***VI. ANNEX:***

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

***ANNEX 1***

APPLICANT’S PROFESSIONAL EXPERIENCE IN THE 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 THE ICT FIELD

Please let us know your experiences in the 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.

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**Course Name:** ICT Core Personnel Development/ Information Security (C)

(201984575J002)

Surname Given name

**Applicant’s Name:**

1. **Experience in the 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 |
| Work to support CIO | Defining, planning and leading the implementation of organization’s IT strategies and enhancement | | Year(s) |
| ICT Division Manager | Senior management level. Leading an ICT Division/Section | | Year(s) |
| ICT Project Manager | Coordinating every aspect of ICT projects from concept to delivery | | Year(s) |
| System Analyst | Analyzing current systems, identifying issues and planning new system development | | Year(s) |
| IT Architect | Analyzing business and designing architecture of ICT system | | Year(s) |
| Application Specialist | 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) |
| Data Entry | Data Entry for information processing systems | | Year(s) |
| Other (if any) : | | | Year(s) |

1. **Information Security Experience**

By filling in the table below, please evaluate your knowledge and experiences about different types of IT architect 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 accomplish it with some technical assistance

4. I can accomplish it all by myself

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | | Self-Evaluation (1-4) |
|  | Information Security | 1. Risk Management |  |
|  | 2. Security Policy Management |  |
|  |  | 3. Organizing Information Security |  |
|  |  | 4. Asset Management and Protection |  |
|  |  | 5. Human Resources Security |  |
|  |  | 6. Physical and Environment Security |  |
|  |  | 7. Communications and Operations Management |  |
|  |  | 8. Access Control |  |
|  |  | 9. Information Systems Acquisition, Development, and  Maintenance |  |
|  |  | 10. Information Security Incident Management |  |
|  |  | 11. Disaster Recovery Management |  |
|  |  | 12. Compliance |  |
|  |  | 13. Others ( ) |  |

1. **Programming Experiences**

By filling in the table below, please evaluate your knowledge and experiences about different types of programming languages 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 create a program using this language but may need technical support

4. I can create a program and perform complex tasks using this language all by myself

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | | Self-Evaluation (1-4) |
|  | Programming | 1. C / C++ / C# |  |
|  | Language | 2. Basic / Visual Basic / Visual Basic .NET |  |
|  |  | 3. Java |  |
|  |  | 4. PHP |  |
|  |  | 5. Others( ) |  |

1. **Network Experience**

By filling in the table below, please evaluate your knowledge and experiences about different types of network related products 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 network using this product but may need technical support

4. I can use and perform complex tasks using this product all by myself

|  |  |  |
| --- | --- | --- |
|  |  | Self-Evaluation (1-4) |
|  | 1. Client Configuration/Administration |  |
|  | 2. Windows Domain Server Configuration/Administration |  |
|  | 3. File share Sever Configuration/Administration |  |
|  | 4. Web server Configuration/Administration |  |
|  | 5. Mail server Configuration/Administration |  |
|  | 6. DNS server Configuration/Administration |  |
|  | 7. Proxy server Configuration/Administration |  |
|  | 8. Network Device Configuration/Administration |  |
|  | 9. Firewall Configuration/Administration |  |
|  | 10. SNMP Manager Administration |  |

1. **Operating System and Office Software Suite Experience**
2. By filling in the table below, please indicate your knowledge and experiences in the area of operation system and 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. Unix |  |
|  | 2. Linux |  |
|  | 3. Windows Client OS (i.e. Vista, 7, 8, 10) |  |
|  | 4. Windows Server OS  (i.e. Windows Server 2003, 2008, 2012, 2016) |  |
|  | 5. Others ( ) |  |

1. What kind of office software can you use?

|  |  |  |
| --- | --- | --- |
|  |  | Fill in the version |
|  | 1. Microsoft Word |  |
|  | 2. Microsoft Excel |  |
|  | 3. Microsoft Power Point |  |
|  | 4. Others ( ) |  |

1. **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 ( ) |
| Networking | | Router |  | Product Name ( ) | |
| Switching HUB |  | Product Name ( ) | |
| Firewall |  | Product Name ( ) | |
| Others |  | Product Name ( ) | |
| Internet | | Network Service |  | Telephone line / ISDN / leased line / DSL | |
| Line Speed |  | bps | |

1. **Your Organization’s Structure**
2. Referring to the example, please attach your organization chart by highlighting your department/division/section and showing the number of persons working in each unit.
3. 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. |  |

1. **Work Assignment upon the Completion of the Training Course**

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

🞎 Yes 🞎 No

If your answer is yes, please describe tasks that would be newly 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) |
|  |

1. **Course Subjects of Your Organization’s Interest**

Referring to the training subjects described in Page 6-9, 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 can this subject contribute to resolving your organization’s business issue?) |
| 1st: |  |  |
| 2nd: |  |  |
| 3rd: |  |  |
| 4th: |  |  |

1. **Action Plan**

This training program falls into one of JICA’s training categories “**SOLUTION CREATION TRAINING”**. Such program aims to facilitate solving problems in an organization by enabling a participant 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 defines 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 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 information provided by myself in this form is 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/ Information Security (C)

(201984575J002)

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

|  |
| --- |
|  |

1. Leading organization in the policy implementation within government ministries and institutions

|  |
| --- |
|  |

1. 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 the ICT policy/vision

|  |
| --- |
|  |

1. Leading organization in promoting ICT policy/vision within government ministries and institutions

|  |
| --- |
|  |

1. Background

|  |
| --- |
| *Overview of ICT usage in your country*  *Total yearly sales of ICT industry (US$): (including foreign companies)*  *Percentage of the domestic IT industry’s yearly sales (US$)*  *Benchmark data on ICT usage used for the ICT policy/vision* |

1. Outline of the policy

（overarching objectives, target; scope, stakeholders and 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 his/her own knowledge for enhancement of his/her own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

**Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “adopt and adapt” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “adoption and adaptation” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of his/her findings might help them reach his/her developmental objectives.



|  |
| --- |
| ***CORRESPONDENCE***  For enquiries and further information, please contact the JICA office or the Embassy of Japan.  Further, address correspondence to:  **JICA Okinawa Center**  **Address: 1143-1 Aza-Maeda, Urasoe City, Okinawa 901-2552 JAPAN**  **TEL: +81-98-876-6000 FAX: +81-98-876-6014** |