



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

ICT Core Personnel Development (IT Architect/CIO/Security)(C)

課題別研修 ICT 実践力強化のためのコア人材育成

(IT アーキテクト/CIO/セキュリティ) (C)

「Information Security」

JFY 2019

NO. 201984575J002

From January 29, 2020 to June 16, 2020

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

'JICA Knowledge Co-Creation (KCC) Program' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out 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 center of mutual learning process.

I. Concept

Background

Today, information and communication 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 regardless of sex, age, nationality, or any other factor created by society.

The ICT is also recognized as a key tool for any government to provide more efficient and effective services. The use of the ICT in government services (so-called “e-Government”), therefore, has been rapidly increasing all over the world today. In Japan, in the 1970's, the government started the promotion of various e-Government initiatives such as the implementation of online based administrative procedures, electronic provision of government information, optimization of work and systems, improvement of government procurement related to information systems, and information security measures.

Nevertheless, such 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. In this context, JICA Okinawa offers an ICT training program (*1) with the view of empowering ICT personnel to design, develop and manage efficient ICT solutions, which can assist governments of developing countries in the efforts of improving the governments' capacity in applying the ICT.

ICT training programs comprises of 3 courses, which have different objectives:

(A) To become capable of analyzing business/ICT problems, constructing ICT solution requirements, and defining the structure of ICT systems,

(B) To become capable of leading ICT strategy planning and business process enhancement and

(C) To become capable of designing and managing the information security systems.

This document provides general information on the course (C).

For what?

This course is designed for each participant to attain the knowledge and skills that enable IT staff to acquire a wide-range of skill sets required for leading the management and implementation of information security in his/her organizations to provide secure government services.

For whom?

This course is designed for a participant who is one of the following:

- An ICT staff member expected to lead the management and implement information security,
- An ICT staff member involved in the management and/or implementation of information security,
- A network specialist, or
- A person who experienced the management of application development.

(An applicant who already has a substantial knowledge and skills, which this course is providing, is subject to unacceptance.)

How?

This course includes practical exercises, such as workshops 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. In addition, a participant will undertake a 18-day practical group exercise to mark the end of the training. Using a case study, a participant will analyze the existing problems, evaluate the organizational capability and develop a recommendation to solve the problems to achieve the goals providing better citizen services. 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.

II. Description

1. Title (J-No.):

ICT Core personnel Development (IT Architect/CIO/Security) (C) (201984575J002)

*This course is focused on "Information Security".

2. Course Period in JAPAN:

January 29, 2020 to June 16, 2020

3. Target Regions or Countries:

Angola, Brazil, Iran, Iraq, Lebanon, Myanmar, Samoa, Vietnam, Zimbabwe

4. Eligible / Target Organization:

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

5. Course Capacity (Upper Limit of Participants):

Twelve (12) participants

6. Language to be Used in This Program:

English

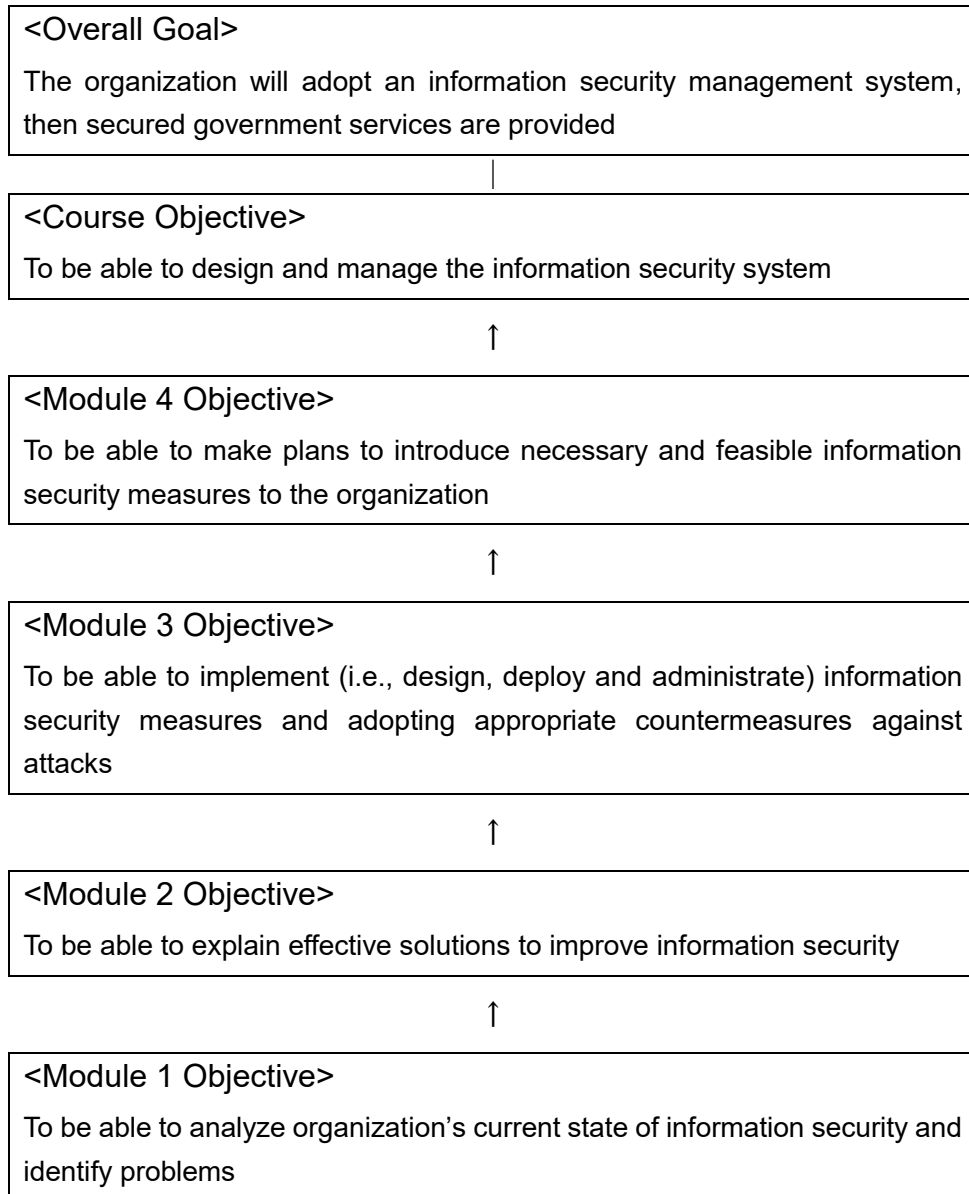
7. Course Objective:

This course aims for each participant to be able to design and manage the information security system.

8. Overall Goal:

The overall goal of this course is for the organization of each participant will adopt an information security management system, then secured government services are provided.

9. Expected Modules Output and Contents:



<Structure of the Program>

Topic outline (subject to minor changes)

In order to help each participant to learn skills and knowledge, a participant is required to formulate an effective and feasible Action Plan during his/her stay in Japan and achieve the plan upon his/her return to home country. Please carefully read this section and ensure the preparation.

A. Preparatory Phase before the Departure to Japan

Before coming to Japan, 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) Obtain the approval of the participant’s management before the departure, which facilitate implementing his/her Action Plan after his/her returning from Japan.
- 4) Fill out the preliminary study sheet and other required forms, which will be provided by email from the training implementer after acceptance notification.

B. Core Phase in Japan (January 29, 2020 to June 16, 2020)

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

#	Subject Name		
	Expected result (At the conclusion of each subject, a participant should be able to:)	Teaching Methods	Duration

<Module 1 Objective> To be able to analyze organization’s current state of information security and identify problems			
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	Introduction to Enterprise Architecture (EA)		
	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	Open Source Software (OSS) Implementation Basics		
	1. Explain counter-measures to the issues when the government implements OSS. 2. Explain considerable points of OSS implementation by understanding cases. 3. Explain information sources and communities regarding OSS implementations which are on the internet.	Lecture and Exercise	1 day
4	Introduction to Mobile Technologies		
	1. Explain mobile internet and outline of mobile contents. 2. Understand the outline of mobile communication service and propose an appropriate utilization method. 3. Understand the outline of mobile application development.	Lecture and Exercise	1 day

5	Logical Thinking		
	<ol style="list-style-type: none"> Clearly grasp 'What to do' and 'How to do' to find problems and challenges and lead to the solution. Acquire logical thinking method which is required to project manager. 	Lecture and Exercise	2 days
<p><Module 2 Objective> To be able to explain effective solutions to improve information security</p>			
6	ICT for Development (Cloud/Big data/IoT etc.)		
	<ol style="list-style-type: none"> Explain the features of cloud services. Explain the cloud infrastructure-related technology. Explain big data processing technique. Explain big data utilization examples. Explain IoT features, infrastructure-related technology and utilization examples. 	Lecture and Exercise	3 days
7	Presentation skills		
	<ol style="list-style-type: none"> Explain factors of effective presentation. Plan effective actions to promote new technology and techniques. Explain concrete procedure and consideration points when planning outreach activities. Design effective contents for presentations. 	Lecture and Exercise	3 days
8	Proposal Writing		
	<ol style="list-style-type: none"> Explain planning and proposing method. Create a proposal. Evaluate a proposal and give necessary advices. 	Lecture and Exercise	3 days
9	Problem-solving and Facilitation		
	<ol style="list-style-type: none"> Master basic skill of problem solution and apply to a business. Build consensus among a project team and facilitate mutual understanding. Do effective negotiation and get more smooth problem solving. 	Lecture and Exercise	3 days
10	Observation Tour I		
	<ol style="list-style-type: none"> Understand the usage of the latest ICT technologies in Okinawa. Obtain tips of ICT solution for your country through the understanding acquired from the observation tour. Obtain the higher understanding of Japanese history and culture. 	Observation	1 day
11	Observation Tour II		
	<ol style="list-style-type: none"> Understand the usage of the latest ICT technologies in Japan. Obtain tips of ICT solution for your country through the understanding acquired from the observation tour. Obtain the higher understanding of Japanese history and culture. 	Observation	6 days

<Module 3 Objective>			
To be able to implement (i.e., design, deploy and administrate) information security measures and adopting appropriate countermeasures against attacks			
12	Security Basics		
	<ol style="list-style-type: none"> 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
13	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
14	Project Management Basics		
	<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 water fall, 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
15	Linux Basics		
	<ol style="list-style-type: none"> 1. Use basic Linux commands. 2. Manipulate files and directories. 3. Use the vi(m) editor. 4. Use Linux network commands. 5. Understand the shell mechanism and write a shell script. 	Lecture and Exercise	3 days
16	Linux System Administration		
	<ol style="list-style-type: none"> 1. Install a Linux system. 2. Start and shutdown system safely. 3. Register and manage users. 4. Install and uninstall software. 5. Administrate file system and network. 	Lecture and Exercises	3 days
17	Internet Server Construction (Linux)		
	<ol style="list-style-type: none"> 1. Explain the outline of Internet. 2. Create a DNS Server. 3. Create a Mail Server. 4. Create a WWW Server. 5. Create a Proxy Server. 	Lecture and Exercises	4 days
18	Network Security and Firewall Configuration		
	<ol style="list-style-type: none"> 1. Explain the outline and role of Firewall. 2. Explain the functions, structure and it's working environment of Firewall. 3. Extract user requirements and implement them. 	Lecture and Exercises	3 days

19	Information Security Audit		
	<ol style="list-style-type: none"> 1. Explain an information security audit system. 2. Explain audit and management standard of the information security. 3. Explain the audit procedure. 4. Conduct an auditing and write an auditing report. 	Lecture and Exercises	3 days
20	Making Information Security Management System (ISMS)		
	<ol style="list-style-type: none"> 1. Explain the outline of ISO/IEC27002 which is a guideline of information system security management defined by ISO. 2. Explain items to be described in the security policy. 3. Explain ISMS outline and ISMS certification criteria. 4. Explain the points of ISMS creation. 	Lecture and Exercise	3 days
21	Security Measures Against Unauthorized Access		
	<ol style="list-style-type: none"> 1. Explain the method of detecting and take measures for unauthorized access. 2. Explain the detection and countermeasure for an unauthorized access to operating systems. 3. Explain the countermeasure for unauthorized access to middlewares. 4. Explain types and countermeasures for an unauthorized access to applications. 	Lecture and Exercise	3 days
22	Information Security Risk Analysis		
	<ol style="list-style-type: none"> 1. Understand basic terminologies for risk management and explain the mechanism of systematic risk response. 2. Explain the procedures and methods of evaluation of information assets and risk analysis. 3. Conduct a risk evaluation and select an adequate management action. 	Lecture and Exercise	2 days
<p><Module 4 Objective></p> <p>To be able to make plans to introduce necessary and feasible information security measures to the organization</p>			
23	Workshop		
	<ol style="list-style-type: none"> 1. Plan an information security policy based on the current status of an organization information. 2. Composite a plan for the confirmation of information security policy compliance. 	Exercise	18 days
24	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	7 days
<p>Other Activities</p> <ul style="list-style-type: none"> - Opening Ceremony - General Briefing (about the life in Japan and Okinawa) - Course Orientation, Pre-test - Opening and Midterm Interviews - Final Test - Course Evaluation (This is to get feedback from the training participants) - Closing Ceremony 			

III. Conditions and Procedures for Application

1. Expectations from a Participating Organization:

- (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) In the view of above and to maximize the impact of this training course, a participating organization is expected to provide support to a participant **as much as possible**, as follows:
 - **Before departure:**
Identify organization's business challenges and define a theme for the Action Plan with the participant, which have to be along with the course concept.
 - **During the core phase in Japan:**
Monitor the formulation process of the Action Plan and make sure that it aligns with organization's current priority.
 - **After completion of the phase in Japan:**
Support a participant in implementing his/her Action Plan as described in the Section II-9. Expected Modules Output and Contents.

2. Nominee Qualifications:

An applying organization is expected to select one or more nominees who meet the following qualifications.

(1) Essential Qualifications

- 1) Current Duties: As described in p. 3, Section I "For whom".
- 2) Experience in the relevant fields: Minimum of 3 years or equivalent experience as an Application Developer or a Network Specialist. Experience of ICT planning is 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 a participant will be required to make presentation, participate in group discussions 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, both physically and mentally, to participate in the Program in Japan, which will run in total for more than 5 months. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

(2) Recommendable Qualifications

Expectations for a participant:

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

3. Required Documents for Application

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

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the Medical History(1-(d)) of the application forms. It may allow us (people concerned in this course) to prepare better logistics or alternatives.

(2) Photocopy of Passport: to be submitted 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.

*Photocopy should include pages of the following:

Name, Date of birth, Nationality, Sex, Passport number and Expire 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)

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

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

After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Okinawa Center by December 13, 2019**.

(2) Selection:

After receiving the documents through proper channels from a participant's government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of

Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) not later than December 20, 2019.

5. Document(s) to be Submitted by Accepted Candidates:

Preliminary study sheet and other forms, which will be provided by the training implementer together with instructions by email after notice of acceptance, have to be returned by the date designated in the email.

6. Conditions for Participation:

- (1) to strictly adhere to the program schedule,
- (2) not to change the program topics,
- (3) not to extend the period of stay in Japan,
- (4) not to be accompanied by any family member during the program,
- (5) to return to a home country of a participant at the end of the program in accordance with the travel schedule designated by JICA,
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain,
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, a participant may be required to return part or all of the training expenditure depending on the severity of said violation, and
- (8) to observe the rules and regulations of the accommodations and not to change the accommodations designated by JICA.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Okinawa Center
- (2) **Contact:** Mr. Kohei Nishihara (oictp@jica.go.jp)

2. Implementing Partner:

- (1) **Name:** Joint Venture Group headed by Fujitsu
- (2) **URL:** <http://www.fujitsu.com/global/>
<http://www.fujitsu.com/jp/group/flm/en/>

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:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for a participant in Japan:

JICA Okinawa Center

Address: 1143-1 Aza-Maeda, Urasoe City, 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 the alternative accommodation for a participant. Please refer to facility guide of JICA Okinawa at its URL, <http://www.jica.go.jp/english/about/organization/domestic/index.html>

5. Expenses:

The following expenses will be provided for a participant by JICA:

- (1) Allowances for accommodations, meals, 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), and
- (4) expenses for program implementation, including materials.

For more details, please see “III. ALLOWANCES” of the brochure for a participant titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

6. Pre-departure Orientation:

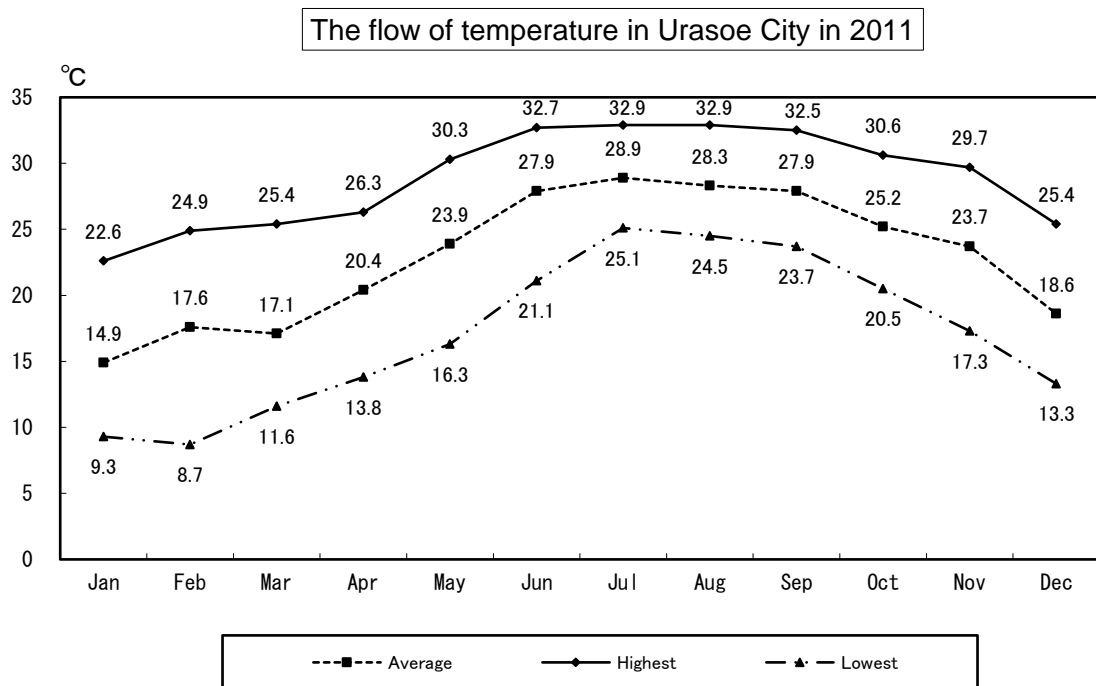
A pre-departure orientation will be held at the respective country’s JICA office (or Japanese Embassy), to provide a participant with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Climate of Okinawa

Okinawa is located at sub-tropical zone (southern edge of Japan) but climate varies depending upon seasons. While it is hot and heavily humid in the summer season (June to October), it becomes a bit chilly in the winter season (December to March) due to strong northerly wind. A participant is recommended to bring suitable clothing (details are mentioned in below 4.)

The following graph is the flow of temperature in Urasoe City where JICA Okinawa Center is located (Data source: homepage of Urasoe City).



2. Main Facilities in JICA Okinawa

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

At the dining hall, "HALAL" meals for the Muslim and vegetarian meals are available. Internet connections are available (either by cable or WiFi) at accommodation rooms and other buildings.

3. Accommodation in JICA Okinawa

Accommodation building has 96 single rooms. Every room is furnished with a bed, a desk, a chair, bookshelves and a closet. Also, there are a television set (with satellite channels), a DVD player, a safety box, a telephone, a LAN cable jack, and so on, in each room.

It has a tea lounge, a smoking area, and a laundry room on each floor. In addition, there is an exercise room, which opens from 6 am to 10 pm. Irons, musical instruments, sports gears, variety of DVD selections, personal computers are available for rent. Towels and toiletries are provided upon check-in.

Please note that cooking at any JICA Okinawa accommodation room is strictly prohibited.

4. What to Bring

(1) Clothing

A participant is recommended to bring appropriate clothing according to the season during the stay in Okinawa (*refer 1. Climate of Okinawa). If the training program includes a plant/factory visit or outdoor activities, suitable clothing will be provided by JICA or at visiting site upon arrival. In addition, JICA Okinawa accommodation front desk has jackets and coats for rental in case of study tour to mainland Japan during the wintertime.

(2) National Costume

There are a few occasions like opening and closing ceremonies where participant is requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during training hours of most of the training programs. A participant is strongly recommended to bring national or traditional costumes for opening & closing ceremony and for other activities that a participant may have opportunities to join.

(3) Photos and Movies

During participant's staying in Okinawa, JICA Okinawa and/or the local media (TV, newspapers, etc.) may interview him/her. A participant is requested to bring some photos and videos introducing his/her country, daily life, office, etc. Please note that photos and videos must be copyright cleared or taken by a participant.

5. Environmental Conservation Activities in JICA Okinawa

We emphasize on the environmental conservation activities such as energy saving, rubbish separation and recycling etc. A participant is requested to cooperate to these activities during the stay at JICA Okinawa. Details will be given on arrival at JICA Okinawa.

6. For your Information

Information of Okinawa is available at following URLs.

- (1) Homepage (HP) of Urasoe City (where JICA Okinawa is located)

Urasoe city:

<http://www.city.urasoe.lg.jp>

Basic information of Urasoe City is covered in English.

- (2) HP of Okinawa Prefecture:

<https://www.pref.okinawa.jp/site/chijiko/kohokoryu/foreign/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.ocvb.or.jp/foreign/en>

- (4) HP of JICA Head Quarter Domestic Office :

<http://www.jica.go.jp/english/about/organization/domestic/index.html>

- (5) The YouTube channel of JICA Okinawa :

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

- (6) JICA Okinawa Facebook

<https://www.facebook.com/jicaokinawaoc/>

More information is available at the reception of JICA Okinawa.

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.

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)

2. 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 ()	

3. 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 Language	1. C / C++ / C#	
	2. Basic / Visual Basic / Visual Basic .NET	
	3. Java	
	4. PHP	
	5. Others()	

4. 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	

5. Operating System and Office Software Suite Experience

1) 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 ()	

2) What kind of office software can you use?

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

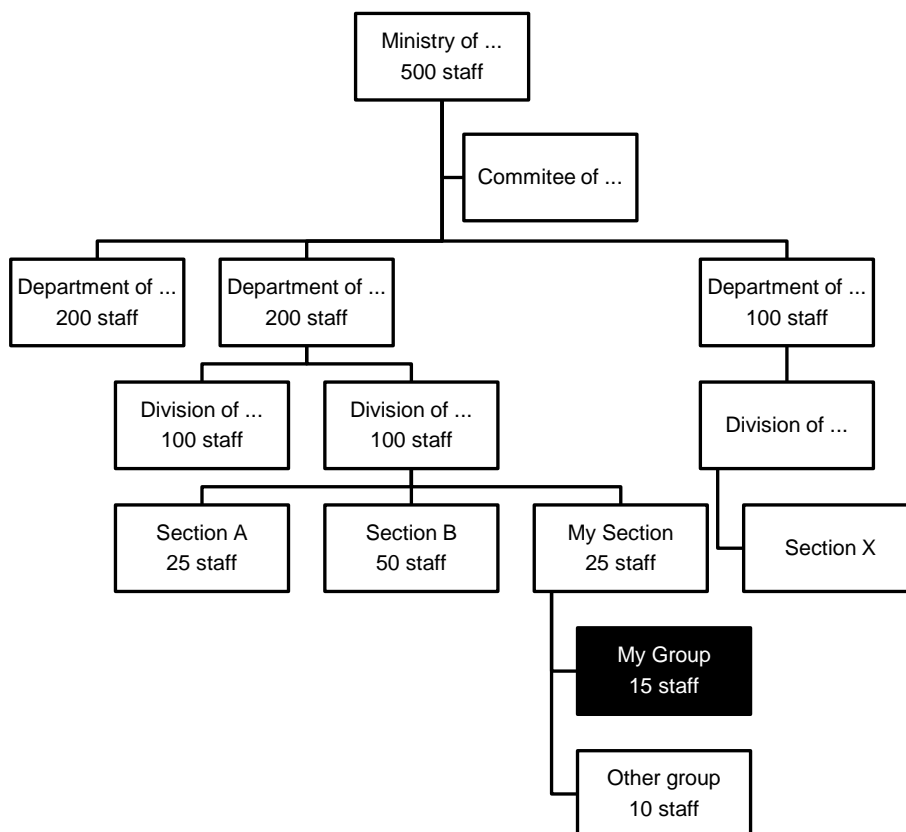
6. Configuration of the Information Processing System in Your Organization

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

7. Your Organization's Structure

- 1) 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.



- 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.	

8. 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)

9. 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:		

10. 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

(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 the 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 IT industry's yearly sales (US\$)

Benchmark data on ICT usage used for the ICT policy/vision

(4) 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 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

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