



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

INFORMATION SECURITY
FOR E-GOVERNMENT PROMOTION (A)
集団研修「電子政府推進のためのセキュリティ強化(A)」
JFY 2013

<Type: Solution Creation / 類型: 課題解決促進型>

NO. J13-00867/ ID. 1380072

From July 2013 to June 2014

Phases in Japan: From August 14, 2013 to December 20, 2013

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, –Health, Education, and Community Development, etc. – for poverty reduction in developing countries. Moreover, for developing countries, installation of computer systems becomes easier and more cost-effective than what it was before, not only because computer systems have become more user-friendly, but because costs of hardware and software for ICT have reduced, accompanied by technological innovation.

Nevertheless, one crucial issue still remains, that is, optimization of ICT systems in governments of development countries is insufficient due to the lack of skilled, human resource and adequate solutions.

As a response to this issue, JICA OKINAWA offers seven sorts of technical course components in ICT as mentioned in the below table.

Especially, out of these seven course components, the course of Information Security is expected to support protection of information storages, mainly computer systems, from illegal offences and information leakage.

<Structure of IT Courses>

Job Categories		Project Management	IT Architect	Application Specialist	IT Specialist				Consultant
Specialty		System Development	IT Architecture	Business Application System	Network	System Management	Security	Database	Business Function
Super High	Lev. 7								
	Lev. 6								
High	Lev. 5	Project Management							Chief Information Officer
	Lev. 4		IT Architect	Web Application Development (Open Source)	IP Network Development and Management	System Management	Information Security	Fundamental Technology and Measures	
Middle	Lev. 3								
	Lev. 2								
Entry	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 aims at helping for solving problems arisen in maintaining information security in public organizations.

Upon completion of this course, participants are expected to :

- Plan out the solution of the issue regarding the construction and the operation of the information security management system.
- Understand and utilize frameworks of information security management system.
- Construct and operate the computer network security system.

For whom?

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

<Target Participants>

- Information Security Specialists of organizations.
- IT Officers who are expected to become Information Security Specialists.
- IT Officers who are in charge of Information Security in organizations.

How?

This training program firstly offers lectures, exercises and observation tours in order for participants of this program to obtain basic knowledge for construction and operation of information security management systems for e-Government promotion. At the final stage of this program in Japan, a four-week workshop will be offered so that the participants may apply what they learn through this program to a mock project assuming a real case. In addition to the main course subjects, the participants are required to make an Action Plan describing how they tackle issues happening in their organizations with utilizing what they learn and get aware of through this training program.

II. Description

1. Title (J-No.): Information Security for E-Government Promotion (A) (J13-00867)

2. Period of program

Duration of whole program:	July 2013 to June 2014
Preliminary Phase: (in a participant's home country)	July 2013 to August 2013
Core Phase in Japan:	August 14, 2013 to December 20, 2013
Finalization Phase: (in a participant's home country)	December 2013 to June 2014

3. Target Regions or Countries

Bangladesh, Indonesia, Montenegro, Panama, Philippines, and Saudi Arabia.

4. Eligible / Target Organization

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

5. Total Number of Participants

Nine (9) participants.

6. Language to be used in this program

English

7. Program Objective

At the end of the program, the issues arisen in maintaining information security in an organization or organizations will be directed to be solved

To achieve this program objective, participants, in Japan, are expected to be able;

- (1) To explain collective knowledge on e-Government promotion,
- (2) To use human skills in team-working at a project,
- (3) To construct and operate computer network security systems, and
- (4) To explain frameworks of information security management system.

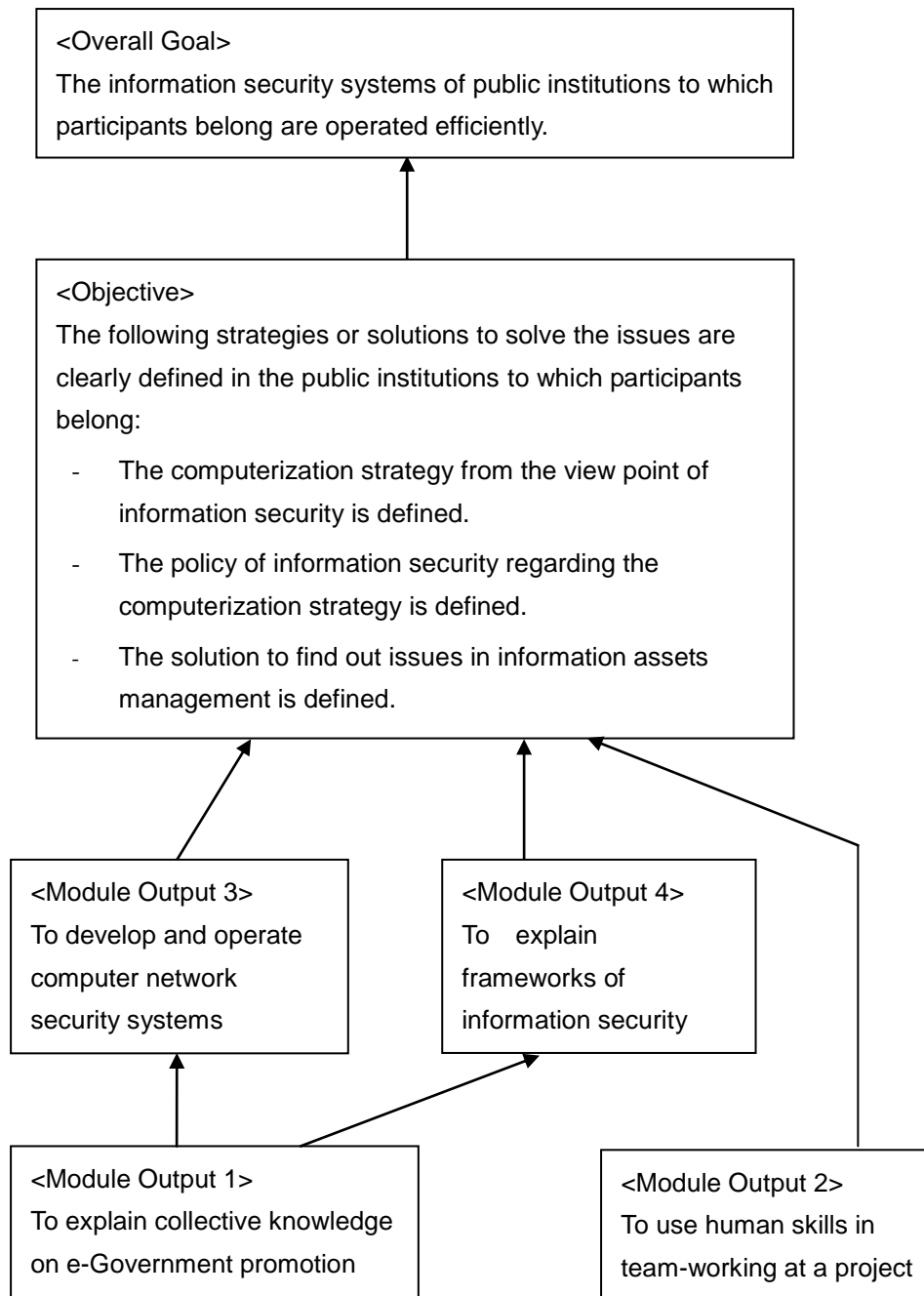
8. Overall Goal

The information security systems of public institutions to which participants belong are operated efficiently.

9. Expected Module Output and Contents

This training program consists of the following components. The details about each component are given in each box.

<Structure of the program>



(1) Preliminary Phase in a participant's home country (July 2013 to August 2013) <i>Participating organizations make required preparation for the Program in respective countries.</i>	
Expected Module Output	Activities
Inception report is formulated	Formulation and submission of the Inception Report

(2) Core Phase in Japan
(August 14, 2013 to December 20, 2013)
Participants dispatched by the organizations attend the Program implemented in Japan.

#	Subjects	Topics	Methods	Days (*1)
		Objectives After the subject, participants will be able to:		
<Module 1>				
Collective knowledge on e-Government promotion				
1	Introduction to E-Government	Development methodology in unification of direction of governance and computer system. 1. Explain the objectives of E-Governments, the E-Government readiness status and best practice in different countries. 2. Explain general service contents of E-Government. 3. Explain the adoption of mobile government (M-Government) 4. Explain the results of examination and analysis of your country's situation.	Lecture and Exercise	4
2	Introduction to EA	Necessity of EA (Enterprise Architecture) for E-Governments and procedure for making EA. 1. Explain the background and necessity of reform methods that retains the consistency between the information system and services necessary to realize E-Government. 2. Explain the procedure for making EA. 3. Explain EA readiness status in different countries. 4. Explain the advantages and procedures of using reference models in making "To-Be" models. 5. Explain the organizational scheme necessary to make and manage EA.	Lecture and Exercise	2
3	Cloud Computing Basics	Cloud computing technologies and their consideration points for the utilization. Big data collection, analysis, utilization technologies and cases. 1. Explain characteristics of cloud computing service. 2. Explain cloud computing infrastructure technologies. 3. Explain big data processing technologies. 4. Explain case examples using big data.	Lecture and Exercise	1

4	Security Basics	Necessity of information security, general outline of security measures, and security design	Lecture and Exercise	2
		<ol style="list-style-type: none"> 1. Explain the necessity of information security. 2. Explain the elemental technologies for security. 3. Explain the operation management of security environment. 4. Explain the appropriate security measures against threats. 		
5	Project Management Basics	Major system development methodologies and fundamental theory of project management applying PMBOK.	Lecture and Exercise	4
		<ol style="list-style-type: none"> 1. Explain a fundamental project management methodology of applying PMBOK (the de facto standard of project management). 2. Explain basic characteristics of each development methodologies (waterfall, prototype, iterative, package) and the role of each process, then select the suitable methodology for specific systems. 3. Identify the activities and deliverables for each stage of projects, by utilizing the method of WBS(Work Breakdown Structure) 4. Plan the schedule and estimate the cost for the project according to the activities and deliverables. 		
<Module 2> Human skills in team-working at a project				
6	Leadership Training	Understanding leader's role, coaching method, and facilitation technique.	Lecture and Exercise	3
		<ol style="list-style-type: none"> 1. Take leadership as a leader of the project in planning, designing and development. 2. Train members as project leaders by using coaching skill and so on. 3. Explain facilitation that plans and promotes meetings of projects effectively. 		
7	Negotiation	Negotiation skills with stakeholders to a project.	Lecture and Exercise	2
		<ol style="list-style-type: none"> 1. Smoothen negotiations as a representative of an ICT project. 2. Make a consensus inside and/or outside of a project. 		
8	Proposal Writing	Skills of drafting proposals to stakeholders to a project.	Lecture and Exercise	3
		<ol style="list-style-type: none"> 1. Explain how to draft a proposal. 2. Draft a proposal. 3. Evaluate others' proposals and advise adequately. 		

9	Presentation for Dissemination	Presentation techniques using the presentation tool on PC.	Lecture and Exercise	3
		<ol style="list-style-type: none"> 1. Explain the factors involved in an effective presentations. 2. Plan efficient promotional activities to disseminate 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. 		
<Module 3>				
Development and operation of a security system on computer systems				
10	Linux Basics	Outline of Linux system and basic commands.	Lecture and Exercise	3
		<ol style="list-style-type: none"> 1. Use basic commands of Linux. 2. Operate files and directories. 3. Use vim (vi) editor. 4. Use network commands for Linux. 5. Write and operate shell scripts. 		
11	Linux System Construction	Installation and Administration of Linux system.	Exercise	3
		<ol style="list-style-type: none"> 1. Install the Linux system. 2. Understand the structure of start up and shut down, and be able to start up or shut down the system safely. 3. Register and manage the users. 4. Install and remove software. 5. Administrate the file system and the network. 		
12	Internet Server Construction (Linux)	Outline of the internet, installation of Linux servers.	Lecture and Exercise	4
		<ol style="list-style-type: none"> 1. Explain the outline of the internet, 2. Set up a DNS server, 3. Set up a Mail server, 4. Set up a WWW server and, 5. Set up a Proxy server. 		
13	Network Security	Outline of network design and setting up considering security.	Lecture and Exercise	2
		<ol style="list-style-type: none"> 1. Explain threats to a network and countermeasures. 2. Explain Points of network design and setup. 		
14	Firewall Configuration	Roles, functions, setting and consideration points of Firewall.	Lecture and Exercise	2
		<ol style="list-style-type: none"> 1. Explain general outline and roles of a firewall. 2. Explain functions, structures and operating environment of firewall software. 3. Configure a firewall according to user requirements. 		

15	Security Measures Against Unauthorized Access	Explain types of unauthorized access, one of threat to security, and the detection and its countermeasures.	Lecture and Exercise	3
		<ol style="list-style-type: none"> 1. Explain methods of unauthorized access. 2. Explain detection and countermeasures for unauthorized access to servers. 3. Explain detection and countermeasures for unauthorized access to clients. 4. Explain types of unauthorized access and countermeasures. 		
<Module 4> Frameworks of information security				
16	Information Security Policies and Standard	Formulation and operation of Information Security Policy along with ISO/IEC27002.	Lecture and Exercise	2
		<ol style="list-style-type: none"> 1. Explain the general outline of ISO/IEC27002, an information security management guide line defined by ISO (international Organization for Standard), 2. Explain items to include in the information security policy. 3. Explain about security management based on information security policy. 		
17	Information Security Audit	Information security audit criteria, audit procedure and audit reports.	Lecture and Exercise	3
		<ol style="list-style-type: none"> 1. Explain information security audit program. 2. Explain the information security audit criteria and the management criteria. 3. Explain information security audit procedures. 4. Implement auditing and write an audit report. 		
18	Making Information Security Management System (ISMS)	Purpose and outline of ISMS (Information Security Management System)	Lecture	1
		<ol style="list-style-type: none"> 1. Explain outline of conformity assessment scheme for ISMS and certification criteria. 2. Explain steps and points for ISMS construction. 3. Explain steps and points for ISMS assessment. 		

19	Information Security Risk Analysis	Security risk analysis method, Procedure and risk assessment method.	Lecture and Exercise	2
		<ol style="list-style-type: none"> 1. Explain procedures and methods of risk analysis, 2. Explain how to value information asset. 3. Evaluate risks and select appropriate security controls. 		
20	Observation tours	Observations relating to information security in Okinawa and Main Islands in Japan each, and comparison between both observations.	Observation	5
		<ol style="list-style-type: none"> 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 current issues in promotion of computerization in Japan are. 4. Explain the direction of solution to the current issues in the case of Japan. 5. Compare differences in E-Government situation between Okinawa and Main Islands in Japan and explain what may be used into home countries. 		
<Module 5>				
Construction and operation of information security management system.				
21	Workshop	Formulate a security policy by focusing on the systemic procedure (PDCA (Plan-Do-Check-Act) cycle) of ISMS, based on a given user requirement.	Exercise	21
		<ol style="list-style-type: none"> 1. Plan to make information security policy based on the current information assets of organization. 2. Make a plan to confirm compliance with the information security policy. 		
22	Action Plan(*2)	Making action plan.	Exercise	4
		<ol style="list-style-type: none"> 1. Make a detailed action plan by utilizing the knowledge attained at the OIC computer course. 2. Make a feasible action plan with the understanding of predictable obstacles for implementation. 3. Define key indicators to monitor the progress of the action plan for three and six months later. 		
<Appendix>				
23	<ul style="list-style-type: none"> - Opening Ceremony, - Course Orientation, - Pretest, - Self-study, - Final Examination, - Course Evaluation, and - Closing Ceremony 			4
Total training Days				83

< Miscellaneous >		
24	- General Orientation, - Preparation day for International Festival, and - International Exchange Program with Local Communities(*2)	5
Total Working Days		88

*1: A training day has six (6) working hours. Total training hours are 498 hours

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

JICA OKINAWA prepares a PC for each participant and servers, which have followings software:

- Microsoft Windows 7 professional edition,
- Microsoft Office Professional 2007,
- Redhat Linux, and
- Apache

(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 while staying in Japan in order to improve current IT security environment.</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 returning to the home country. JICA OKINAWA and course instructors will make advices to the participant based on the submitted reports.</p> <p>Finally, in order to report the results of this activity, the organization is required to submit a "Completion Report" to JICA office or Embassy of Japan in its country at twelve (12) months after the participant returning to the 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 business 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 business problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their problems, 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 person in charge of information security in ministries and/or agencies in a central government and/or local government authorities.
- 2) Experience in the relevant field:** have three (3) to five (5) years experience of application system development or computer networking.
- 3) Educational Background:** be a university graduate or higher.
- 4) Language:** have a competent command of spoken and written English equivalent to TOEFL iBT 79 or higher (This program includes active participation in discussions, action plan development, thus requires high competence of English ability. Please attach a photocopy of an official certification 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.
- 6) Military service:** Must not be serving any form of military service.

(2) Recommendable Qualifications

- 1) Age:** be between the ages of twenty-five (25) and forty (40) years.
- 2) Job Title:** Those nominees, who are in the position which is eligible for making decisions or demonstrating leadership for solving issues in the organization, are more desirable.

3) Organizations: Those who belong to the same organization as the ex-participants of the following courses held in JICA OKINAWA in the JFY 2010 to 2012 are more desirable. (Please note that the same participants as that of JFY 2010 to 2012 are not prioritized)

(July 2010 – July 2013);

- Chief Information Officer (CIO) for E-Government Promotion (A / B)
- Project Management for E-Government Promotion
- Database Specialist for E-Government Promotion
- Database Management for E-Government Promotion
- Information Security for E-Government Promotion
- Web Application Development (Vendor) for E-Government Promotion
- Web Application Development (Open Source) for E-Government Promotion
- Strategic Empowerment of Organizations for E-Government Promotion (A / B)
- System Management for E-Government Promotion
- IP Network Development and Management 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.

※Pregnancy : Pregnant participants are strictly requested to attach the following documents in order to minimize the risk for their health.

- (1) letter of the participant's consent to bear economic and physical risks
- (2) letter of consent from the participant's supervisor
- (3) doctor's letter with agreement of his/her training participation

Please ask National Staffs in JICA office for the details.

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

(3) ANNEX 1 (APPLICANT'S EXPERIENCE IN THE ICT FIELD): Fill in the form shown in the Section VI "Annex" of this General Information, and submit it with the Application Form. **You may be disqualified if you do not submit this questionnaire with the application form.**

(4) ANNEX 2 (COUNTRY REPORT): Applicants should prepare a country report in accordance with the format indicated in the ANNEX 2, and submit it together with the Application Form.

(5) 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: **June 7, 2013**

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 July 8, 2013**.

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 Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation,
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (8) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations are expected to carry out the actions described in sectionII-9 and sectionIII-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

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 "KENSU-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

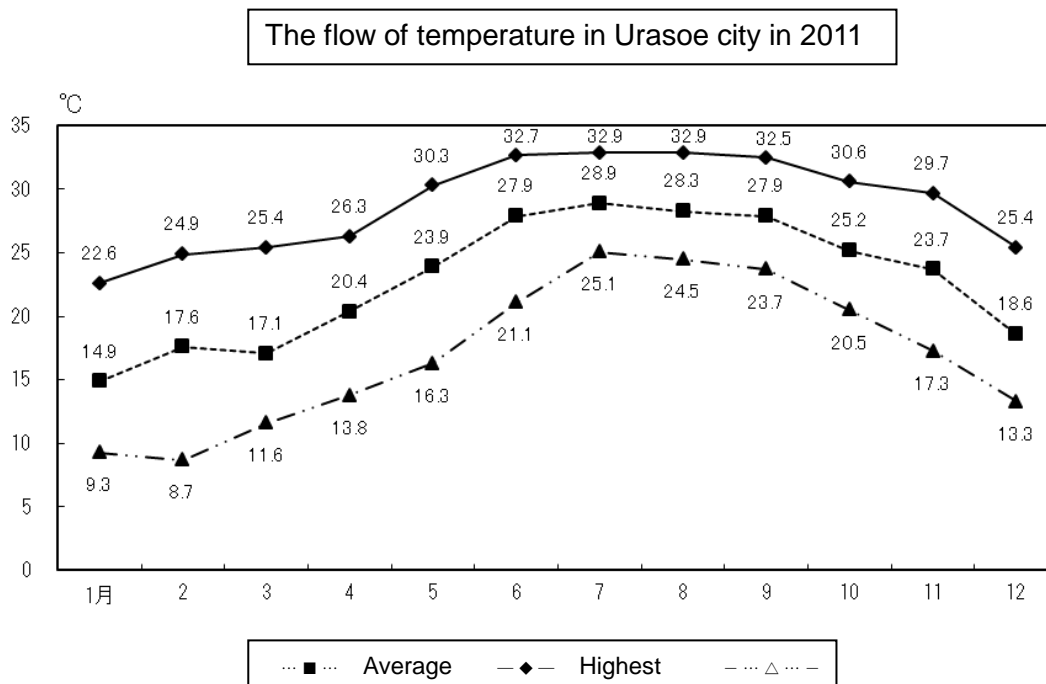
A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

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 (OIC) is located (Data source: homepage of Urasoe City).



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. Clothing

It is recommended to bring cool clothing for hot and humid season (June to August).

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

It is welcomed to bring your national or traditional dress for opening & closing ceremony and cultural exchange activities that you may have opportunities to join. And also any other items which may be used to exhibit your culture are welcomed (JICA OKINAWA has displays which introduce world culture to the visitors).

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 seats 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.ocvb.or.jp/en/>

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 EXPERIENCE IN THE ICT FIELD

ANNEX 2

COUNTRY REPORT

Applicants are strongly requested to typewrite the ANNEX1 and ANNEX2. There are many applicants disqualified from the selection because of the illegible letter in those documents.

You can download electronic forms of ANNEX1 and ANNEX2 from URL below.

<http://c-pblms.jica-oic.jp/doc/J13-00867.doc>

APPLICANT'S EXPERIENCE IN THE ICT FIELD

Please describe your experience in the ICT field. Please fill in the blanks in detail as much as possible. Your information provided here will be a criterion for selection.

Program Name: "INFORMATION SECURITY
FOR E-GOVERNMENT PROMOTION (A)"(J13-00867)

Applicant's Name: " _____ Surname _____ Other name _____ "

1. Experience in the ICT Field

How long have you been involved in the ICT field until now?

Job Title	Job Description		Length
Chief Information Officer	Planning, determining and creating information strategy		Year(s)
ICT Division Manager	Management of ICT related Division/Section		Year(s)
Project Manager	Management of ICT System Development Project		Year(s)
System Analyst	Analyzing issues in current systems and planning a new system		Year(s)
IT Architect	Analyzing business and design architecture of Information Processing 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	Year(s)
	Administration	Administrating security policies	Year(s)
System Administrator	Administration	Administrating information processing systems	Year(s)
System Operator	Operating information processing systems		Year(s)
Instructor	Conducting training courses related to ICT		Year(s)
Data Entry	Data Entry for 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?

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

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

2 : I know 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 of database have you ever used in the business field?

	Self Evaluation (1-4)
1. Oracle	
2. PostgreSQL	
3. MySQL	
4. Microsoft SQL Server	
5. Others ()	

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

2 : I know how to do it.

3 : I can accomplish it with some technical assistance.

4 : I can accomplish it all by myself.

4. Network Administration Experience

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

	Self Evaluation (1-4)
1. Client Configuration / Administration	
2. DHCP Server Configuration / Administration	
3. Windows Domain Server Configuration / Administration	
4. Web / Mail / DNS server Configuration / Administration	
5. Proxy server Configuration / Administration	
6. Router / Switching HUB Configuration / Administration	
7. Firewall Configuration / Administration	
8. SNMP Manager Administration	
9. Others ()	

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

2 : I know how to do it.

3 : I can accomplish it with some technical assistance.

4 : I can accomplish it all by myself.

5. Operating System Experience

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

	Self evaluation (1-4)
1. Unix	
2. Linux	
3. Windows Client OS (i.e. XP, Vista, 7)	
4. Windows Server OS (i.e. Windows Server 2003, 2008)	
5. Others ()	

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

2 : I know how to do it.

3 : I can accomplish it with some technical assistance.

4 : I can accomplish it all by myself.

What kind of office software suite can you use?

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

6. Security Administration Experience

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

	Self Evaluation (1-4)
1. Information Security Risk Analysis	
2. Information Security Policies and Standards Implementation	
3. Information Security Audit	
4. Information Security Management System (ISMS) Making	

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

2 : I know how to do it.

3 : I can accomplish it with some technical assistance.

4 : I can accomplish it all by myself.

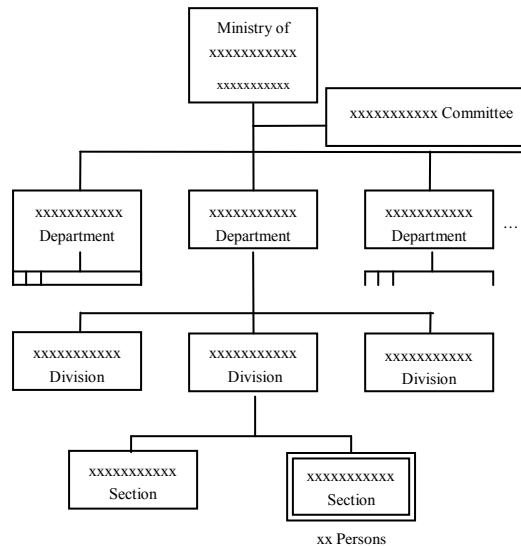
7. Configuration of the Information Processing System in your organization

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	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

8. Organization Chart

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



Explanation	Organization Name
Name of ministry or highest level organization	
If there are organizations between the above and your organization, please describe organization name to the right fields.	
Name of your organization	
If there are organizations under your organization, please list them.	

9. Job Description

As an ICT Personnel, what kind of jobs are you going to perform after completion of this course?

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

Job Title		Job Description
After this Program	Select at most 3 major jobs from below with number ()	
	1. Chief Information Officer	
	2. IT Division Manager	
	3. Project Manager	
	4. System Analyst	
	5. IT Architect	
	6. Application Specialist	
	7. Network Specialist	
	8. Database Specialist	
	9. Security Specialist	
	10. System Administrator	
11. _____		

10. Training Subjects concerned with the job and ICT issues in your department

Referring to the training subjects described in Page 6-11, what is / are the most important subject(s) to utilize for your present and / or future job?

Priority	Training Subjects	IT issues in your department, which are to be solved utilizing knowledge of a subject.
1st:		
2nd:		
3rd:		
4th:		

12. Action Plan

This training program is a type of **SOLUTION CREATION**, which gives training participants knowledge and skills to solve business problems which arise in daily jobs in their organizations.

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

	Business problems	Why is your organization interested in solving these problems?	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: “INFORMATION SECURITY
FOR E-GOVERNMENT PROMOTION (A)” (J13-00867)

Applicant's Name: “

Surname		Other name
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 _____ ”

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

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