

No.12040/25/2012-FTC (Trg.)
Government of India
Ministry of Personnel, P.G and Pensions
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated 22 March, 2012

TRAINING CIRCULAR

Subject: 3rd Group Training Course in Production and Development of Official Statistics in Support for National Development including the Achievement of MDGs, to be held in Japan from 15th August, 2012 to 22nd December, 2012.

The undersigned is directed to state that United Nations, Resident Coordinator's office, India has invited applications for the above programme to be held from July 2012 to June 2013 out of which the Core Phase would be held in Japan from 15th August, 2012 to 22nd December, 2012. The Course will be conducted jointly by the Government of Japan through the Japan International Cooperation Agency (JICA) and Statistical Institute for Asia and the Pacific (SIAP), Chiba, Japan.

2. The programme aims to improve knowledge and skills/techniques in statistical survey methods, national accounts and economic statistics, demographic and social statistics including Millennium Development Goals (MDGs) indicators. As part of course requirements, participants will prepare an action plan to impart their acquired knowledge to colleagues in their organizations after returning to their home countries.

3. The candidates should be statisticians or statistical officers in national statistical organization or other government agencies carrying out statistical functions with a basic knowledge of official statistics; having experience of working for 3-5 years in national statistical organization or other government agencies carrying out statistical functions; be university graduates specialized in statistics, mathematics, economics or those who have equivalent knowledge and experience, having enough knowledge of basic mathematics; not be serving in the military; be under the age of 40 years at the beginning of training course; be proficient in written and spoken English; be in good health to undergo the above training.

4. In addition to the above, the following information in respect of the nominated officers may please be furnished while furnishing the nomination:

- a) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
- b) Whether clear from vigilance angle?
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

.....2/-

5. The course covers the cost of a round-trip air ticket between an international airport designated by JICA; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment is not included).
6. It is requested that the nomination of the suitable candidates may please be forwarded in the prescribed form to this Department in accordance with the eligibility criteria.
7. The applications should reach this Department through the Administrative Ministry/State Government not later than **21st May, 2012**. Nominations received after the prescribed date will not be considered. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).


(N.K. Wadhwa)

Under Secretary to the Government of India

Copy to:

1. The Secretary, Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, New Delhi.
2. All State Governments/Union Territories.
(with the request to circulate it amongst the related organizations)
3. NIC with the request to post the circular along with the SIAP's and JICA's circulars and the enclosed application Proforma on the Department's website.



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/PDOS-3/2012

6 March 2012

INVITATION FOR NOMINATIONS

Third Group Training Course in Production and Development of Official Statistics
in Support for National Development Including the Achievement of MDGs

15 August – 22 December 2012, Chiba, Japan

The Statistical Institute for Asia and the Pacific (SIAP-ESCAP) will conduct, jointly with the Japan International Cooperation Agency (JICA) of the Government of Japan, the "Third Group Training Course in Production and Development of Official Statistics in Support for National Development Including the Achievement of MDGs" in Chiba, Japan from 15 August to 22 December 2012.

This course is designed for junior-level statisticians/government officials who have basic knowledge of official statistics and have been working for 3 – 5 years in national statistical organizations and other related government agencies carrying out statistical functions. Participants will acquire knowledge and skills/techniques in statistical survey methods, national accounts and economic statistics, demographic and social statistics including Millennium Development Goals indicators through lectures, practical exercises and interactive participatory sessions. As part of the course requirements, participants will prepare an action plan to impart their acquired knowledge to colleagues in their organizations after returning to their home countries. The course will equip them with training skills to enable them to implement this action plan.

A selected number of governments are invited to nominate qualified applicants from national statistical offices/ statistical departments or other relevant government agencies for consideration by the Selection Committee. The Institute encourages the governments to nominate more than one applicant; nominations of qualified women are especially encouraged. All applicants must have good communication skills in spoken and written English. JICA will provide financial support through fellowships to enable participation of applicants recommended by the Selection Committee.

The General Information Bulletin and the nomination form are attached for your information and use. Special attention is drawn to the importance of compliance with the instructions provided in the Section III-2 concerning essential qualifications of nominees, and Annex 3 on the procedure for application.

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

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Nominations for the course will be coordinated by the government authorities of invited countries responsible for JICA's Technical Cooperation and respective UNDP offices covering those 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.

The deadline for the receipt of nominations at SIAP is **8 June 2012**. Governments are requested to ensure that the following documents of candidates reach the respective government authorities responsible for JICA's Technical Cooperation well in advance for their timely transmission to SIAP through the respective UNDP offices covering invited countries:

1. Completed application form;
2. Records of recent health examination;
3. Document certifying the English language proficiency; and
4. Completed questionnaire form (refer to Annex 2 of the General Information Bulletin).



Margarita Guerrero
Director

TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

THE GROUP TRAINING COURSE IN
PRODUCTION AND DEVELOPMENT OF OFFICIAL STATISTICS
IN SUPPORT FOR NATIONAL DEVELOPMENT
INCLUDING THE ACHIEVEMENT OF MDGS

集団研修「ミレニアム開発目標の達成支援のための
官庁統計の作成及び整備」

JFY 2012

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

NO. J12-00607 / ID. 1280934

From August 2012 to June 2013

Phases in Japan: From August 15, 2012 to December 22, 2012

THE GOVERNMENT OF JAPAN

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Preface

The Group Training Course in *PRODUCTION AND DEVELOPMENT OF OFFICIAL STATISTICS IN SUPPORT FOR NATIONAL DEVELOPMENT INCLUDING THE ACHIEVEMENT OF MDGs* 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, 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.

** 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 cooperating agency.

I. Concept

Background

By 2015 all countries and territories of the Asia and Pacific region are expected to have reached or be very near reaching the Millennium Development Goals. The role of official statistics is essential for monitoring and evaluation of the progress towards achieving these Goals. However, developing countries are facing challenges of producing appropriate statistics in timely manner. Many countries lack professional staff and have limited training capacities of their own, and thus rely on SIAP courses to train the trainers.

Therefore, this course has been designed to address the needs of developing countries for building their capability of government officials/statisticians in official statistics, especially in key statistical areas that are relevant for monitoring and evaluation of progress in achieving MDGs.

For what?

This program aims to improve knowledge and develop practical skills of government officials/statisticians on fundamental aspects of official statistics from planning phase to collection, processing, tabulation, basic analysis and dissemination phases of official statistics, including indicators for monitoring and evaluation of progress towards achieving MDGs. The subject matter of the course will be levelled to fundamentals and practical aspects will be treated in greater depth.

For whom?

This program is offered to junior level statisticians/ government officials who have basic knowledge of official statistics and have been working for preferably around 5 years in national statistical organizations and other government agencies carrying out statistical functions.

How?

The course will consist of lecture sessions as well as practical exercise sessions, workshops, case studies, group visits to Japanese Industries, Statistics Bureau, and other government agencies/ministries responsible for compilation of official statistics. The programme also will include visits to households to observe the organization and data collection process of Family Income and Expenditure survey in Japan. Demonstration survey will be carried out by the participants. Each participant is expected to develop an action plan of activities to be implemented upon return to their home countries.

II. Description

1. **Title (J-No.): Production and Development of Official Statistics in Support for National Development including the Achievement of MDGs(J1200607)**
2. **Period of program**

Duration of whole program:	July 2012 to June 2013
Preliminary Phase: (in a participant's home country)	July 2012 to August 2012
Core Phase in Japan:	August 15, 2012 to December 22, 2012
Finalization Phase: (in a participant's home country)	December 2012 to June 2013
3. **Target Regions or Countries**

Afghanistan, Bangladesh, Cambodia, Ethiopia, India, Laos, Lesotho, Micronesia, Mongolia, Pakistan, Philippines, Samoa, Tanzania, Timor-Leste, and Zambia
4. **Eligible / Target Organization**

National Statistical Offices and other Government agencies carrying out statistical functions
5. **Total Number of Participants**

19 participants
6. **Language to be used in this program:** English
7. **Program Objective:**

Improved knowledge and developed skills on fundamental official statistics, particularly in the areas related to MDG indicators and other measurements of national development, will be shared among national statistical offices in each country.
8. **Overall Goal**

Participating countries can take measures to improve reliability and increase availability of data and to provide evidence-based information with more plausible interpretation to their governments as well as to their people.

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 (July 2012 to August 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.)
Preparatory lecture session might be held through Distance Training Programme to obtain basic knowledge on the designated topic	If and when distance training facilities are available at JICA, selected participants who do not possess sufficient knowledge on the designated subject 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 (August 15, 2012 to December 22, 2012) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
To understand and be able to carry out sample statistical survey and analyze the survey results/data	STATISTICAL AND SURVEY METHODS: Statistical and survey methods, including survey methodologies, statistical methods, and statistical computing and presentation.	Lectures, practical exercises, workshops,
To understand and be able to explain the knowledge and skills on Economic Statistics including SNA	NATIONAL ACCOUNTS AND ECONOMIC STATISTICS: National accounts and economic statistics including SNA and other macroeconomic and related statistics.	case studies, field study trips,

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To understand and be able to explain the knowledge and skills on Demographic and Social Statistics	DEMOGRAPHIC AND SOCIAL STATISTICS : Demographic and social statistics including concepts and methods of demographic and social statistics and survey designs for selected household surveys	group visits, project work and development of an action plan
To be able to train other statistical officers using presentation skills and training techniques	Knowledge and skills on planning, designing and organizing project ⇒Workshop or other appropriate vehicles for disseminating the result of training to be considered by the management for the improvement of their statistical services	of after training activities
To carry out project work using measures to deal with problems on their work. To develop action plan for the knowledge sharing with their colleagues	Carrying out project work to apply learned knowledge and skills into practice Developing an action plan to disseminate more widely what they have learned in their organizations	

(3) Finalization Phase in a participant's home country

(December 2012 to June 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
Implementation of action plan and report to UNSIAP on the result of the implementation	Application and implementation of the action plan back in the participant's country. Each Participant is required 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 of her/his return. Organization of workshop or other program for supporting participants to implement their action plan should be considered by the management.

<Structure of the program>

1. Preliminary phase (activities in your home country):
 - 1) Preparation of the country report.
 - 2) Preparatory study lecture might be held through Distance Training Programme
2. Core Phase (activities in Japan):
(Note) Topics listed below are subject to change.

MODULE I. STATISTICAL AND SURVEY METHODS

Introduction to Official Statistics

- Overview of Official Statistics and Fundamental Principles of Official Statistics
- Organization of National Statistical Systems and Overview of the Statistical System in Japan

Survey Methodologies

- Sources of Official Statistics: Censuses, Sample Surveys and Administrative Records
- Planning and Design of Statistical Surveys
- Questionnaire Design
- Data Collection Methods and Field Operations
- Editing and Data Processing
- Data Quality Review
- Data Dissemination, Data Management including Statistical Database Development, Data Quality Assurance and Meta-Data, and Survey Documentation

Sample Designs for Household and Establishment Surveys

- Sampling Frames: Lists and Area-based Frames
- Sampling Techniques
- Estimation and Weighting
- Variance Estimation

Statistical Methods and Computing

- Descriptive Statistics
- Inferential Statistics
- Regression and Correlation Analysis
- Time Series Analysis
- Index Numbers
- Statistical Software STATA

Presentation and training techniques

- Presentation Techniques and Software
- Training Techniques

Project Work (Final presentation will be conducted toward the end of Module III.)

- Demonstration Survey

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- Action plan to share the knowledge and skills acquired from the training within national statistical offices and other government agencies

MODULE II. NATIONAL ACCOUNTS AND ECONOMIC STATISTICS

National Accounts

- Basics of Macroeconomics and framework of Economic Statistics
- Statistical Classification Systems
- GDP Estimates-Three Approaches
- GDP Estimates at Constant Prices
- Overview of 2008 SNA
- Environmental Statistics and System of Economic Environmental Accounts

Other Macro-economic and Related Statistics

- Agricultural Statistics and related Accounts
- International Trade Statistics
- Price Statistics

Survey Design for Selected Surveys

- Enterprise and Establishment Surveys
- Business Expectation Surveys
- Informal Sector Surveys
- Household Income and Expenditure Survey

MODULE III. MDGs

Demographic Statistics: Concepts and Methods

- Framework of Demographic Statistics
- Population Census and data analysis
- Vital Statistical system
- Migration and Spatial Population Distributions
- Computer Software Packages for Demographic Analyses

Social Statistics: Concepts and Methods

- Framework of Social Statistics
- Health and Disability Statistics
- Education Statistics
- Labour Force and Child Labour Statistics
- Gender Statistics
- Income Statistics and Poverty Measurements
- Human Development Concepts and HDIs
- Millennium Development Goal (MDG) Indicators

<NOTE>

Field Study Trips to Local Statistical Offices and Group Trips to Central Statistical Offices and Leading Japanese Enterprises will be organized during the Training.

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 statisticians or statistical officers in national statistical organization or other government agencies carrying out statistical functions with a basic knowledge of official statistics
- 2) Experience in the relevant field: have been working for 3-5 years in national statistical organization or other government agencies carrying out statistical functions
- 3) Educational Background: be university graduates specialized in statistics, mathematics, economics or those who have equivalent knowledge and experience
- 4) Knowledge: have enough knowledge of basic mathematics
- 5) Age: be over 25 years and not more than 40 years of age at the beginning of the training course
- 6) Language: have a sufficient command of spoken and written English to participate in lectures and practices in English
- 7) 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 ① letter of the participant's consent to bear economic and physical risks

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②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.

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

(2) Recommendable Qualifications

Expectations for the Participants: not have participated in other Training and Dialogue Programs of JICA in principle

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) **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 in English. In case the report is written in local language, English translation should be attached.
- (3) **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.
- (4) **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, submit it together with the Application Form. Applications not accompanied by a completed questionnaire cannot be considered for selection.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to the SIAP in JAPAN: 8 June, 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, the respective country's UNDP shall send the documents to the SIAP in Japan, which organizes this project. Selection shall be made by the SIAP and the JICA Center based on submitted documents according to qualifications.

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

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(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 July 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.

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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) E-MAIL: 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 12,000 government officials of over 120 countries from all over the world since its creation. It provides practical as well as theoretical exercises covering all sphere of official statistics from statistical software to MDG indicators. Project work, a project based learning programme, is an effective tool used for participants to master the application of knowledge and skills they learned from the training. SIAP conducts statistical training services not only in Japan but also in developing countries in the ESCAP region by dispatching lecturers. SIAP has a spacious, well equipped and modern premise in Makuhari area of Chiba city, which is a cutting-edge technology driven industrial zone located just next to Tokyo.

2. Travel to Japan:

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

3. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

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

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

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VI. ANNEX:

ANNEX1

Production and Development of Official Statistics in Support for National Development including the Achievement of MDGs (JFY2012)

Recommended Format of Country Report

1. NAME OF PARTICIPANT
2. NAME OF COUNTRY
3. NAME OF ORGANIZATION AND ROLES

Describe the functions of the organization to which the participant belongs and attach an organizational chart.

4. Give any other information which is considered useful to faculty members as well as other participants of the course for discussion.

* * * * *

The report and the organization chart will be printed and distributed to all the participants and concerned staff members of SIAP and JICA. Each participant will present his/her country report in the classroom which will be followed by a discussion session, attended by the faculty members.

Following matters should be stressed in your presentation, as well as in your country report:

- (a) Summarize your country's statistical system, its long-term development plan – strategic plan, National Strategies for Development of Statistics. Highlight specific characteristics of your country statistical system and importance; indicate key areas of it;
- (b) Prepare a short report on the status of each MDG indicators and provide information on their availability by years from 1990 – 2010. The report should include information on the sources of data, level of disaggregation (sex, geographic regions, etc.), method of estimation, and some assessment as to the quality of the data. The report should be presented in matrix format using EXCEL worksheet, with a brief textual summary.
- (ii) Provide a brief description of your organizational chart, and the number of staff working in the system, highlight your position and the number of staff working with you;
- (iii) Describe the activities of the unit/section/division of the organization to which you currently belong.
- (iv) Describe your own roles/responsibilities in the unit/section/division, and
- (V) Provide information on your areas of work, where you have difficulties in performing your tasks after discussing with your division/unit director.

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.

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ANNEX 2

**Production and Development of Official Statistics in Support for National
Development including the Achievement of MDGs
(JFY2012)**

Questionnaire

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

Name of Applicant: _____

Name of Country: _____

	Level of Knowledge		
	Very	Little	Not at all
1. Mathematics/statistics proficiency			
a. Combinations and permutations	_____	_____	_____
b. Index numbers	_____	_____	_____
c. Probability distributions	_____	_____	_____
2. Personal computer proficiency			
a. Microsoft Windows	_____	_____	_____
b. Wordprocessing software	_____	_____	_____
c. Spread sheet software	_____	_____	_____
d. Statistical analysis software (e.g. STATA)	_____	_____	_____
e. Presentation software	_____	_____	_____
3. Working experience in official statistics			
a. Survey methodologies	_____	_____	_____
b. Sampling and Sample Design	_____	_____	_____
c. National accounts	_____	_____	_____
d. Demography	_____	_____	_____
e. Price statistics	_____	_____	_____
f. Trade statistics	_____	_____	_____
g. Household surveys	_____	_____	_____
h. Occupation and industrial classifications	_____	_____	_____
i. Labour statistics	_____	_____	_____
j. Agricultural Statistics	_____	_____	_____

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ANNEX3

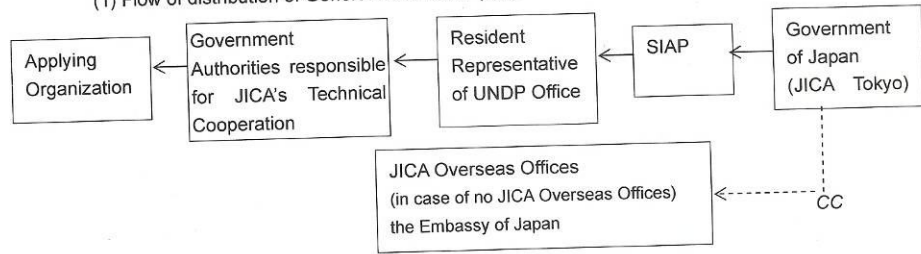
PROCEDURE FOR APPLICATION

< 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, 8 June 2012, at SIAP in Japan.
The government authorities which are responsible for JICA's technical cooperation should send the original copy of the completed Application Form, the questionnaire and other required documents 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, the Selection Committee, comprising of officials from JICA and SIAP will meet in Japan. The committee will select participants of the course from applicants 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 6 July, 2012.

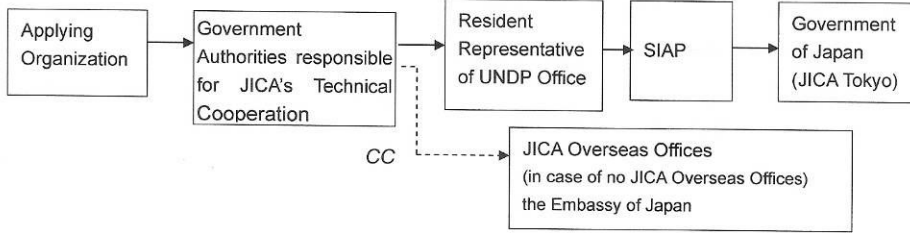
1. The chart below indicates the flow of the application procedure.

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

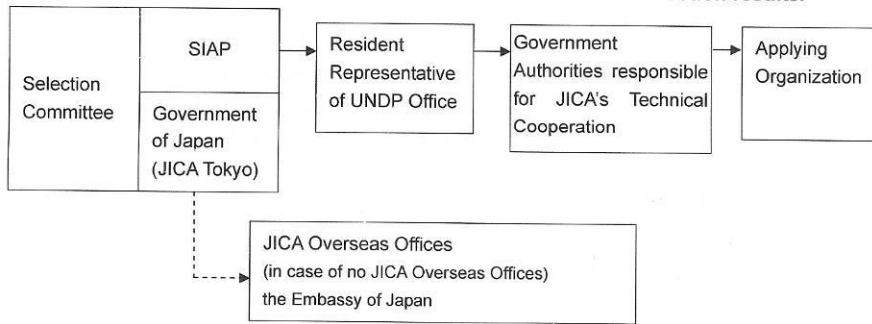


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(2) Flow of Completed Application Form



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



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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 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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