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Direction de la Coopération et des
Échanges Universitaires

N° : 1174./D.C.E.U/ 2024

Alger, le 26 mai 2024

**Messieurs les Présidents
des conférences régionales universitaires**

OBJET: Programme de formation offert par l'Agence Japonaise JICA.

P.J. : Un (01) Dossier.

J'ai l'honneur de vous informer que le Ministère de l'enseignement supérieur et de la recherche scientifique est destinataire d'une offre de formation spécialisée, émanant de l'Agence Japonaise de Coopération Internationale (JICA) , qui organise une formation dispensée en langue anglaise intitulée « **ICT Core Personnel Development (A) IT Architect**» qui se tiendra au Japon du 21 aout 2024 au 21 décembre 2024.

A cet effet, je vous prie de bien vouloir nous transmettre un (01) dossier de candidature d'enseignant.

Vous trouverez ci-joint, une note d'information du programme ainsi que le formulaire de candidature pour cette formation

Je saurais gré, des dispositions que vous voudrez bien prendre à l'effet de nous faire parvenir le dossier de candidature avant le **18 juin 2024**, en vue de le parvenir dans les temps requis aux instances concernées.

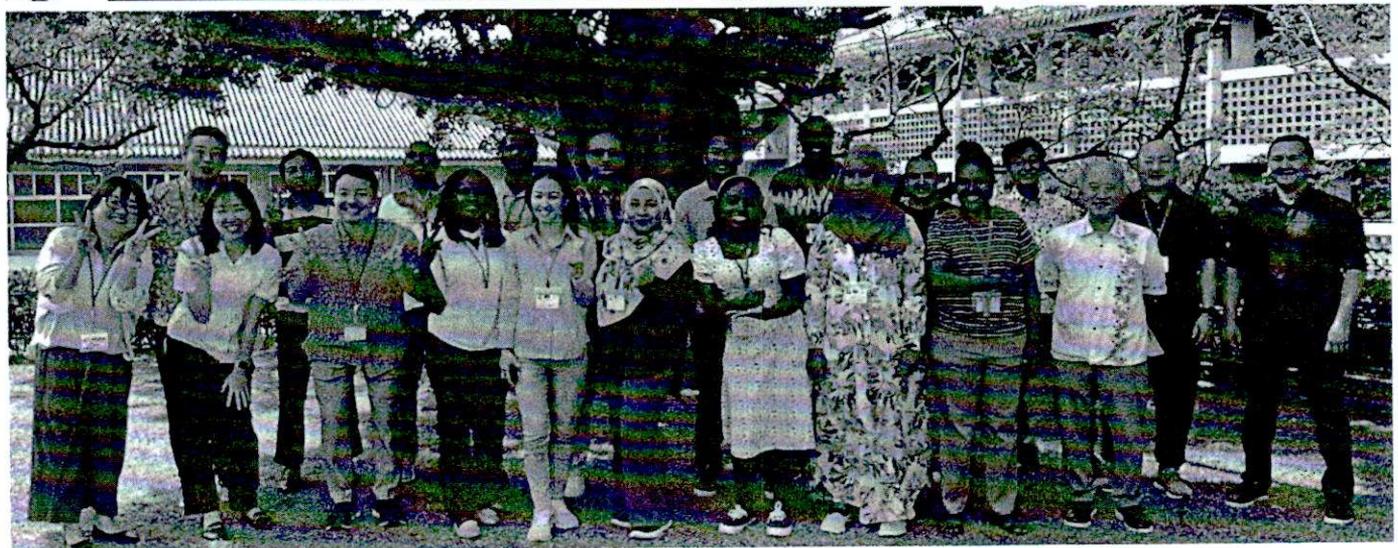
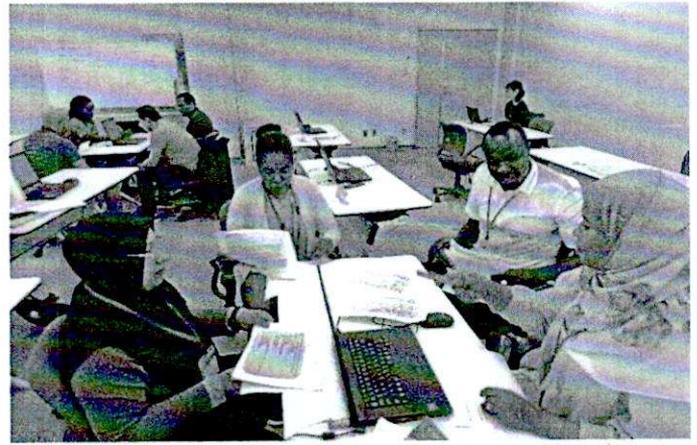
Considération distinguée



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

ICT Core Personnel Development (A) IT Architect



Course Number: 202311443J001

Course Period: August 21 - December 21, 2024



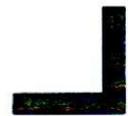
NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

ICT実践力強化のためのコア技術人材育成 (A) ITアーキテクト研修

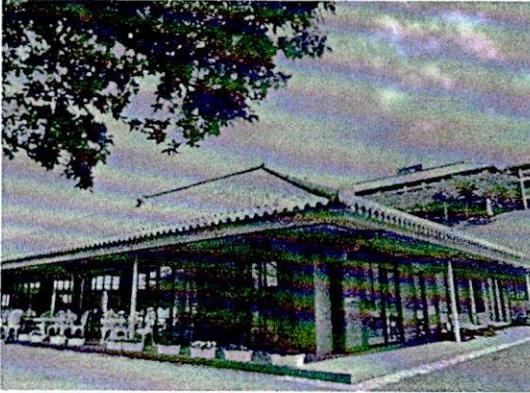


How to provide efficient ICT solution?

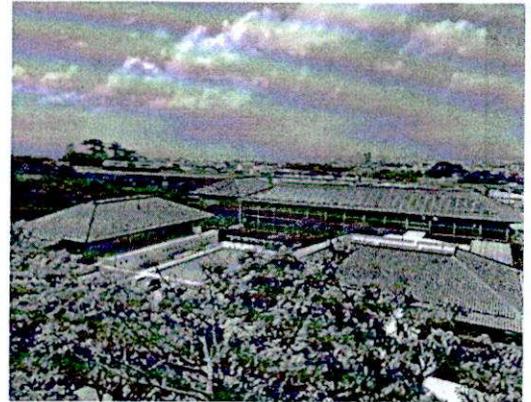
Gain insight to design, develop and manage
efficient ICT solutions to improve the
governments' capacity in ICT
from the experiences of Japan.



Outline



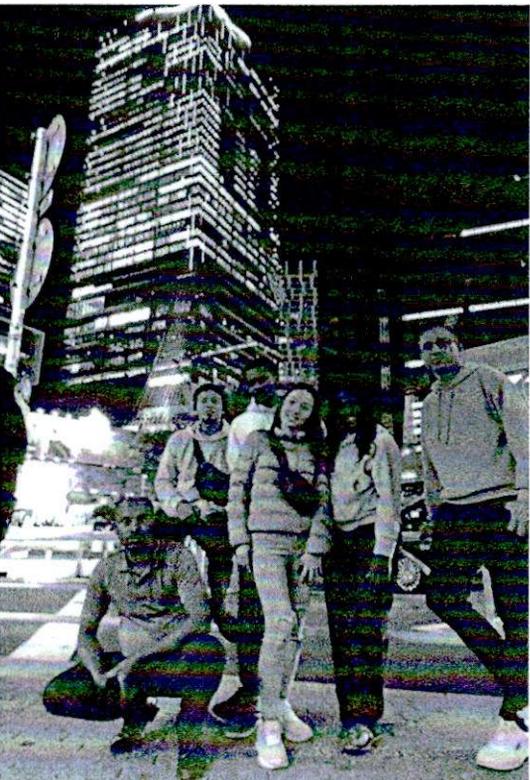
This program is designed for IT architect in central government and/or other governmental organizations enhancing the ICT use in the work and service delivery.



The sessions will be held in Okinawa, Japan and will include study tour inside and outside of Okinawa.

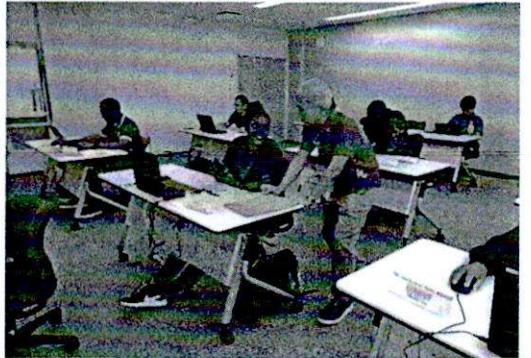


All sessions are carried out in English.



The period of the program is from August 21 to December 21, 2024.

Course Capacity: 7 participants



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, stated that “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.” We believe that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

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For What?

Background

Today, Information and Communications Technology (ICT) is recognized as a key enabler for realizing sustainable development by offering tremendous opportunities for developing countries to take full advantage of the benefits of globalization. The ICT, in fact, enables all citizens to access basic services, such as education, health care, agro-services or financial services. Nevertheless, digitalization of government services often remains a challenge in developing countries, because of lack of not only adequate infrastructure but also highly skilled ICT personnel.

Objectives

This course aims for participant to become capable of analyzing business problems from the viewpoint of ICT and constructing ICT solution by defining the structure of ICT systems.

To Whom?

Job Areas and Organizations

This program is designed for IT architect in central government and/or other governmental organizations enhancing the ICT use in the work and service delivery.

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

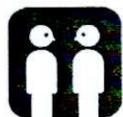
Targeted Countries

Sri Lanka, Nauru, Jordan, Algeria, Tanzania, Cote d'Ivoire, Turkmenistan

Participants who have successfully completed the program will be awarded a certificate by JICA.

When?

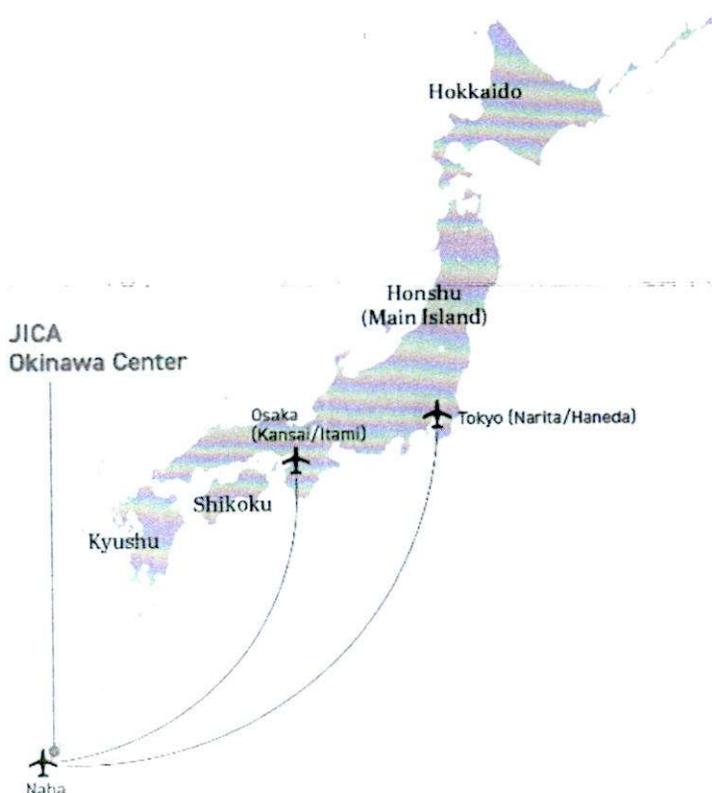
Face to Face Program Period



From August 21, 2024
to December 21, 2024

Where?

This course is carried out in Okinawa, Japan, organized by JICA Okinawa Center.



How?

How to Learn

- Lecture
- Discussion
- Presentation
- Workshop
- Observation tour
- Self-study



Discuss



Experience



Interact



Listen



Present



Study



Watch

Language

English

Commitment to the SDGs



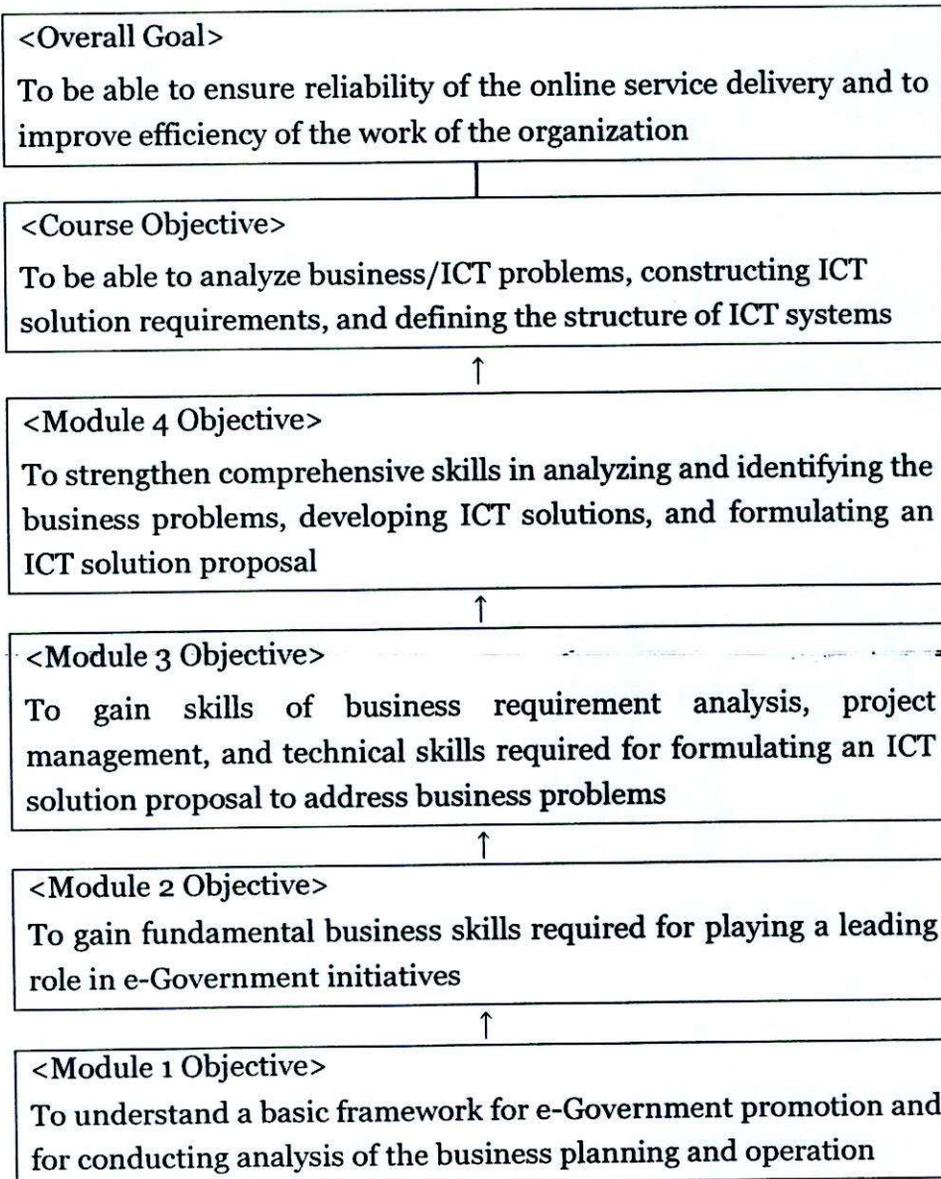
<Structure of the Program>

This course includes practical exercises, such as hands-on exercises for several subjects and sessions formulating an Action Plan, which is an ICT project to be developed by each participant, along with lectures, because JICA Okinawa believes that the acquired knowledge is solidified by repeatedly applying it in those practical exercises. This is especially true for technical training programs like this one.

The course also includes variety of activities, such as interactive lectures and observation tours to be conducted both in Okinawa and in mainland of Japan. Such a practice-oriented method enables each participant to be a truly skillful ICT staff member who can lead the implementation of e-Government initiatives.

Furthermore, as one of the major outcomes of this course, the above-mentioned Action Plan will resolve business problems of the government of each participant. In order to assist each participant to implement his/her Action Plan, the training implementer will provide technical advice.

Expected Modules Output and Content:



In order to help each participant to acquire skills and knowledge, a participant is required to formulate an effective and feasible Action Plan. Please carefully read this section and ensure the preparation.

A. Preparatory Phase before the departure to Japan

Before start the program in Okinawa, each participant is requested to take following actions:

- 1) Read carefully the present document titled "General Information".
- 2) Identify key business challenges of his/her organization, which are relevant to this course concept, and discuss the theme of his/her Action Plan, with the supervisor.
- 3) Fill out the preliminary study sheet and other required forms, which will be provided by email from the training implementer after acceptance notification.

B. B. Core Phase in Japan (August 21 to December 21, 2024)

N.B. This plan is an interim version and the content and duration of each subject can be modified in due course.

| # | Subject Name | Teaching Methods | Duration |
|---|---|------------------|----------|
| | Expected results: (At the completion of each subject, a participant should be able to:) | | |

| | | | |
|---|---|----------------------|--------|
| <Module 1 Objective> | | | |
| To understand a basic framework for e-Government promotion and for conducting analysis of the business planning and operation | | | |
| 1 | Introduction to e-Government | | |
| | 1. Understand the purpose of e-Government and explain example of ICT utilization by government. 2. Explain general service contents by e-Government. | Lecture and Exercise | 2 days |
| 2 | IT Governance | | |
| | 1. Explain current status of ICT department, issues and effectiveness brought by ICT governance. 2. Explain background and necessity of current business system and harmonized reforming approach. 3. Explain concrete establishing process of EA. 4. Explain merits and method of each reference model when you create To Be model. | Lecture and Exercise | 2 days |
| 3 | Security Basics | | |
| | 1. Explain the necessity of security system. 2. Explain technology factors necessary for security systems. 3. Explain the outline of environment for security systems. 4. Explain adequate security technologies against an expected thread. | Lecture and Exercise | 2 days |
| 4 | ICT for Development (Cloud/Big data/IoT etc.) | | |
| | 1. Explain the features of cloud services. 2. Explain the cloud infrastructure-related technology. 3. Explain big data processing technique. 4. Explain big data utilization examples. 5. Explain IoT features, infrastructure-related technology and utilization examples. | Lecture and Exercise | 3 days |
| 5 | Geographic Information System Basics for Public Services | | |

| | | | |
|--|---|----------------------|--------|
| | <ol style="list-style-type: none"> 1. Explain GIS outline. 2. Explain GIS outline for public services. 3. Describe the information data structures, the file formats and the information collections which are used in GIS. 4. Explain the utilization examples of GIS for public services. | Lecture and Exercise | 2 days |
|--|---|----------------------|--------|

<Module 2 Objective>

To gain fundamental business skills required for playing a leading role in e-Government initiatives

| | | | |
|---|---|----------------------|--------|
| 6 | Logical Thinking <ol style="list-style-type: none"> 1. Clearly grasp 'What to do' and 'How to do' to find problems and challenges and lead to the solution. 2. Acquire logical thinking method which is required to project manager. | Lecture and Exercise | 2 days |
| 7 | Presentation skills <ol style="list-style-type: none"> 1. Explain factors of effective presentation. 2. Plan effective actions to promote new technology and techniques. 3. Explain concrete procedure and consideration points when planning outreach activities. 4. Design effective contents for presentations. | Lecture and Exercise | 3 days |
| 8 | Problem-solving and Facilitation <ol style="list-style-type: none"> 1. Master basic skill of problem solution and apply to a business. 2. Build consensus among a project team and facilitate mutual understanding. 3. Do effective negotiation and get smoother problem solving. | Lecture and Exercise | 3 days |
| 9 | Leadership Training (Negotiation) | | |

| | | | |
|--|--|----------------------|--------|
| | <ol style="list-style-type: none"> 1. Negotiate calmly as a representative of ICT system planning, designing and development project. 2. Get a consensus smoothly with stakeholders in project inside and outside. | Lecture and Exercise | 2 days |
|--|--|----------------------|--------|

<Module 3 Objective>

To gain skills of business requirement analysis, project management, and technical skills required for formulating an ICT solution proposal to address business problems

| | | | |
|----|---|----------------------|--------|
| 10 | Business Requirement Analysis and Planning (Interviewing) <ol style="list-style-type: none"> 1. Explain an importance of interviewing skill for requirement definition. 2. Explain interviewing skill to extract requirement definition. 3. Clarify customer's requirement definition and adjust them with customers. | Lecture and Exercise | 2 days |
| 11 | Business Requirement Analysis and Planning (Requirement Definition) <ol style="list-style-type: none"> 1. Apply requirement creation method. 2. Apply business creation method. 3. Apply business specification creation method. 4. Apply requirement management. | Lecture and Exercise | 4 days |
| 12 | Proposal Writing <ol style="list-style-type: none"> 1. Explain planning and proposing method. 2. Create a proposal. 3. Evaluate a proposal and give necessary advices. | Lecture and Exercise | 3 days |
| 13 | Project Management <ol style="list-style-type: none"> 1. Explain basic methodologies along with PMBOK guide which is a de facto standard of modern project management method. 2. Explain the outline of representative system development process model such as waterfall, incremental and prototyping models. 3. Explain what is scope and WBS. 4. Explain the schedule creation method for system development project. | Lecture and Exercise | 4 days |
| 14 | RFP Formulation and Contract Management | | |

| | | | |
|----|---|----------------------|--------|
| | <ol style="list-style-type: none"> 1. Explain role and importance of RFP for development project. 2. Explain points from project goal setting, proposal making to conclusion of the contract. 3. Explain a project procurement process. | Lecture and Exercise | 2 days |
| 15 | System Infrastructure Requirement Analysis and Planning | | |
| | <ol style="list-style-type: none"> 1. Explain an outline of role and job of system infrastructure personnel. 2. Analyze and plan the system infrastructure. 3. Explain non-functional requirement definition method. | Lecture and Exercise | 2 days |
| 16 | Website Interface Design | | |
| | <ol style="list-style-type: none"> 1. Explain the basic website design method. 2. Explain the web page layout. 3. Explain the web page design. 4. Explain the operation of a web site. 5. Explain the ideal navigation scheme. | Lecture and Exercise | 2 days |
| 17 | CMS Function and Application | | |
| | <ol style="list-style-type: none"> 1. Explain characteristics and merits of CMS. 2. Explain the structure and functions of CMS. 3. Apply CMS to realize web services. | Lecture and Exercise | 3 days |

<Module 4 Objective>

To strengthen comprehensive skills in analyzing and identifying the business problems, developing ICT solutions, and formulating an ICT solution proposal

| | | | |
|---|--|-------------|--------|
| 1 | Observation Tour 1 | | |
| | <ol style="list-style-type: none"> 1. Understand the usage of the latest ICT technologies in Okinawa. 2. Obtain tips of ICT solution for your country through the understanding acquired from the observation tour. 3. Obtain the higher understanding of Japanese history and culture. | Observation | 1 day |
| 2 | Observation Tour 2 | | |
| | <ol style="list-style-type: none"> 1. Understand the usage of the latest ICT technologies in Japan. 2. Obtain tips of ICT solution for your country through the understanding acquired from the observation tour. 3. Obtain the higher understanding of Japanese history and culture. | Observation | 3 days |

| | | | |
|--|---|----------|---------|
| 3 | Workshop (IT Architect) | | |
| | <ol style="list-style-type: none"> 1. Design, Develop and evaluate web applications based on user requirement. 2. Manage and operate system development process. | Exercise | 16 days |
| 4 | Action Plan | | |
| | <ol style="list-style-type: none"> 1. Develop a concrete action plan which will be executed after participants come back to their home country. 2. Enhance the effectiveness of action plan by studying difficulties during action plan implementation. 3. Set indicators for monitoring achievement status. | Exercise | 10 days |
| Other activities | | | |
| <ul style="list-style-type: none"> -Course Orientation, Pre-test -Opening Interviews, General Briefing (about the life in Japan and Okinawa) -Mid-term Interviews, Final test -Study tour and workshop with other course in JICA Okinawa center -Course Evaluation (This is to get feedback from the training participants.) -Closing Ceremony | | | |

Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This training course aims for an organization of a participant to become capable of strengthening the organization's ability to implement ICT strategies by utilizing knowledge and adopting skills which are obtained by a participant.
-

2. Nominee Qualifications

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

(1) Essential Qualifications

- 1) Current Duties: As described in p. 2, Section I "For whom".
- 2) Experience in the relevant field: Minimum of 2 years of experience or equivalent as an IT Architect, System Analyst, or Application Specialist. Experience of application system development would be desirable.
- 3) Educational Background: Undergraduate or post graduate degree.
- 4) Language: Excellent command of spoken and written English equivalent to TOEFL iBT 79 or higher (Note that all the participants will be required to make presentations and formulate his/her Action Plan in English. Please attach a photocopy of an official certificate for English ability such as TOEFL, TOEIC, IELTS etc., if available.).
- 5) Health: Must be in good health to participate in the program. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications



Expectations for the Participants

- 1) Age: Between twenty-five (25) and forty (40) years old when the online program starts.
 - 2) Job position: Officer level or higher
-

3. Required Documents for Application

(1) Application Form:

The Application Form is available at the JICA overseas office (or the Embassy of Japan)

* 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. Information will be reviewed and used for reasonable accommodation.

(2) Photocopy of Passport:

You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

(3) ANNEX 1 (APPLICANT'S PROFESSIONAL EXPERIENCE IN THE FIELD OF THE ICT):

Information collected from this form will be used to evaluate the eligibility of each candidate to the present course. It is therefore imperative to include the duly completed form in the application.

(4) ANNEX 2 (COUNTRY REPORT)

***Remarks: The Application Form and ANNEX1,2 must be computer- printed, NOT handwritten.**

There are some cases which applicants are rejected since the application form is not readable.

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).



(All required material must arrive at JICA Center in Japan by July 5, 2024)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results not later than July 19, 2024.

5. Additional Document(s) to Be Submitted by Accepted Candidates

Accepted participants will receive preliminary study sheet and other forms by the training implementer together with instructions by email after notice of acceptance. Then these documents have to be returned by the date designated in the email.

6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly adhere the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),



- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "3.Expenses", "Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) Center: JICA Okinawa Center (JICA Okinawa)
 - (2) Program Officer: Mr. OSHIRO Yosaku (oiacttp@jica.go.jp)
-

2. Implementing Partner

Fujitsu Learning Media Limited

3. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, outfits, and shipping and stopover.
- (2) Expenses for study tours (basically in the form of bus/train/air tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment **are not included**).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept

4. Pre-departure Orientation

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

| Part I: Knowledge Co-Creation Program and Life in Japan | |
|---|---|
| English ver. | https://www.youtube.com/watch?v=SLurfKugrEw |
| French ver. | https://www.youtube.com/watch?v=v2yU9lSYcTY |
| Spanish ver. | https://www.youtube.com/watch?v=m7l-WlQSDjI |
| Russian ver. | https://www.youtube.com/watch?v=P7_ujz37AQc |
| Arabic ver. | https://www.youtube.com/watch?v=1iBQqdpXQb4 |
| Part II: Introduction of JICA Centers in Japan | |
| JICA Okinawa | https://www.jica.go.jp/okinawa/english/office/index.html |

If the link of these youtube URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAChannel02>

5. Reference

PDF: KENSHU-IN GUIDE BOOK

For more detailed terms and conditions



Annex

Please fill out the Forms attached as ANNEX1 and ANNEX2, and submit them along with the filled Application Form (or the filled Form A2 A3).

ANNEX 1

APPLICANT'S PROFESSIONAL EXPERIENCE IN ICT FIELD

ANNEX 2

COUNTRY REPORT

Applicants are required to typewrite the ANNEX1 and ANNEX2. There are many applicants disqualified from the selection because of the illegibility of these documents.

ANNEX 1

APPLICANT'S PROFESSIONAL EXPERIENCE IN ICT FIELD

You are requested to describe your experience in ICT field. Please carefully read questions and fill in the blanks with your answers as precise as possible. Please note that collected information will be used for the evaluation and selection of your application.

Course Name: ICT Core personnel Development/ IT Architect (A) (202311443J001)

Surname

Given name

Applicant's Name: _____

1. Experience in ICT Field

For how long and what type of ICT work have you been involved in until now (multiple selections are possible) in a business context? Please select the job type(s), which is/are closest to your past ICT experiences using the table below.

| Job Classification | Job Description | | Duration |
|---------------------------|---|---|----------|
| Chief Information Officer | Defining, planning and leading the implementation of Organization's ICT strategy and reform | | Year(s) |
| ICT Division Manager | Senior management level. Leading an ICT Division/Section | | Year(s) |
| ICT Project Manager | Coordinating every aspect of ICT system project from concept to delivery | | Year(s) |
| System Analyst | Analyzing current systems, identifying issues and planning new system developments | | Year(s) |
| ICT Architect | Analyzing business and designing architecture of ICT System | | Year(s) |
| Application Developer | Design | Designing application programs | Year(s) |
| | Coding and test | Coding and testing application programs | Year(s) |
| Network Specialist | Design | Designing networks | Year(s) |
| | Administration and Maintenance | Administrating and maintaining networks | Year(s) |
| Database Specialist | Design | Designing database | Year(s) |
| | Administration and Maintenance | Administrating and maintaining database | Year(s) |
| Security Specialist | Design | Designing security policies and measures | Year(s) |
| | Administration | Administrating security policies and measures | Year(s) |
| System Administrator | Administration | Administrating information processing systems | Year(s) |
| System Operator | Operating information processing systems | | Year(s) |
| Instructor | Conducting training courses in the field of ICT | | Year(s) |
| Other (if any) : | | | Year(s) |



2. Programming Experience

By filling in the table below, please evaluate your knowledge and experiences about system management process in a business context from 1 to 4

1. No experience at all or never heard of it
2. I have learnt about it but have not had an opportunity to practice it
3. I have experience working in accordance with it
4. I have experience managing it

| | Self-evaluation (1-4) |
|---|-----------------------|
| 1. C / C++ / C# | |
| 2. Basic / Visual Basic / Visual Basic .NET | |
| 3. Java | |
| 4. PHP | |
| 5. JavaScript | |
| 6. HTML | |
| 7. WordPress | |
| 8. Others () | |

3. Database Experience

By filling in the table below, please evaluate your knowledge and experiences about different types of database operation system in a business context from 1 to 4:

1. No experience at all or never heard of it
2. I have learnt about it but have not had an opportunity to practice it
3. I can design/develop a database using this system but may need technical support
4. I can use and perform complex tasks using this system all by myself

| | Self-evaluation (1-4) |
|-------------------------|-----------------------|
| 1. Oracle | |
| 2. PostgreSQL | |
| 3. MySQL | |
| 4. Microsoft Access | |
| 5. Microsoft SQL Server | |
| 6. DB2 | |
| 7. Others () | |

4. Operating System Administration and Office Software Experience

1) By filling in the table below, please indicate your knowledge and experiences in the area of operation system in a business context from 1 to 4:

1. No experience at all or never heard of it
2. I have learnt about it but have not had an opportunity to practice it
3. I can use it but may need technical support
4. I can use and perform complex tasks

| | Self-evaluation (1-4) |
|---|-----------------------|
| 1. Unix | |
| 2. Linux | |
| 3. Windows Client OS (i.e. 8, 10, 11) | |
| 4. Windows Server OS (i.e. Windows Server 2016, 2019, 2022) | |
| 5. Others () | |

2) By filling in the table below, please indicate your knowledge and experiences in the area of office software in a business context from 1 to 4:

1. No experience at all or never heard of it
2. I have learnt about it but have not had an opportunity to practice it
3. I can use it but may need technical support
4. I can use and perform complex tasks

| | Self-evaluation (1-4) |
|--------------------------|-----------------------|
| 1. Microsoft Word | |
| 2. Microsoft Excel | |
| 3. Microsoft Power Point | |
| 4. Others () | |

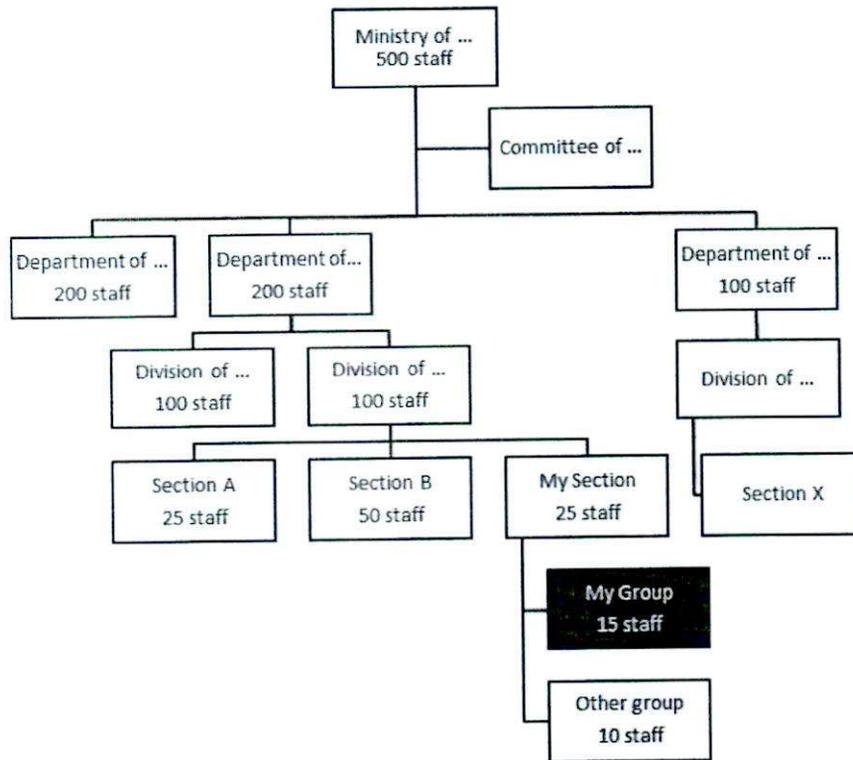
5. Configuration of the Information Processing System in your organization

Please describe information you have, if any, on the information processing system including hardware and software (packages and application programs) in your organization.

| | | Number of hardware | Remarks |
|-------------|--------------------|--------------------|-------------------------------------|
| Server | Windows File share | | OS () |
| | DHCP | | OS () |
| | Windows Domain | | OS () |
| | DNS | | OS () |
| | Mail | | OS () |
| | | | Software () |
| | Web | | OS () |
| | | | Software () |
| | Proxy | | OS () |
| | | | Software () |
| | NFS/NIS | | OS () |
| Application | | OS () | |
| | | Software () | |
| Database | | OS () | |
| | | RDBMS () | |
| Client | | | OS () |
| | | | Software () |
| | | | Others () |
| Network | Router | | Product Name () |
| | Switching HUB | | Product Name () |
| | Firewall | | Product Name () |
| | Others | | Product Name () |
| Internet | Network Service | | Telephone / DSL / Fibre Optic /CATV |
| | Line Speed | | bps |

6. Your organization's structure

- 1) Referring to the example, please attach the organization chart by highlighting your department/division/section and showing the number of staff working in each unit.



- 2) Please complement the organization chart by filling in the table below.

| Explanation | Organization Name | Total number of personnel |
|--|-------------------|---------------------------|
| Name of ministry or the highest level organization to which your organization belongs. | | |
| If there are any organizations between the above and yours, please indicate by the order of hierarchy. | 1. | |
| | 2. | |
| | 3. | |
| Name of your organization | | |
| If there are any organizations under yours, please indicate by the order of hierarchy. | 1. | |
| | 2. | |
| | 3. | |

7. Work assignment upon the completion of the training course

Upon the completion of the training course, is your current work assignment envisaged to be changed or modified?

Yes No

If your answer is yes, please describe tasks that would be newly/supplementary added to your work assignment. In case you are supposed to be assigned to a completely different new position, please also indicate the name and major tasks.

| |
|---|
| New tasks to be added in addition to your current work assignment |
| |
| New job title (if it is applicable) |
| |

8. Course subjects of your organization's interest

Referring to the training subjects described in Page 11-15, what would be the most important subject(s) in tackling the business issue(s) that faces your organization? By filling in the table below, you are also requested to specify the reason why that subject can resolve the issue.

| Priority | Course subject | Motif of your choice (why this subject can contribute to resolve your organization's business issue?) |
|----------|----------------|---|
| 1st: | | |
| 2nd: | | |
| 3rd: | | |
| 4th: | | |

9. Action Plan

This training program falls into one of JICA's training categories "**SOLUTION CREATION TRAINING**". Such program aims to facilitate solving problems in organizations by enabling the participants to acquire necessary knowledge and skills, which can address innovative solutions.

The creation of Action Plan therefore constitutes a core of this training course especially because it defies the roadmap to solve organization's business issues.

In this context, please describe business problems that your organization is interested in addressing within the framework of this training course. Some of those can be the scope of your future Action Plan.

| | Business problems that should be addressed | Reason why your organization is interested in solving the problem | Proposed solutions |
|---|--|---|--------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

I certify that the above statements made by me in this form are true to the best of my knowledge.

Date : Signature :

ANNEX 2

COUNTRY REPORT

Please describe in detail as much as possible. This report aims to better understand the level of your country's and government's approach to ICT deployment including e-Government.

Course Name: ICT Core personnel development/ IT Architect (A) (202311443J001)

Surname

Given name

Applicant's Name: _____

1. National e-Government Policy

(For improving citizen service delivery or integrating ICT solutions in government work, etc.)

(1) Name of the policy

(2) Leading organization in the policy implementation within government ministries and institutions

(3) Background and the outline of the policy

(current status, current issues, solutions, scope, implementation plans and stakeholders, etc.)

2. National ICT Policy/Vision

(universal access to ICT, private sector development, E-learning or E-agriculture, etc.)

(1) Name of ICT policy/vision

(2) Leading organization in promoting ICT policy/vision within government ministries and institutions

(3) Background

Overview of ICT usage in your country

Total yearly sales of ICT industry (US\$): (including foreign companies)

Percentage of the domestic ICT industry's yearly sales (US\$)

Benchmark data on ICT usage used for ICT policy/vision

(4) Outline of the policy

(overarching objectives, target; scope, stakeholders and implementation plans, etc.)

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses 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 is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of

organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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 Embassy of Japan.

Further, address correspondence to:

JICA Okinawa Center (JICA Okinawa)

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa, 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014 E-mail: oicttp@jica.go.jp

("81" is the country code for Japan, and "78" is the local area cod

**Application Guideline for
the JICA Knowledge Co-Creation Program**

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

| Form | Filled by |
|--|---|
| Form1. Official Application Form | <ul style="list-style-type: none"> • To be filled by you and your supervisor* • To be signed by your supervisor • Official stamp of your organization is needed. |
| Form2. Nomination from the Organization | You and your supervisor * |
| Form3. Individual Application Form | You |
| Form4. Questionnaire on Medical Status and Restrictions | You |
| Form5. Terms and Conditions, and Declaration | You |

*Supervisor: the head of the department/division of your organization

Please be advised:

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use “√” or “x” to mark the () options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

In submitting the Application Forms and attached documents, please make sure:

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

**CHECK LIST before submission:**

| Items | Form No. | Check |
|--|---------------|-------|
| 1. Fill in all items in typewritten | All the forms | |
| 2. Your signature | Form 3, 4, 5 | |
| 3. Signature of your supervisor* | Form 1, 2 | |
| 4. Official stamp of your organization | Form 1 | |
| 5. Your photo | Form 3 | |
| 6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below. | - | |
| 7. Attach the required document(s) as instructed in the GI | - | |

*Supervisor: the head of the department/division of your organization

Note for Applicants from Latin American and the Caribbean Countries:

- (1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

- (2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.

Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

*To be signed by your supervisor (the head of the relevant department / division of your organization).

1. Course Title (as shown in the GI)

2. Course Number (the number as "xxxxxxxxJxxx" shown in the GI)

3. Course Duration

From to (DD/MM/YYYY)

4. Country

5. Organization

6. Name of the Nominee(s)

| | |
|----|----|
| 1) | 3) |
| 2) | 4) |

7. Confirmation by the organization in charge

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

| | | | |
|--|------------|---------|----------------|
| Date: | Signature: | | |
| Name: | | | |
| Title / Position | | | Official Stamp |
| Department / Division | | | |
| Office Address and Contact Information | Address: | | |
| | Tel: | E-mail: | Fax: |

(If necessary) Confirmation by the organization in charge

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: | | | |
| Title / Position | | | Official Stamp |
| Department / Division | | | |

Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

*To be signed by your supervisor (the head of the relevant department / division of your organization).

1. Reason for nominating the Applicant

Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

Date

Name and
Title/Position

Signature

6) Contact Information

| | | |
|-------------------|----------------------|----------|
| Private | Address: | |
| | TEL*: | Mobile*: |
| | FAX*: | E-mail: |
| Office | Address: | |
| | TEL*: | Mobile*: |
| | FAX*: | E-mail: |
| Emergency Contact | Name: | |
| | Relationship to you: | |
| | Address: | |
| | TEL*: | Mobile*: |
| | FAX*: | E-mail: |

*Please fill it out from country code for telephone, mobile, and fax number.

7) Present Position

| | | |
|---|--|-------------------|
| Organization | | |
| Year that entered the organization | | |
| Department / Division | | |
| Title | | |
| No. of years of service in the present position | Years | From (Month/Year) |
| | | |
| Type of Organization | <input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other : _____ | |
| Number of employees | | |
| Home Page Address | | |

【Questionnaire on Relationship with the Military】 (FOR ALL THE APPLICANTS)

Please mark Yes or No about your status.

| |
|---|
| (YES / NO) Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register) |
| (YES / NO) Personnel of the Ministry of Defense, or organizations under the Ministry of Defense |
| (YES / NO) Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency |
| (YES / NO) Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations |
| (YES / NO) Personnel of civilian organizations which have divisions to conduct military-related activities |

4. Experience and Eligibility
1) Career Background (After graduation and before taking the present position)

*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.

| Organization | City/ Country | Period | | Position or Title and Department/Division | Brief Job Description |
|--------------|------------------|--------------------|------------------|--|-----------------------|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |

2) Academic Background (University, College or Higher Education)

| Institution | City/ Country | Period | | Degree | Major |
|-------------|------------------|--------------------|------------------|--------|-------|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |

3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

*Only Applicants for KCCP (Group and Region Focused) are required to fill in this part.

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

4) Language Proficiency (Self-Assessment)

| | | | | |
|---|---------------|----------|----------|----------|
| 1) Language to be used in the course (as shown in GI) | | | | |
| Listening | () Excellent | () Good | () Fair | () Poor |
| Speaking | () Excellent | () Good | () Fair | () Poor |
| Reading | () Excellent | () Good | () Fair | () Poor |
| Writing | () Excellent | () Good | () Fair | () Poor |
| Language Test Scores if any (ex. TOEFL, TOEIC, etc.) | | | | |
| 2) Mother Tongue | | | | |



| | | | | |
|---------------------------|---------------|----------|----------|----------|
| 3) Other languages () | () Excellent | () Good | () Fair | () Poor |
|---------------------------|---------------|----------|----------|----------|

| | |
|-----------|---|
| 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. |
| Good | Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation. |
| Fair | Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation. |
| Poor | Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses. |

5. Background and Purpose of Application

1) Current challenges in the organization in relation to the theme of the KCCP you are applying:
Describe the issues that your organization/department intends to tackle by participating in this program.

2) Main duties of Applicant: Describe your main duties and responsibilities in relation to this program.

3) Relevant Experience of Applicant: Describe previous occupational experiences that is highly relevant in this program.

4) Your individual Goal: Elaborate on your plans to apply the lessons learned from this program to your organization.



5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

By Applicant

Date

Name and
Title/Position

Signature

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

| | |
|--------|--|
| [] No | [] Yes: Name of illness (_____), Name of medicine (_____) <i>If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i> |
|--------|--|

(b) Do you have any allergies with medicine, food, pollen, etc.?

| | |
|--------|--|
| [] No | [] Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? (_____) |
|--------|--|

(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

| | |
|-----------|--|
| (_____) | <i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i> |
|-----------|--|

2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

| | |
|--------|--------------------------------------|
| [] No | [] Yes: Please specify (_____) |
|--------|--------------------------------------|

(b) Have you or/and your family members had tuberculosis?

| | |
|--------|--------------------------------------|
| [] No | [] Yes: Please specify (_____) |
|--------|--------------------------------------|

(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

| | |
|--------|--------------------------------------|
| [] No | [] Yes: Please specify (_____) |
|--------|--------------------------------------|

(d) Have you ever had any sleeping, eating or other disorders?

| | |
|--------|---|
| [] No | [] Yes: Please specify (_____) Name of medicine taken if any (_____) |
|--------|---|

3. Other Medical Issues/Conditions

If you have any medical issues/conditions that are not described above, please indicate below.

| |
|--|
| |
|--|

* Are you pregnant?

| | |
|-----------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes: Weeks of pregnancy (weeks) |
|-----------------------------|---|

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

I understand that this questionnaire will be checked by the people who are engaged in the program during my stay in Japan.

By Applicant

| |
|----------------------------|
| Date |
| Name and Title/Position |
| Signature |

※ Please notify JICA staff upon any changes in your health condition after submission of the form.

Form5. TERMS AND CONDITIONS**1. General Rules**

The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") 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 Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information 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 the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal

Information, and to otherwise properly manage such information.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.
If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies)' works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.



JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy

- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

- I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
 Agree / Disagree

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

By Applicant

| |
|----------------------------|
| Date |
| Name and Title/Position |
| Signature |