

F.No.12040/07/2021-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus, New Delhi-110067
Dated: 21st September 2021

TRAINING CIRCULAR

Subject: Knowledge Co-Creation Program on “Theory and Practices in Official Statistics for Monitoring Sustainable Development Goals (SDGs)” to be held online from 18.10.2021 to 10.12.2021 under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Program on “Theory and Practices in Official Statistics for Monitoring Sustainable Development Goals (SDGs)” to be held online from 18.10.2021 to 10.12.2021 under the Technical Cooperation Program of the Government of Japan.

2. The program aims to strengthen capability of entities comprising the national statistical system in developing countries to produce, interpret and disseminate key official statistics, with a particular focus on data and indicators for the 2030 Agenda and the SDGs.
3. The applying organizations are expected to nominate officers who have been working in a national statistical organization or government agency as a statistician/government official carrying out statistical functions related to official statistics e.g. censuses, surveys and statistical indicators for at least 5 years. The applicant should be university graduates specialized in statistics, mathematics, economics or other relevant quantitative social science degree or demonstrated equivalent knowledge and skills gained through work experience; have competent command over spoken and written English; must be in good health (both physically and mentally); not more than 40 years of age at the beginning of the training course. More information may be seen in the general information brochure.
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-
 - a) Whether attended any foreign training program in the past? If so, the duration/details 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.
5. This course is completely online and the participating organizations are expected to allow the participants to participate in this online live streaming lecture(webinar) related to the e-learning course.
6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded (**in two copies**) to this Department in JICA's prescribed format duly authenticated by

the HOD of the concerned Ministry/Department/State Governments/UTs in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department not later than **22.09.2021**. Nominations received after the prescribed date may not be considered. An advance copy may be sent to the JICA India Office via courier or email at ShekarD.ID@jica.go.jp under intimation to DoPT at email id: jitesh.gupta@nic.in or kailash.k@nic.in. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT.



(Biswajit Banerjee)

Under Secretary to the Government of India

Tele no: 261941 67

Copy to;

- a) Secretary, Ministry of Statistics and programme Implementation, Sardar Patel Bhavan, Sansad Marg, New Delhi.
- b) Secretary, Ministry of Environment Forests, & Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi 110003.
- c) Advisor (Admn.), Niti Aayog, Yojana Bhavan, Sansad Marg, New Delhi 110001.
- d) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them) (through the website of this Department).
- e) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
- f) NIC with request to post the circular along with the JICA's circular on this Department's website.



【Online】 Knowledge Co-Creation Program

GENERAL INFORMATION ON

Theory and Practices in Official Statistics for Monitoring SDGs

課題別研修「持続可能な開発目標(SDGs)のモニタリングのための
公的統計の理論と実務」

JFY 2021

NO. 201902029 - J002

Course Period: From October 18, 2021 to December 10, 2021

On Demand Program: October 18 to November 26

Live-streaming Program: November 10,24 ,December 1,10

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) 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 the Government of Japan through Japan International Cooperation Agency (JICA) and the United Nations Statistical Institute for Asia and the Pacific (SIAP).

“JICA Knowledge Co-Creation Program (KCCP)”

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated “in its development cooperation. *Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.*” JICA believe that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

Preface

* The Knowledge Co-Creation Program on Improving Capability in Producing Official Statistics for Monitoring the Post-2015 Sustainable Development Goals will be conducted jointly by the Government of Japan through Japan International Cooperation Agency (JICA)* and the United Nations Statistical Institute for Asia and the Pacific (SIAP)** to strengthen the capability of national statistical systems to produce statistics for monitoring and assessing progress in achieving sustainable development goals 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. Currently, JICA is one of the biggest official agencies responsible for implementing ODA programs for around 150 developing countries based on more than 90 overseas offices and 14 domestic centers. JICA offers wide-ranging programs such as Technical Cooperation Projects, ODA Loans and Grant Aid. Technical Cooperation includes dispatch of experts, Training of Overseas Participants (Knowledge Co-creation Program), dispatch of Japanese volunteers and emergency disaster relief etc.

** The United Nations Statistical Institute for Asia and the Pacific (SIAP), a regional institution of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) established in 1970, is the centre for training on official statistics in the region. Through practically oriented training programs attuned to the needs of national statistical systems, SIAP strengthens the capability of ESCAP member states to collect, analyse, and use and disseminate timely and high quality statistics for economic and social development planning and policymaking. The institute has trained for around 25,000 government officials from 154 countries/territories. As the host country of SIAP, the Ministry of Internal Affairs and Communications (MIC), the Government of Japan extends cooperation to the Institute as the cooperating agency.

I. Concept

Background

Official statistics are statistics that are produced according to rigorous quality standards and released by government agencies or international organizations to the public. They are vital for honouring citizens' entitlement to public information and, when used appropriately, the making and evaluation of consequences of decisions, including the design and evaluation of public policies and programmes.

Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It contains the key concept of "needs", in particular, the essential needs of the world's poor, to which overriding priority is to be given, and the idea of limitations imposed by the state of technology and social organization on the environment's ability to meet present and future needs.

The United Nations General Assembly adopted the 2030 Agenda for Sustainable Development on 25 September 2015. The characterization of the 2030 Agenda as a plan of action for people, planet and prosperity recognizes economic development, social development and environmental protection as "interdependent and mutually reinforcing pillars" of sustainable development. The Agenda highlights that "eradicating poverty in all its forms and dimensions, including extreme poverty, is the greatest global challenge and an indispensable requirement for sustainable development." The Agenda, furthermore, stresses the need "to strengthen universal peace in greater freedom", and for "All countries and all stakeholders to act in collaborative partnership, while no one will be left behind". The Agenda contains 17 Sustainable Development Goals (SDGs) and 169 targets.

The 2030 Agenda recognizes the data and statistics needs for systematic follow up and review of its implementation. In this context, it highlights the need for the following:

- Quality, accessible, timely and reliable disaggregated data to help with measurement of progress and to ensure that no one is left behind
- The use of data and information from existing reporting mechanisms where possible
- Intensifying efforts to strengthen statistical capacities in developing countries
- Commitment to developing broader measures of progress to complement gross domestic product

This recognition is cemented through the inclusion of two specific targets on data, monitoring and accountability under Goal 17, strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development:

- 17.18 By 2020, enhance capacity-building support to developing countries to increase significantly the availability of high-quality, timely and reliable data disaggregated by income, gender, age, race, ethnicity, migratory status, disability, geographic location and other characteristics relevant in national contexts
- 17.19 By 2030, build on existing initiatives to develop measurements of progress

on sustainable development that complement gross domestic product, and support statistical capacity-building in developing countries

The Inter-agency and Expert Group on Sustainable Development Goal Indicators (IAEG-SDGs) has developed a global SDG indicator framework on behalf of the United Nations Statistical Commission, currently consisting of 231 indicators, many to be disaggregated along dimensions such as sex, age, geographical location, employment status, occupation, persons with disability and migrant status. At its 2017 session, the Commission emphasized that this framework is intended for global follow-up and review of the 2030 Agenda, and that the global indicators are not necessarily applicable to all national contexts. As a matter of fact, some indicators are compiled at the global level without country-produced data. At the same time, the aforementioned required disaggregation of many indicators, and the fact that many indicators are compound in character, i.e. embody multiple concepts, the measurement of which effectively requires a separate indicator for each, means that the (further) development of national SDG indicator frameworks requires the production and dissemination of hundreds, if not thousands, of indicators.

To meet the ever-increasing need for high-quality official statistics, including as emanating from the 2030 Agenda, the last several years have seen a drive for what has become known as the “transformation and modernization” of national statistical systems. This transformative agenda entails, among others, a move towards integrated systems for the production of statistics (from the traditional “stovepipe” approach), and innovation through the use of new technologies and data sources, including administrative sources, big data and geospatial information (in addition to traditional sources such as surveys).

The program provides training on the principles, processes and systems involved in the production of official statistics, with a particular focus on data and indicators needed to meet the statistics demand emanating from the 2030 Agenda and the SDGs.

For what?

The program aims to strengthen capability of entities comprising the national statistical system in developing countries to produce, interpret and disseminate key official statistics, with a particular focus on data and indicators for the 2030 Agenda and the SDGs.

For whom?

The program is offered to government statisticians who currently and are expected to continue to contribute substantively to the production, interpretation and dissemination of official statistics.

Participants must have basic knowledge and skills and practical experience in carrying out statistical functions related to the production of official statistics in national statistical organizations, ministries and other government agencies.

How?

The course program consists of two phases (On demand phase and live-streaming phases) as follows:

On Demand phase (e-learning)

Firstly, participants will take internet-based e-learning courses from the Learning Management System (LMS) of SIAP. Participants can communicate with their lecturers and other participants related to questions and comments through a function “discussion forum” on each e-learning course in the platform of the LMS.

Then participants are required to make a report related to the subject of the e-learning course.

Live streaming phase (webinar)

In order to follow the e-learning course, participants will take the live streaming lecture related to the e-learning course. The purpose of this lecture is to deepen an understanding of the subject regarding the e-learning through the direct interface among the lecturers and participants.

II. Description

1. Title(Course No.): Theory and Practices in Official Statistics for Monitoring SDGs (201902029 - J002)

2. Course Period

- **Duration of whole program:** October 18, 2021 to December 10, 2021
- **On Demand phase (E-learning):** October 18, 2021 to November 26 , 2021
- **Live Streaming phase (Webinar):** November 10, 24,2021 to December 1,10, 2021

3. Target Countries (20countries)

Botswana, Benin, Cook island, Egypt, Ghana, India, Indonesia, Iran, Iraq, Mongol, Papua New Guinea, Sierra Leone, Sri Lanka, Sudan, Tanzania, Tajikistan, Timor-Leste, Vietnam, Yemen, Zambia

4. Eligible / Target Organization

National statistical offices, statistical research and training institutions and government ministries and agencies that are part of the national statistical system of target countries

5. Expected number of participants

20 participants

6. Language to be used in this program: English

7. Course Objective

To strengthen capacity of entities belonging to national statistical systems by providing training to statistical staff that increases their knowledge and develops their skills to produce data, apply statistical methods to produce official statistics and indicators and interpret and use these for monitoring progress in achieving the SDGs.

8. Expected Module Output:

In order to achieve the Program Objective, participants are expected to achieve fundamental knowledge and skills on official statistics for compilation and monitoring of SDG indicators. They will deepen understanding, especially, of data visualization, national accounts and environmental economic accounting.

(1) Official Statistics for SDGs:

Participants will be expected to understand fundamental knowledge on official statistics, and to understand how to compile and monitor SDG indicators from official statistics.

(2) A Primer in Data Visualization for Official Statistics and SDG Indicator:

Participants will be expected to identify data visualization objectives and limits, to comprehend data visualization as a visual language, to classify the different types of graphics that can be used to represent SDG indicators, to apply data visualization rules to explore SDG statistics or to produce SDG-related graphics, to compare

statistical summaries and tables with their data visualizations counterparts, to elaborate strategies for visualizing multidimensional statistics used to produce SDG indicators, to construct maps and alternative graphics for SDG indicators comparisons, and to apply dynamic data visualization principles for producing dashboards.

(3) System of National Accounts (2008 SNA) - Basic Level:

Participants will be expected to understand the basic concepts and framework of the System of National Accounts (SNA) which is founded on the concepts and principles of macroeconomic theory.

(4) Introduction to the System of Environmental Economic Accounting (SEEA) - Central Framework:

Participants will be expected to understand what the SEEA is and how it can be used in measuring the interaction between the economy and environment, and to understand how to compile physical flow accounts, asset accounts and other accounts relevant to informing policies in the environmental space.

9. Contents:

For achieving the above-mentioned output, the following contents will be delivered;

(1) On Demand lecture (E-learning)

- 1) Official Statistics for SDGs
 - What are Official Statistics and why are Official Statistics Important?
 - Statistical System of Official Statistics
 - Quality and Communication of Official Statistics
 - Measurement Standards of Official Statistics
 - Official Statistics Useful for SDGs
- 2) A Primer in Data Visualization for Official Statistics and SDG Indicator
 - What is Data Visualization?
 - Data Visualization rules to apply to SDG indicators
 - Choosing the right data visualization for the right SDG indicator
 - Comparing many or complex indicators
 - Maps
 - Interactive and dynamic data visualization
- 3) System of National Accounts (2009 SNA) - Basic Level
 - Introduction
 - Macro-economic framework
 - Institutional sectors and classifications
 - Flows and stocks
 - Relationship Between SNA Aggregates – Main Identities

- Sequence of Accounts
- 4) Introduction to the System of Environmental Economic Accounting(SEEA) - Central Framework
 - Introduction
 - Accounting for physical flows
 - Accounting for environmental assets
 - Environmental activity accounts, combined presentations and indicators
 - Subsystems, applications and extensions

* Instruction and guidance for taking the e-learning course will be sent by SIAP to the accepted participants by e-mail after the official Notice of Acceptance has been sent by JICA.

* After completion of the each course, participants required to make the report (Subject of the report: ①summary of the course, ②comments to the course, ③practices and challenges in your country)

* The above contents might be changed.

- (2) Live streaming lecture (Webinar)
(November 10, 24, and December 1,10)

Participants will take the live streaming lecture (Webinar) related to the e-learning course. The purpose of this lecture is to deepen an understanding of the subject regarding the e-learning through the direct interface among the Lectures and participants.

* Program orientation will be held including introduction of lectures and Participants on October, 20.

10. Place and Time to attend

Please refer the tentative schedule (See ANNEX). •

- (1) Place

The place to take the program (On Demand/Live Streaming) should be determined by the internet environment. Please inform JICA which place you would like to take part in the program (e.g. home, office). If you cannot find the proper place to take the program, please consult with JICA Office.

- (2) Period and Time of the On Demand lecture (E-learning)

On Demand lecture will be delivered on the following period.

October 18 to November 26

Participants will be able to access On Demand program at any time and any place during On Demand program period.

- Participants must work on assignments at home or office during this period.
- Participants must finish their assignments before the Live Streaming program

starts.

(3) Period and Time of the live streaming lecture (webinar)

Live Streaming lecture will be delivered on the following period.

November 10, 24, December 1, 10

The scheduled time for the live streaming lecture (webinar) is from **16 : 00 pm to 17:00 pm. (Japanese Standard Time)**

<u>Country</u>	<u>Start at</u>	<u>End at</u>
<u>Japan</u>	16:00	17:00
Botswana	9:00	10:00
Benin	8:00	9:00
Cook island	21:00	22:00
Egypt	9:00	10:00
Ghana	7:00	8:00
India	12:30	13:30
Indonesia	14:00	15:00
Iran	11:30	12:30
Iraq	10:00	11:00
Mongol	15:00	16:00
Papua New Guinea	17:00	18:00
Sierra Leone	7:00	8:00
Sri Lanka,	12:30	13:30
Sudan	9:00	10:00
Tanzania	10:00	11:00
Tajikistan	12:00	13:00
Timor-Leste	16:00	17:00
Vietnam	14:00	15:00
Yemen	10:00	11:00
Zambia	9:00	10:00

11. Prerequisites for Internet Connection

The followings are prerequisite for participation in the Online Program.

(1) Technology Proficiency:

- Online course will be delivered using Web Conference (Teams) and e-learning platform (to be announced) and you are supposed to attend the program from your workplace or from your home.
- In case that you have any concerns and/or problems about internet connection and the platform, please consult JICA office.

(2) Internet Connection:

- High Speed Broadband Connection (at least 1Mbps) from your office or your home. Please refer to this URL for how to measure internet speed.
<https://www.speedtest.net/>

(3) Hardware (Minimum Requirement):

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)
- In some cases, Smartphone (Android OS or Apple iOS) can be used as substitute of PC, but not recommended.

12. Attendance requirement

Participation in the all online programs is an essential requirement for the completion of the course. Partial attendance is not allowed.

III. Eligibility and Procedures

1. Expectations to the Applying Organizations:

This program is designed primarily for entities that intend to address specific issues or problems identified in their statistical operations. Participating entities are expected to use the program for these specific purposes.

2. Nominee Qualifications

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

- (1) Current duties: have been working in a national statistical organization or government agency as a statistician/government official carrying out statistical functions related to official statistics e.g. censuses, surveys and statistical indicators for at least 5 years.
- (2) Educational background: be at least university graduates specialized in statistics, mathematics, economics, or other relevant quantitative social science degree or demonstrated equivalent knowledge and skills gained through work experience.
- (3) Knowledge and skills: have solid knowledge of basic mathematics and statistics and possess basic computational skills utilizing standard software.
- (4) Age: Not more than 40 years of age at the beginning of the training course.
- (5) Language: have a sufficient command of English to be able to actively participate in discussions, write reports.
- (6) Health: must be in good health, both physically and mentally, to participate in the Program
- (7) Those who participated in the same training program “Theory and Practices in Official Statistics for Monitoring SDGs” in the past are disqualified as applicants for this program.

〈Recommendable Qualifications〉

Gender Consideration: Gender balanced nomination is recommended.

3. Required Documents for Application

- (1) **Application Form**: The electronic data of the Application Form is available at the JICA office or the Embassy of Japan to be filled with. The form should be **typing**, not hand-writing.

* If you have any difficulties/disabilities which require assistance, please specify Necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form.

- (2) **Photocopy of passport**: to be submitted with the application form if you possess your passport. If not, you are requested to submit alternative official

identification.

* Photocopy should include the followings: Name, Date of birth, Nationality, Sex, Passport number and Expire date.

(3) Nominee's English Score Sheet: to be submitted with the Application Form.
Attach official documentation of English ability (e.g., TOEFL, TOEIC, IELTS)

4. Procedure for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please inquire from the JICA office (or the Embassy of Japan).**

After receiving applications, the JICA office (or the Embassy of Japan) will send them to JICA Tokyo in Japan by **1, October 2021.**

(2) Selection

Selection of participants to the training shall be jointly made by JICA TOKYO and SIAP based on the qualification criteria listed in III-2 and English Score Sheet specified in III-3-3. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than 8, October 2021.**

5. Conditions for Participation:

The participants of KCCP are required

- (1)** to strictly observe the course schedule,
- (2)** not to change the program topics,
- (3)** to participate in the whole program,
- (4)** in principle, a completion certificate will be given to participants who have successfully accomplished the course,
- (5)** to respect copyright and portrait rights,
- (6)** to refrain from recording and sharing the video material, audio material, text, images, graphics and other content available during the program except for cases with specific permission,
- (7)** to follow instructions on accessibility to confirm participation, to harmonize visuals and sounds, etc. for live streaming lectures, and
- (8)** Not to engage in any political activities, or any form of employment for profit or gain.

IV. Administrative Arrangements

1. Organizer

(1) **Name:** JICA Tokyo

(2) **Contact:** Industrial Development and Public Policy Division (tictip@jica.go.jp)

* Please add the course number “201902029-J002” to a subject of the e-mail.

2. Implementing Partner

(1) **Name:** United Nations Statistical Institute for Asia and the Pacific (SIAP)

(2) **E-MAIL:** escap-siap@un.org

(3) **URL:** <http://www.unsiap.or.jp/>

3. Expenses:

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

(1) Expenses for implementation of the online program.

(2) Expense for the participation to the program if necessary. For the details, please kindly ask at JICA office.

4. Others:

In the context of the COVID-19 pandemic, please note that there is still a possibility that the course period will be changed, shortened, or the course itself will be cancelled depending on the situation in future.

*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html

V. Other Information

1. SIAP Learning Management System

SIAP has developed a Learning Management System (LMS) for its virtual training programs. The platform was launched in June 2020 and provides access to training programs according to whether they are facilitated learning, self-paced learning, webinar and/or pre-requisites for face-to-face learning. LMS has also been populated with past training course materials of SIAP.

SIAP LMS is introduced from the link below.

<https://siap-elearning.org/>

- ### **2. JICA Tokyo will contact the participants by e-mail after the notice of acceptance, therefore you should write down your e-mail address surely in the application form.**

VI. ANNEX

Tentative Schedule

<18, October – 10, December, 2021>

Date	Course name	Lecturer
18-Oct~27-Oct	E-learning: Official Statistics for SDGs	-
10-Nov	Webinar1 (1hour)	Shimizu
28-Oct~6-Nov	E-learning: A Primer in Data Visualization for Official Statistics and SDG Indicators	-
24-Nov	Webinar2 (1hour)	Christophe
7-Nov~ 16-Nov	E-learning: System of National Accounts (2008 SNA) - Basic Level	-
1-Dec	Webinar3 (1hour)	Pinar
17-Nov~ 26-Nov	E-learning: Introduction to the System of Environmental Economic Accounting (SEEA) - Central Framework	-
10-Dec	Webinar4 (1hour)	Sokol

*The Schedule is subject to change.

*Webinar starts at 16:00 (Tokyo Time GMT+9).

*A course orientation will be held remotely including introduction of lecturers and participants on 20th October.

*Please making reports are created within one week after each course.

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 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

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:

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

according to the GI, which you intend to apply,

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

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

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

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

3) Security Notice

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

4. Copyright policy

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.

**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		-					
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3. Country Name:

--	--	--	--	--	--	--	--	--	--

4. Name of Applying Organization:

--	--	--	--	--	--	--	--	--	--

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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

Date:			Signature:		
Name:				Official Stamp	
Designation / Position					
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.



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.

Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in “Every Item” As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated “**required**” items as is shown below.

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

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

J	0		-						
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Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

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First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

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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		

3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()	() Excellent	() Good	() Fair	() Poor	

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



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

Ω 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.

Ω 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



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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 CitizensöCooperation 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 & dosage.)

☐ No	☐ Yes >> Name of Medication (), Quantity ()
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(b) Are you pregnant?

☐ No	☐ Yes (months)
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(c) Are you allergic to any medication or food?

☐ No	☐ Yes >>> ☐ Medication ☐ Food ☐ Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

()
<i>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.</i>

2. Medical History

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

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

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

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

(c) High blood pressure

Past:	☐ No	☐ Yes
Present:	☐ No	☐ Yes>>Present Condition () mm/Hg to () mm/Hg

(d) Diabetes (sugar in the urine)

Past:	☐ No	☐ Yes
Present:	☐ No	☐ Yes>>Present Condition ()
		Are you taking any medicine or insulin? ☐ No ☐ Yes

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

☐ Stomach and Intestinal Disorder	☐ Liver Disease	☐ Heart Disease	☐ Kidney Disease
☐ Tuberculosis	☐ Asthma	☐ Thyroid Problem	
☐ Infectious Disease >>> Specify name of illness ()			
☐ Other >>> Specify ()			

(e) Has this disease been cured?

☐ Yes	☐ No (Specify name of illness)
	Present Condition: ()

3. Other: Any restrictions on food and behavior due to health or religious reasons?

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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: