



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### CHIEF INFORMATION OFFICER (CIO) FOR E-GOVERNMENT PROMOTION (B) 集團研修「電子政府推進のための情報化戦略責任者 (CIO) 養成 (B)」 *JFY 2010*

<Type: Leaders Training / 類型: 中核人材育成型>

NO. J10-00838/ ID. 1080013

From December 2010 to April 2012

Phases in Japan: From January 18, 2011 to April 28, 2011

This information pertains to one of the Training and Dialogue Programs 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 both Governments.

# I. Concept

## Background

Recently, computerization of ministries and agencies in a central government and local government authorities is focused as one of the most effective solutions for capacity development for governance in various fields, like Health, Education, and Community Development, etc. in developing countries for poverty reduction. Moreover, installation of computer system gets easier and more cost-effective for developing countries than before because manipulations of computer systems get easier because of technological innovation and costs for hardware and software of ICT get reduced.

Nevertheless, one crucial issue remains that optimization of computer system in governments of development countries is insufficient due to lack of experienced parties and human resource and lack of adequate solutions. Therefore, responding this issue, JICA OKINAWA holds seven kinds of computer courses for Chief Information Officer, Project Management, Database Management/Specialist, Information Security, and Web Application Development (Open Source Software/Vendor).

Especially, out of these seven courses, the course of Chief Information Officer is expected to support to make clear visions for e-Government in developing countries and to realize these visions.

<Structure of IT Courses>

Category		Consultation	Project Management	IT Specialist			Application Specialist	
Specialty		Information Technology (IT)	System Development Application Development System Integration	Database	Security	Business Application System		
High	Lev. 7							
	Lev. 6							
	Lev. 5							
Middle	Lev. 4	<b>Chief Information Officer</b>	Project Management					
	Lev. 3			Database Specialist	Database Management	Information Security	Web Application Development (Vendor)	Web Application Development (Open source)
Entry	Lev. 2							
	Lev. 1							

Structure of IT Courses is based on "Skill Standards for IT Professionals (ITSS)" published by the Minister of Economy, Trade and Industry(METI) of Japan.

### **For what?**

This training program trains leaders of computerization like Chief Information Officers to be capable of showing clear images of computerized organizations and making adequate long/mid-term directions and strategies for promotion of e-Government.

Upon completion of this course, participants are expected to :

- Identify issues(\*) to be solved in organizations.
- Find the solutions for the issues in organizations.
- Create and implement action plans for the solutions.

(\*) Examples of issues:

- Lack of system flexibility to change
- Lack of system investment measurement
- Lack of organization-wide business reviewing system

### **For whom?**

This program is offered to ministries and/or agencies in a central government and/or local government authorities.

<Intended Participants>

- Chief Information Officers of organizations
- Assistant Chief Information Officers of organizations
- IT Officers who are expected to be Chief Information Officers.
- IT Officers who are in charge of promotion of e-Government and/or computerization of organization.

### **How?**

This training program firstly offers lectures, exercises and observations to learn and study basic and applied knowledge and skills for long/midterm promotion of e-Government and, at the final stage of the program in Japan, a three-week workshop will ensure training participants what they have learned and studied through those lessons, exercises and observations mentioned previously. The participants are expected to formulate an action plan describing what the participant will do for home countries with using what the participants have learned and noted.

## II. Description

**Title (J-No.): Chief Information Officer (CIO) for E-Government Promotion (B) (J10-00838)**

**1. Period of program**

<b>Duration of whole program:</b>	December 2010 to April 2012
<b>Preliminary Phase:</b> (in a participant's home country)	December 2010 to January 2011
<b>Core Phase in Japan:</b>	January 18, 2011 to April 28, 2011
<b>Finalization Phase:</b> (in a participant's home country)	April 2011 to April 2012

**2. Target Regions or Countries**

Argentina, Cambodia, Cuba, Iran, Indonesia, Philippines and Egypt.

**3. Eligible / Target Organization**

This program is designed for ministries and/or agencies in a central government and/or local government authorities.

**4. Total Number of Participants**

Ten (10) participants

**5. Language to be used in this program:** English

**6. Program Objective:**

Training participants, who lead computerization of ministries and/or agencies in a central government and/or local government authorities, will be able to review business process to adjust to rolls of his/her work place, analyze business and issues, and formulate strategies for long/middle term computerization.

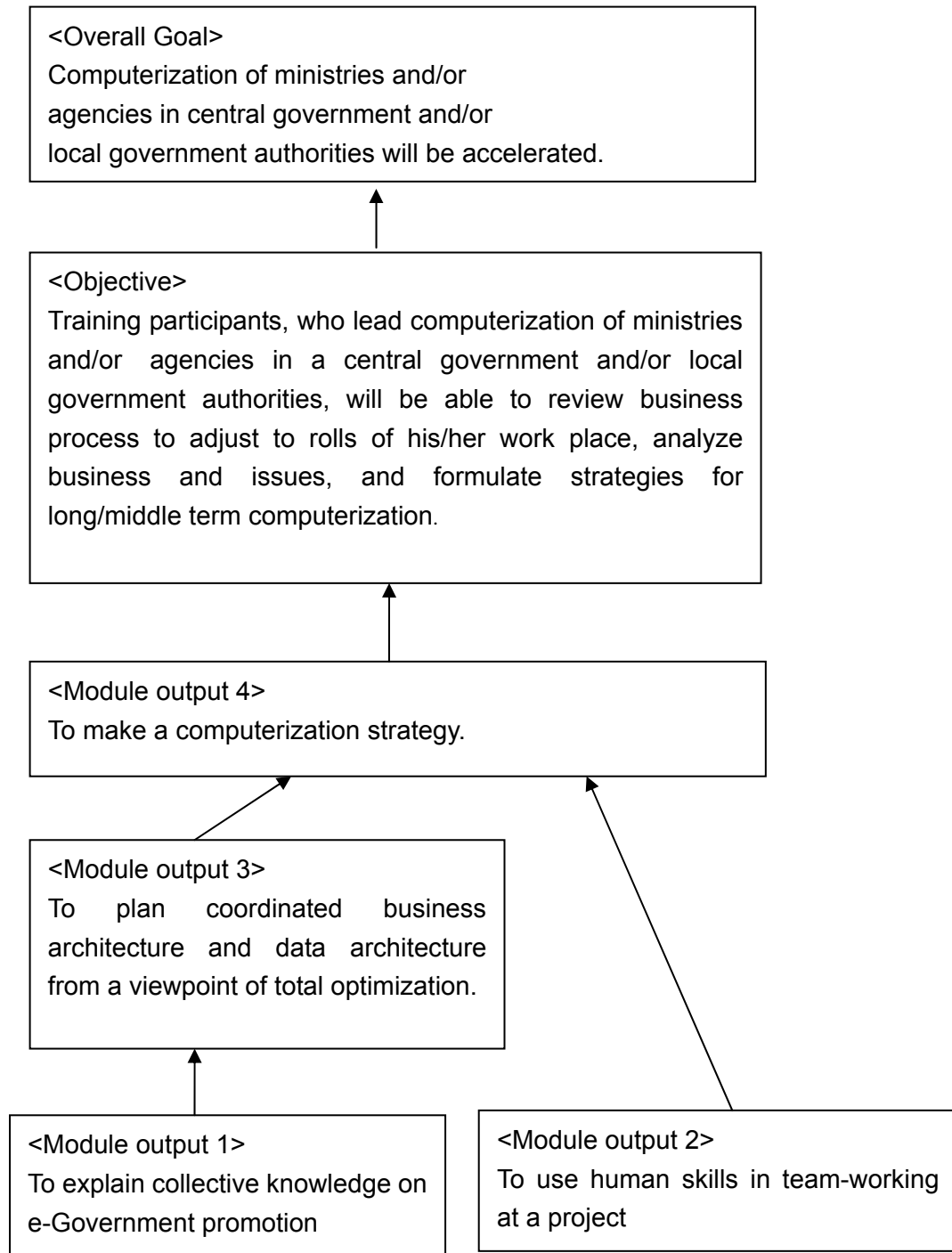
**7. Overall Goal**

Computerization of ministries and/or agencies in central government and/or local government authorities will be accelerated.

## 8. Expected Module Output and Contents:

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

### <Structure of the program>



<b>(1) Preliminary Phase in a participant's home country</b> (December 2010 to January 2011) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Inception report is formulated	Formulation and submission of Inception Report

<b>(2) Core Phase in Japan</b> (January 18 to April 28, 2011) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>
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#	Subjects	Topics ----- Objectives	Methods	Days (*1)
<b>&lt;Module 1&gt;</b> Collective knowledge on E-Government promotion.				
1	Introduction to E-Government	Objectives of E-Governments and their services. ----- 1. Understand the objectives of E-Governments, the E-Government readiness status and best practice in different countries. 2. Understand general service contents of E-Government. 3. Explain the result of examination and analysis of your country's readiness status.	Lecture and Exercise	3
2	Introduction to Enterprise Architecture (EA)	Necessity of EA for E-Governments and procedure for making EA. ----- 1. Understand the background and necessity of reform methods that retains the consistency between the information system and services necessary to realize E-Government. 2. Understand the procedure for making EA. 3. Understand EA readiness status in different countries. 4. Understand the advantages and procedure of using reference models in making "to-be" models. 5. Understand the organizational scheme necessary to make and manage EA.	Lecture and Exercise	2

3	Business Process Reengineering (BPR) Methodology	<p>Basic concept of BPR (Business Process Reengineering), its procedures, change management method, and business process model.</p> <hr/> <p>1. Understand the concept of BPR when studying the Business Architecture in EA.  2. Explain the basic idea of BPR (how to realize "to-be" model) and its background, and explain them to project members when implementing BPR.  3. Explain points to examine in a planning phase, and explain the planning process and the whole picture of the BPR process.  4. Explain the necessity of change management in the BPR planning phase and its methods.  5. Explain points through an exercise applying BPR method on a virtual public organization.</p>	Lecture and Exercise	3
4	Problems and Solutions for Open Source Software Introduction	<p>Trend of open source introduction and its problems.</p> <hr/> <p>1. Explain solutions to problems when a public organization introduces open source software.  2. Explain points to consider when introducing open source software, through examples.  3. Explain information resources and communities related to open source software on the Internet.</p>	Lecture and Exercise	2
5	Security Basics	<p>Necessity of information security, general outline of security measures, and security design.</p> <hr/> <p>1. Explain the necessity of information security.  2. Explain how security measures are used.  3. Understand the importance of information security management.  4. Explain the appropriate security measures against threats.</p>	Lecture and Exercise	2
6	Project Management Basics	<p>Major system development methodologies and fundamental theory of project management applying PMBOK.</p> <hr/> <p>1. Understand a fundamental project management methodology of applying PMBOK.  2. Explain basic characteristics of each development methodologies (waterfall, prototype, iterative, package) and the role of each process, then explain selection of the suitable methodology for specific systems.  3. Explain cost estimation for system development.  4. Explain an outline of making development schedule and quality management method.</p>	Lecture and Exercise	3
7	Object Oriented Basics	<p>Basic concepts and advantages of object oriented technology.</p> <hr/> <p>1. Explain the basic concepts of object oriented technology.  2. Explain the advantages of object oriented system development.</p>	Lecture and Exercise	1

<Module 2> Human skills in team-working at a project				
8	Leadership Training	Understanding leader's role, coaching method, and facilitation technique. ----- 1. Improve leadership of information system project leader. 2. Explain coaching skill that project leader needs. 3. Explain facilitation that plans and promotes meeting of projects effectively.	Lecture and Exercise	3
9	Negotiation	Negotiation skills with stakeholders to a project. ----- 1. Engage in smooth negotiations as the representative of an information systems planning / design / development project. 2. Form a consensus among related parties inside and outside the project at hand.	Lecture and Exercise	2
10	Proposal Writing	Skills of drafting proposals to stakeholders to a project. ----- 1. Explain the process of making proposal. 2. Make a written project proposal. 3. Assess and revise the proposal.	Lecture and Exercise	3
11	Presentation for Dissemination	Presentation skills for dissemination and education of results of this training. ----- 1. Explain factors involved in an effective presentations. 2. Explain efficient promotional activities to spread new technology and techniques. 3. Explain procedures and points to consider when planning the promotion activity. 4. Design effective presentation contents. 5. Give instruction in new technology and techniques.	Lecture and Exercise	3
<Module 3> Planning of integrated business architecture and data architecture from a viewpoint of total optimization.				
12	Making Business Architecture	Points on design of Business Architecture, one Of the layers of EA. ----- 1. Explain objectives and procedure for examining business architecture. 2. Explain the definition of enterprise, which is the basis for examining the business architecture. Also explain the importance and methods of clarifying the objective of EA reform, and 3. Explain the relationship of each documents (Business outline, DMM, DFD, WFA) used in business architecture examination and how to create the documents based in these relationship.	Lecture and Exercise	3

13	Making IT Architecture	<p>Points of application process and data process based on EA.</p> <hr/> <ol style="list-style-type: none"> <li>1. Explain the roles each architecture (data/application/technology architecture) in the IT architecture,</li> <li>2. Explain how to create documents such as UML class diagram, ERD of the data architecture, and</li> <li>3. Explain main points to examine in the application architecture</li> </ol>	Lecture and Exercise	2
14	IT Governance	<p>The position of IT on an organization management.</p> <hr/> <ol style="list-style-type: none"> <li>1. Explain the increasing importance of IT and explain the change of role of IT divisions,</li> <li>2. Explain the direction of reform based on current procedural and organizational problems of IT divisions,</li> <li>3. Explain IT governance practices such as use of outsourcing,</li> <li>4. Explain the method of IT investment assessment and management, and</li> <li>5. Explain the organizational structure and operation method necessary to make EA and manage EA.</li> </ol>	Lecture and Exercise	2
15	Consulting Methodology Basic	<p>Consulting Methodology, necessary for planning of EA.</p> <hr/> <ol style="list-style-type: none"> <li>1. Explain the strategic thinking process that finds managerial problems, and the role of your division and project from a viewpoint of enterprise management,</li> <li>2. Explain the methods such as brainstorming and logic tree, and</li> <li>3. Explain the efficiency and utilization of various kinds thinking frameworks, such as 3C's analysis, 5 Forces Model and SWOT analysis.</li> </ol>	Lecture and Exercise	3
16	Information Security Policies and Standards	<p>Formulation and operation of Information Security Policy along with ISO/IEC27002.</p> <hr/> <ol style="list-style-type: none"> <li>1. Explain the general outline of ISO/IEC27002, an information security management guideline defined by ISO (International Organization for Standard),</li> <li>2. Explain necessary items to include in the information security policy, and</li> <li>3. Explain security management based on information security policy.</li> </ol>	Lecture and Exercise	2

17	Observation tours	Observations relating to CIO in Okinawa and Main Island in Japan each and Comparison among both observations ----- 1. Explain how E-Government system is incorporated into actual societies in Japan, 2. Explain how the issues happened in the E-Government promotion in Japan were solved, 3. Explain what are present issues in promotion of computerization in Japan, 4. Discuss what is the direction of solution to the issues mentioned above #3., and 5. Compare differences in E-Government situation between Okinawa and Main Islands in Japan and explain what may be used into home countries.	Observation	5
<b>&lt;Module 4&gt; Formulating of a computerization strategy.</b>				
18	Workshop	Strategy for computerization of whole an organization ----- 1. Design business architecture and data architecture of EA, based on given condition, and 2. Plan a project scheme and operation method to realize EA.	Exercise	15
19	Action Plan	Planning an action plan after going back to home countries based on notes from the results of the workshop mentioned above. ----- 1. Explain the methods to establish detailed plan how to use the knowledge attained in this training program after returning to home country, 2. Explain the methods to enhance the effectiveness of the action plan by considering a response against anticipated obstacles, and 3. Create a checklist to monitor the implementation of the action plan for three (3) months later, six (6) months later, and twelve (12) months later.	Exercise	2
20	Self Training	Reviewing and prior Learning		1
<b>&lt;Appendix &gt;</b>				
20	- Course Orientation, - Pretest, - Final Examination - Course Evaluation, and - Closing Ceremony			3
<b>Total training Days</b>				<b>65</b>
<b>&lt;Miscellaneous &gt;</b>				
21	- Opening Ceremony, - General Orientation, - International Exchange Program with Local Communities(*2)			4
<b>Total Working Days</b>				<b>69</b>

\*1: A training day has six (6) working hours. Total training hours are 390 hours.

\*2: See at the Section V. "Other Information" below.

JICA OKINAWA prepares a PC for each participant, which has followings software:

- Microsoft Windows Vista Business edition, and
- Microsoft Office Professional 2007.

**(3)Finalization Phase in a participant’s home country**

*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Expected Module Output	Activities
To implement an interim report (action plan)	<p>Each organization of the training participant is required to implement its "Action Plan", which the training participant has formulated to solve an issue on computerization strategy plan in his/her organization while having stayed in Japan.</p> <p>After the training participant returning to the home country, the participant and his/her organization are expected to review the "Action Plan", and to conduct the revised action plan.</p> <p>Every organization is required to submit a "Performance Report of Action Plan" to JICA OKINAWA at three (3) months and six (6) months respectively after the participant has returned to home country. JICA OKINAWA will make advices to ex-participants based on the reports in cases with help of course instructors.</p> <p>Finally, the organization is required to submit a "Completion Report" to report the results of this activity to JICA office or Embassy of Japan in the participant’s country at twelve (12) months after the participant has returned to home country.</p>

### **III. Conditions and Procedures for Application**

#### **1. Expectations for the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

#### **2. Nominee Qualifications:**

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

##### **(1) Essential Qualifications**

- 1) **Current Duties:** be a director or manager leading of computerization and/or e-Government programs in ministries and/or agencies in a central government and/or local government authorities.
- 2) **Experience in the relevant field:** have two (2) years or more experience as Chief Information Officer or five (5) to seven (7) years experience of an IT architect, system analyst, IT section manager and/or project manager.
- 3) **Educational Background:** be a university graduate or higher
- 4) **Language:** have a competitive command of spoken and written English equivalent to TOEFL iBT 79 or better (This program includes active participation in discussions, action plan development, thus requires high competence of English ability. Please attach a photocopy of an official certificate for English ability such as TOEFL, TOEIC, IELTS etc, if possible).
- 5) **Health:** must be in good health, both physically and mentally, to participate in the Program in Japan.

※Pregnancy : participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ①letter of the participant's consent to

bear economic and physical risks ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate.

Please ask National Staffs in JICA office for the details.

## **(2) Recommendable Qualifications**

**1) Age:** be between the ages of thirty (30) and forty-five (45) years.

**2) Organizations:** Those Who belong to the same organization as the participants of the following courses held in JICA OKINAWA in the JFY 2008 and 2009 are more desirable. (Please note that the same participants as 2008 or 2009 are not acceptable)

(July 2008 – June2010);

- Chief Information Officer (CIO) for E-Government Promotion (A)
- Chief Information Officer (CIO) for E-Government Promotion (B)
- Project Management for E-Government Promotion
- Database Specialist for E-Government Promotion
- Database Management for E-Government Promotion (A)
- Information Security for E-Government Promotion (A)
- Web Application Development (Vender) for E-Government Promotion
- Web Application Development (Open Source) for E-Government Promotion

## **3. Required Documents for Application**

**(1) Application Form:** The Application Form is available at the respective country's JICA office or the Embassy of Japan.

**(2) Nominee's English Score Sheet:** to be submitted with the filled Application Form (or the filled Form A2A3). If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a photocopy) to the application form.

**(3) Questionnaire (Country Report):** to be submitted with the filled Application Form (or the filled Form A2A3). Fill in the form shown in the Section "VI Annex" of this General Information, and submit it with the Nomination Form. **You may be disqualified if you do not submit the questionnaire with the application form.**

**(4) Applicants are strongly requested to typewrite the Application Form and Questionnaire. There are many applicants disqualified from the selection because of the illegible letter in those documents.**

## **4. Procedure for Application and Selection :**

**(1) Submitting the Application Documents:**

Closing date for application to the JICA Center in JAPAN: **October 29, 2010**

**Note: Please confirm the closing date set by the respective country's JICA**

**office or Embassy of Japan of your country to meet the final date in Japan.**

**(2) Selection:**

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

**(3) Notice of Acceptance**

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than November 30, 2010.**

**5. Conditions for Attendance:**

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

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA OKINAWA

(2) **Contact:** Training Program Division, JICA OKINAWA  
E-mail: oicctp@jica.go.jp

### 2. Implementing Partner:

(1) **Name:** IT Training Joint-venture Group led by FUJITSU LIMITED.

(2) **Contact:** Mr. Katsuhisa FURUKAWA  
Director of IT Training Joint-venture Group  
TEL: +81-98-874-3866 FAX: +81-98-874-3867  
E-mail: followup@itc.jica-oic.jp

(3) IT Training Joint-venture Group is consisted of the following 5 companies.

- FUJITSU LIMITED
- FUJITSU LEARNING MEDIA LIMITED
- OKINAWA FUJITSU SYSTEMS ENGINEERING LIMITED
- NIPPON TELEGRAPH AND TELEPHONE EAST CORPORATION.
- NTT DATA CORPORATION

### 3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

### 4. Accommodation in Japan:

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

JICA Okinawa International Center (JICA OKINAWA)

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

TEL: 81-98-876-6000 FAX: 81-98-876-6014

(where "81" is the country code for Japan, and "98" is the local area code)

If there is no vacancy at JICA OKINAWA, JICA will arrange alternative accommodations for the participants. To know the JICA Okinawa's surroundings, please refer to the site of "Kenshuin-Map" at its URL,

<http://jica-net.jica.go.jp/dspace/handle/10410/727>

Then please click "Kenshuin\_map\_big.aspx" in the web page.

"Kenshuin-Map" was made by ex-participants of one of the JICA's multimedia training courses, "Digital Video Production for Dissemination and Enlightenment in JFY 2009", as an assignment of final workshop. This content introduces how to get to places for shopping, dining and exchanging foreign currencies, around JICA

Okinawa International Center.

**5. Expenses:**

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

- (1) Allowances for accommodation, living expenses, outfit, and shipping
  - (2) Expenses for study tours (basically in the form of train tickets.
  - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
  - (4) Expenses for program implementation, including materials
- For more details, please see p. 9-16 of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

**6. Pre-departure Orientation:**

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

**7. Notice for the prior learning.**

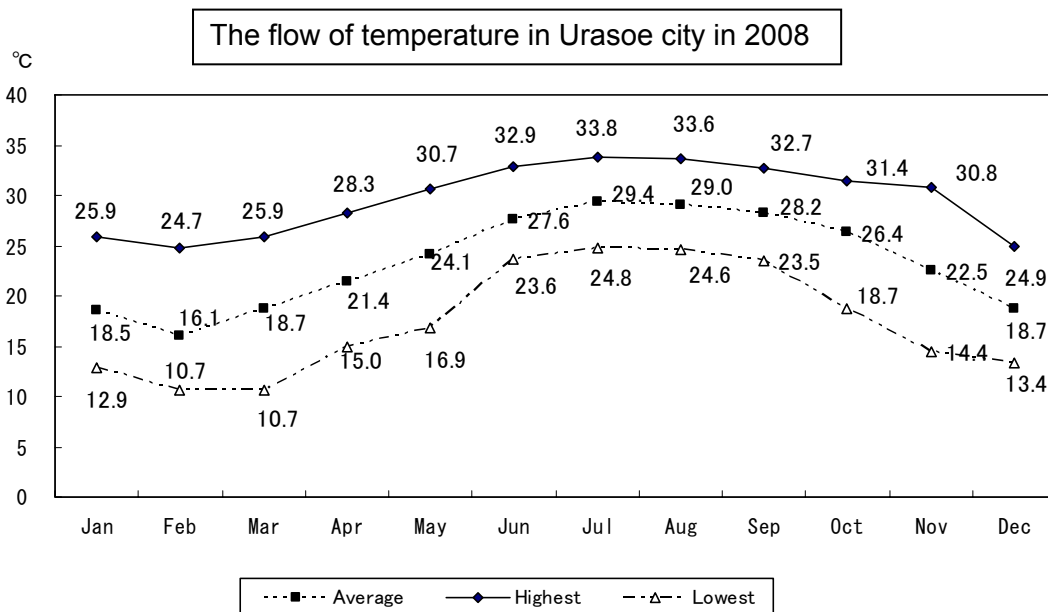
For the purpose of running the IT training more efficiently, the course materials are stored on the JICA Okinawa IT Training website. You can use the materials for preparing yourself before coming to Japan. After your application is authorized by JICA, the URL, ID and password for the site will be notified.

## V. Other Information

### 1. Climate in Okinawa

Okinawa is located in sub-tropical zone (southern edge of Japan) however climate varies depending upon seasons. While it is hot as well as heavily humid in summer season (June through October), it becomes a bit chilly due to the strong windy in winter season (December through March). So, participants are recommended to bring suitable clothing (details are mentioned in below 4.)

The following diagram is the flow of temperature in Urasoe city where JICA OKINAWA (or “Okinawa Kokusai Center” in Japanese) is located (Data source: [http://www.city.urasoe.lg.jp/images/library/File/kikakubu/kikaku/tokei/420/01\\_%E5%9C%9F%E5%9C%B0\\_1%EF%BD%9E.xls](http://www.city.urasoe.lg.jp/images/library/File/kikakubu/kikaku/tokei/420/01_%E5%9C%9F%E5%9C%B0_1%EF%BD%9E.xls)).



### 2. Main facilities in JICA OKINAWA

JICA OKINAWA is equipped with a variety of facilities for training and welfare activities such as seminar rooms, a library, a computer room (connected to the Internet), accommodation rooms (details are mentioned in below 3.), a dining hall, a clinic for medical consultation, a gym, a tennis court, a play-ground, a swimming pool (available from May to October), a Japanese-style room for tea ceremony and a recreation room.

Supplementary, “HALAL” meals for the Muslim and vegetarian meals are available in the dining hall.

### **3. Accommodation in JICA OKINAWA**

JICA OKINAWA's accommodation building has three stories and 118 single rooms. Training participants basically use these single rooms. Every single room is furnished with a bed, a desk, a chair, a TV equipped with video, a DVD player, room lamps, a safety box, a bathroom and a telephone set which enables you to call inside JICA OKINAWA and receive all incoming calls including international calls.

Accommodation building is equipped with laundry room on each floor. And also washing machines and irons are available for free. However, towels and toiletries are not available and cooking facility is not equipped. Cooking in the room is strictly prohibited.

### **4. Outfit**

It is recommended to bring suitable clothing depending upon the season, especially ensure to have warmed enough clothes if your program runs through the winter season.

There are a few occasions like opening and clothing ceremonies when training participants are kindly requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during training ours of most of the training program.

If your training program includes practices such as plant visit or outdoor activities, suitable uniform/clothing will be provided by JICA or a visiting site upon arrival.

### **5. Environmental conservation activities in JICA OKINAWA**

JICA OKINAWA emphasizes on the environmental conservation activities such as energy saving, rubbish separation and recycling etc. JICA OKINAWA has been certified ISO14001 (International Organization for Standardization) since Oct, 2004 and renewed it in Oct, 2007. ISO 14001 is the international specification for an environmental management system. Therefore, training participants are also kindly requested to cooperate to these activities during stay in JICA OKINAWA. Details are instructed by a staff member of JICA OKINAWA at beginning of the training program.

### **6. Activities out of training program**

JICA OKINAWA offers a various kinds of welfare activities for the participants such as a home-stay program to the local family, exposition of Japanese/Okinawa traditional cultures and Japanese language/conversation classes etc. Training participants can try any of them whenever sheets are available.

### **7. International Exchange Program with Local Communities**

JICA encourages international exchange between JICA participants and local communities.

Therefore, participants are strongly recommended to bring their national or traditional dress and materials like photographs, video tapes, DVDs and audio CDs that show their countries' interesting culture. This may make the exchange program more fruitful.

Furthermore, any other items which may be used to exhibit your culture are welcomed. JICA OKINAWA has displays which introduce world culture to visitors.

## **8. For your Information**

Information of Okinawa is available at following URLs.

(1) HP of Urasoe city:

<http://www.city.urasoe.lg.jp/archive/8761234/kokusai/english/index.html>

Basic information of Urasoe city is covered in English.

(2) HP of Okinawa Prefecture: <http://www.pref.okinawa.jp/english/index.html>

Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.

(3) HP of Okinawa Convention & Visitors Bureau: <http://www.okinawastory.jp/en/>

More information is available at the reception of JICA OKINAWA.

## **VI. ANNEX:**

Please fill out the Forms attached to ANNEX1 and ANNEX2, and submit them along with the filled Application Form (or the filled Form A2A3).

### **ANNEX 1**

APPLICANTS INFORMATION PROCESSING SYSTEM EXPERIENCE

### **ANNEX 2**

COUNTRY REPORT

**APPLICANTS INFORMATION PROCESSING SYSTEM EXPERIENCE**

Please answer to all the items below. Please fill the blanks in detail as much as possible.  
Your information provided here will be a criterion for selection;

Program Name (J-No.)

Program Name: “Chief Information Officer (CIO) for E-Government Promotion (B)” (J10-00838)

Surname

Other name

Applicant's Name: “ \_\_\_\_\_ ”

**1. Experience in Information Processing Field**

How long have you been working in the Information Processing field until now?

Job Title	Job Description		Length
Chief Information Officer	Planning, determining and creating information strategy		Year(s)
IT Division Manager	Management of Information Processing System Division/Section		Year(s)
Project Manager	Management of Information Processing System Development Project		Year(s)
System Analyst	Analyzing current problems and planning a new system		Year(s)
IT Architect	Analyzing business and design architecture of Information Processing System		Year(s)
Application Specialist	Design	Design application programs	Year(s)
	Coding and test	Coding and testing application programs	Year(s)
Network Specialist	Design	Designing, networks	Year(s)
	Administration and Maintenance	Administering and maintaining networks	Year(s)
Database Specialist	Design	Designing database	Year(s)
	Administration and Maintenance	Administering and maintaining database	Year(s)
System Operator	Operating an Information Processing System daily		Year(s)
Instructor	Conduction training courses for Information Processing System Personnel		Year(s)
Data Entry	Creating data files to be processed by Information Processing Systems		Year(s)
Other if any :			Year(s)

## 2. Programming language Experience

What kind of programming language have you ever used in the business field ?

		1	2	3	4
Programming Language	1. COBOL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. C++	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Java	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Perl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Visual Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. HTML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9. PHP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	X. Others ( )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 : I can't do it, or never heard of it.

2 : I've heard how to do it.

3 : I can accomplish it with some technical assistance.

4 : I can accomplish it all by myself.

## 3. Database Experience

What kind database have you ever used in the business field ?

		1	2	3	4
Database	1. Oracle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. PostgreSQL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. MySQL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. ACCESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. SQL Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. INFORMIX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. FoxPro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. Dbase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9. Sybase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	X. Others ( )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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#### 4. Network Administration Experience

What kind of network administration have you ever experienced in the business field?

	1	2	3	4
Client Configuration/Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DHCP Server Configuration/Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows Domain Server Configuration/Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NFS/NIS server Configuration/Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows File share Sever Configuration/Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web server Configuration/Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mail server Configuration/Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DNS Configuration/Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proxy server Configuration/Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Router Configuration/Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switching HUB Configuration/Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firewall Configuration/Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SNMP Manager Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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3 : I can accomplish it with some technical assistance.

4 : I can accomplish it all by myself.

#### 5. Network Administration Experience

What kind of operating system(s) have you ever used?

OS	1	2	3	4
1. Unix	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Linux	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Windows Server 2003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Windows NT Server	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Windows XP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Windows 2000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Windows Me/98/95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X. Others ( )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 : I can't do it, or never heard of it.

2 : I've heard how to do it.

3 : I can accomplish it with some technical assistance.

4 : I can accomplish it all by myself.

## 6. Configuration of the Information Processing System

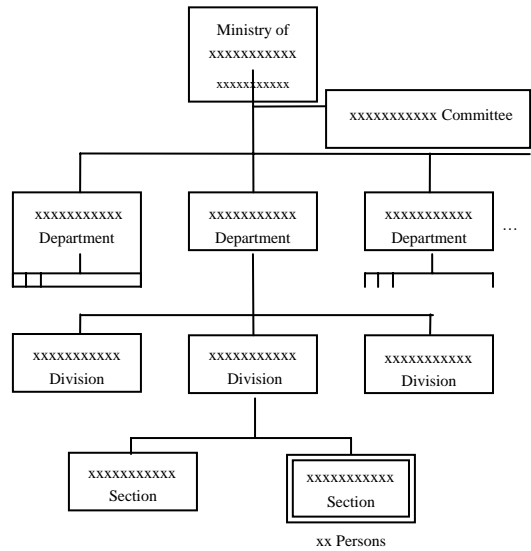
Please describe any information you have, if any, on the information processing system including hardware and software (packages and application programs) in your organization.

		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 ( )	
			RDBS ( )	
Client			OS ( )	
			Software ( )	
			Others ( )	
Networking	1. Router		Product Name ( )	
	2. Switching hub		Product Name ( )	
	3. Firewall		Product Name ( )	
	X. Others		Product Name ( )	
Internet	Network Service		Telephone line / ISDN / leased line / DSL	
	Line Speed		bps	

**7. Organization Chart**

Referring to the example, please attach the chart of your organization and indicate your department / division / section with a double line.

〈Organization Chart Example〉



**8. Job Description**

As an Information Processing Personnel, what kind of job are you going to perform after completion of the course?

Specify and / or indicate your job title and describe briefly the job content.

Job Title		Job Description
After the Program	<input type="checkbox"/> Chief Information Officer	
	<input type="checkbox"/> IT Division Manager	
	<input type="checkbox"/> Project Manager	
	<input type="checkbox"/> System Analyst	
	<input type="checkbox"/> Application Specialist	
	<input type="checkbox"/> Network Specialist	
	<input type="checkbox"/> Database Specialist	
	<input type="checkbox"/> Security Specialist	
	<input type="checkbox"/> _____	

**9. Training Subject concerned with the job and IT issues in your department**

Referring to the training subjects described in Page 2-3, what is / are the most important subject(s) to carry out your present and / or future job?

	Training Subject	IT issues in your department which are solved using knowledge of a subject.
1) Priority		
2) If any :		
3) If any :		

**10. Action Plan**

This training program is a type of **LEADERS TRAINING**, which gives training participants knowledge and skills to lead activities to solve issues which arises daily jobs in the training participant's organization.

Please write issues which your organization is interested in to solve as the outputs of this training program. Some of the issues written will be topics of the action plan which each training participant is required to draft during the core phase in Japan.

	Issues	Why is your organization interested in solving these issues?	Solution
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 : .....

**COUNTRY REPORT**

Please describe in detail as much as possible.

Program Name (J-No.)

Program Name: “Chief Information Officer (CIO) for E-Government Promotion (B)” (J10-00838)

Surname

Other name

Applicant’s Name: “\_\_\_\_\_”

1. National E-Government promotion policy

(For improving citizen services, ICT promotion within the government, etc.)

(1) Name of the policy

(2) Organization for the promotion policy

(3) Outline of the policy

(Background, issues to be solved, solutions, or implementation plans, etc.)

2. National ICT promotion policy  
(Private sector cultivation and assistance, etc.)

(1) Name of the policy

(2) Organization for the promotion policy

(3) Background of the policy

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

Percentage of the domestic corporation's yearly sales in the above (US\$):

Internet penetration rates:

Others:

(4) Outline of the policy  
(Solutions, or implementation plans, etc.)

## *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:

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