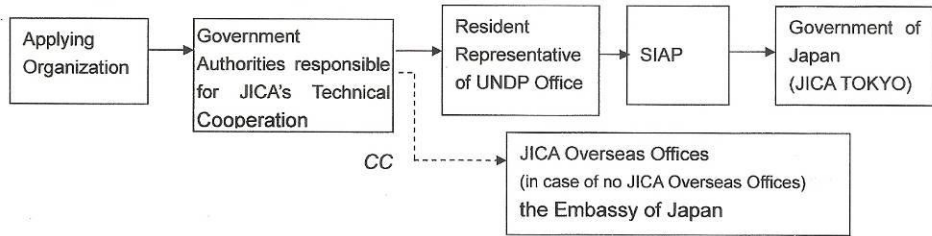
2. The chart below indicates the flow of the notice of the selection results.

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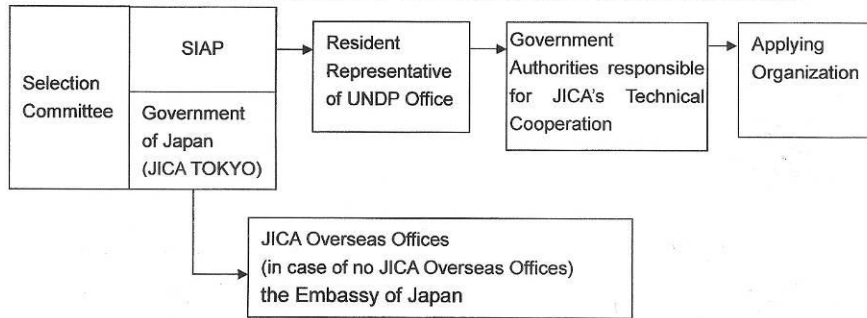
For Your Reference

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.

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CORRESPONDENCE

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

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

United Nations Statistical Institute for Asia and the Pacific (SIAP)
Address: 2-2 Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787, Japan
TEL: +81-43-299-9782   FAX: +81-43-299-9780