# **Annex**

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

***ANNEX 1***

APPLICANT’S PROFESSIONAL EXPERIENCE IN ICT FIELD

***ANNEX 2***

COUNTRY REPORT

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

 ***ANNEX 1***

APPLICANT’S PROFESSIONAL EXPERIENCE IN ICT FIELD

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

**Course Name:** ICT Core Personnel Development/ IT Architect (A) (202208218J001)

Surname Given name

##### Applicant’s Name:

1. **Experience in ICT Field**

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

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

##### **Programming Experience**

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

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

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

##### **Database Experience**

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

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

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

##### **Operating System Administration Experience**

1. By filling in the table below, please indicate your knowledge and experiences in the area of operation system in a business context from 1 to 4:
	1. No experience at all or never heard of it
	2. I have learnt about it but have not had an opportunity to practice it
	3. I can use it but may need technical support
	4. I can use and perform complex tasks

|  |  |
| --- | --- |
|  | Self-evaluation (1-4) |
| 1. Unix |  |
| 2. Linux |  |
| 3. Windows Client OS (i.e. Vista, 7, 8, 10, 11) |  |
| 4. Windows Server OS (i.e. Windows Server 2003, 2008, 2012,2016, 2019, 2022) |  |
| 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 ( ) |  |

##### **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 ofhardware | Remarks |
| Server | Windows Fileshare |  | OS ( | ) |
| DHCP |  | OS ( | ) |
| Windows Domain |  | OS ( | ) |
| DNS |  | OS ( | ) |
| Mail |  | OS ( | ) |
| Software ( | ) |
| Web |  | OS ( | ) |
| Software ( | ) |
| Proxy |  | OS ( | ) |
| Software ( | ) |
| NFS/NIS |  | OS ( | ) |
| Application |  | OS ( | ) |
| Software ( | ) |
| Database |  | OS ( | ) |
|  | RDBMS ( | ) |
| Client |  | OS ( | ) |
| Software ( | ) |
| Others ( | ) |
| Network | Router |  | Product Name ( | ) |
| Switching HUB |  | Product Name ( | ) |
| Firewall |  | Product Name ( | ) |
| Others |  | Product Name ( | ) |
| Internet | Network Service |  | Telephone / DSL / Fibre Optic /CATV |
| Line Speed |  | bps |

##### **Your organization’s structure**

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



1. Please complement the organization chart by filling in the table below.

|  |  |  |
| --- | --- | --- |
| Explanation | Organization Name | Total number ofpersonnel |
| **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 ofhierarchy. | 1. |  |
| 2. |  |
| 3. |  |
| **Name of your organization** |  |  |
| If there are any organizations under yours, please indicate by the order ofhierarchy. | 1. |  |
| 2. |  |
| 3. |  |

##### **Work assignment upon the completion of the training course**

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

Yes No

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

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

##### **Course subjects of your organization’s interest**

Referring to the training subjects described in Page 6-10, what would be the most important subject(s) in tackling the business issue(s) that faces your organization? By filling in the table below, you are also requested to specify the reason why that subject can resolve the issue.

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

##### **Action Plan**

This training program falls into one of JICA’s training categories **“SOLUTION CREATION**

 **TRAINING”**. Such program aims to facilitate solving problems in organizations by enabling the participants to acquire necessary knowledge and skills, which can address innovative solutions.

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

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

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

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

Date : Signature :

 ***ANNEX 2***

### **COUNTRY REPORT**

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

Course Name: ICT Core Personnel Development/ IT Architect (A) (202208218J001)

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.）

1. **National ICT Policy/Vision**

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

1. Name of ICT policy/vision
2. Leading organization in promoting ICT policy/vision within government ministries and institutions
3. Background

*Overview of ICT usage in your country*

*Total yearly sales of ICT industry (US$): (including foreign companies) Percentage of the domestic ICT industry’s yearly sales (US$)*

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

1. Outline of the policy

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

**For Your Reference**

**JICA and Capacity Development**

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

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

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized course cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

##### **Japanese Development Experience**

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan’s progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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

# **Correspondence**

For enquiries and further information, please contact the JICA office or Embassy of Japan.

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