



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

**Improving ICT Policy Planning Skills Utilizing Standards-the
deployment of better ICT infrastructure to overcome
challenges-**

**課題別研修「国際標準を活用した ICT 政策立案能力向上
～途上国の課題解決のためのよりよい ICT インフラ整備～」
JFY 2015**

NO. J15-04220 / ID. 1584578

Course Period in Japan: From January 20 to February 6, 2016

This information pertains to one of the JICA Knowledge Co-Creation Program (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 Program (KCCP)' 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

Information and communications services have become much more sophisticated and diverse due to the rapid socioeconomic development and technological innovation of recent years. Under such circumstances, International standard is necessary to ensure interoperability of network-network or network-terminal and also to grasp of advanced technology trend. In addition, due to globalization, it is required by TBT(Technical Barriers to Trade) Agreement of WTO that International standard should be applied to the requirements of government procurement.

It is therefore essential that all countries around the world come to share a common understanding concerning the trends relating to standardization of information and communications technologies.

For what?

It has become a matter of urgency to develop telecommunications infrastructure in developing countries. However, there are some issues that need to be addressed. This program aims at helping participants learn trends in international standardization as well as standardized technologies from Japan and technologies to be standardized to improve ICT policy planning skills and develop suitable ICT infrastructure to overcome challenges by utilizing standardization in their respective countries.

For whom?

This program is offered to director class of ICT policy planners or equivalent in governmental or public organizations in charge of ICT.

II. Description

1. Title (J-No.): Improving ICT Policy Planning Skills Utilizing Standards -the deployment of better ICT infrastructure to overcome challenges- (J15-04220)

2. Course Period in JAPAN
January 20 to February 6, 2016

3. Target Regions or Countries
Myanmar, India, Mongolia, Kiribati, and Solomon

4. Eligible / Target Organization
This program is offered to the Governmental organization in charge of telecommunications administration or department of public telecommunications operator in charge of standardization of

telecommunications.

5. Course Capacity (Upper limit of Participants)

12 participants

6. Language to be used in this program: English

7. Course Objective:

To understand the importance of standard such as requirements of government procurement and advance technology trend. Appropriate ICT policy will be considered in order to solve challenges (development of ICT infrastructure, proposal of procurement, social problem etc.) respective countries are facing, by utilizing international standard.

8. Overall Goal

Participants will learn about trends in international standardization as well as standardized technologies from Japan and technologies to be standardized. Hence they are expected to improve ICT policy planning skills and develop suitable ICT infrastructure to overcome challenges by utilizing standardization.

9. Expected Output

To meet the above Program Objectives, participants are expected in Japan;

1. To analyze issues concerning with ICT infrastructure in respective countries.
2. To understand the importance of ICT standard, ICT standardized technology and the latest trends on ICT standardization, as well as to approach ICT standardization by industry-government-academies.
3. To sort the concept of ICT standardization activity, through a case study related to ICT infrastructure development and procurement utilizing ICT standard.
4. To consider and share ICT policy planning, using acquired knowledge of international standard.

10. Contents

This program consists of the following components:

Preliminary Phase in a participant's home country December 2015 to January 2016 <i>Selected participants undertake required preparation for the Program in their respective countries.</i>	
Modules	Activities
Submission of Country Report	Each participant is required to formulate and submit the Country Report by January 6, 2016 . ※Each participant is expected to make a 20-minute presentation to share their current situation and issues at the beginning of the core phase in Japan.

Core Phase in Japan January 20 to February 6, 2016 <i>Participants dispatched by the organizations attend the Program implemented in Japan</i>		
Expected Output	Contents	Method of Guidance
1.To analyze issue concerning with ICT infrastructure, faced by respective countries.	-Presentation of Country report and following discussion, concerning with sharing, analyzing, and exchanging idea on issues of own countries related to ICT infrastructure.	Presentation and exchange of opinions
2.To understand the importance of ICT standard, ICT standardized technology and the latest trends on ICT standardization, as well as to approach ICT standardization by industry-government-academies	-Importance of ICT international standard -Policy for ICT standardization, by Ministry of Internal affairs and communications.	Lecture
3.To sort the concept of ICT standardization activity, through a case study related to ICT infrastructure development and procurement utilizing ICT standard.	-Vendor (Including NTT), R&D, and case on development of infrastructure -Standardized activity, such as approaching to the national bodies such as ITU, by national ICT standardization bodies -Case on standardization of digital signage, optical infrastructure and mobile phone	Lecture and field trip
4. To consider and share ICT policy planning, using acquired knowledge of international standard	-Drafting and sharing of individual reports	Presentation and exchange of opinions

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

(1) This program is designed primarily for organizations intending to address specific issues or problems identified in their operation. Participating organizations are expected to use this Program for these specific purposes.

(2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.

(3) Applying organizations are also expected to make use of knowledge acquired by the nominees for said purpose.

2. Nominee Qualifications:

Applying Organizations are expected to adequately select nominees.

Nominees must;

- (1) be a Director class of ICT policy planners or equivalent in governmental or public organizations in charge of ICT.
- (2) have engaged in ICT policy planning for more than five years
- (3) Preferably, nominees have experience in promotion of ICT technology, ICT infrastructure, and ICT standardization policy planning.
- (4) be university graduates specialized in communication engineering or electronic engineering, or have the equivalent technical knowledge and experience.
- (5) have a sufficient command of spoken and written English (for group discussions)
- (6) be both physically and mentally fit for the training and
- (7) not be serving in any form of the military.

3. Required Documents for Application

(1) Application Form: The Application Form is available at **the 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 permission of her training participation.

Please ask JICA Staff 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)

(3) Country Report (ANNEX2)

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 Center in JAPAN by November 20, 2015.**)

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective governments, the respective countries' JICA offices (or Embassies of Japan) shall conduct screenings, and send the documents to the JICA Tokyo International Center. Selection shall be made by the JICA Tokyo International Center in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. Organizations that have the intention of utilizing this program to improve their own related activities will be given priority in the selection process..

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than December 11, 2015.**

5. Document(s) to be submitted by accepted candidates:

Country Report -- to be submitted by January 6, 2016:

Before coming to Japan, only accepted candidates are required to prepare an Inception Report (detailed information is provided in the ANNEX "Inception Report".) The Country Report should be sent to JICA by January 6, 2016, preferably by e-mail to tictree@jica.go.jp

6. Conditions for Attendance:

- (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 family members during the program.
- (5) to return to home countries 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, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

JICA Tokyo International Center (JICA TOKYO)

2. Implementing Partner:

(1) **Name:** The ITU Association of Japan

(2) **URL:** <https://www.ituaj.jp/>

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 the participants in Japan:

JICA Tokyo International Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL, <http://www.jica.go.jp/english/contact/pdf/tic.pdf>

5. Expenses:

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

(1) Allowances for accommodation, 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)

(4) Expenses for program implementation, including materials

For more details, please see "III. ALLOWANCES" of the brochure for participants 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 participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Annex

- ANNEX 1 Reference (Course schedule in JFY2014)
- ANNEX 2 Document Form of Country Report
- ANNEX 3 Organization chart

ANNEX 1

Reference (Course schedule in JFY2014)

Date	Time	Content
1/21 (Wed)		Arrival
1/22 (Thu)	10:00 - 12:15	Briefing Session
	13:30 - 14:30	Program Orientation
1/23 (Fri)	9:30 - 10:00	Courtesy Call on the Director of the Standardization Division
	10:00 - 11:30	Lecture: Telecommunications Policy in Japan
	11:30 - 13:00	Lecture: Standardization of ICT in Japan
	14:00 - 16:00	Lecture: Standardization of Radio Systems
	16:00 - 18:00	Lecture: Certification System for Telecommunications Equipment in Japan
	18:00 - 19:30	Welcome Reception hosted by ITU-AJ
1/24 (Sat)		Free
1/25 (Sun)		Free
1/26 (Mon)	9:30 - 12:00	Presentation: Inception Report
	13:30 - 16:30	
1/27 (Tue)	9:30 - 12:30	Lecture/Practice: Assessing Standardizing Activities by using PCM Method and Group Discussion on factors necessary to maximize consumers' benefit
	13:30 - 16:30	
1/28 (Wed)	9:30 - 11:00	Lecture: Standardization and ITU-T in ICT Fields
	11:00 - 12:30	Lecture: Towards global standardization in TTC
	14:30 - 15:45	Lecture: Research and Development on ICT and standardization activities in NICT
	15:45 - 16:30	Observation: NICT Show room
1/29 (Thu)	9:30 - 11:00	Lecture: Standardization and Mobile Communication Systems
	11:00 - 12:30	Lecture: Current status on Standardization of Future Network
	14:30 - 15:30	Observation: NEC Innovation World
	15:30 - 16:30	Lecture: Toward Wireless Broadband - Objectives and Challenges -
1/30 (Fri)	11:00 - 11:30	Lecture: Overview of HATS
	11:30 - 11:50	Lecture: NGN End to End Service Interoperability test - VoIP terminals and HDTV conference systems -
	11:50 - 12:10	Lecture: The history of Facsimile Interconnectivity testing activity
	12:10 - 12:30	Lecture: Interoperability test program for optical access system
	14:30 - 15:30	Observation: Show room "Future Station"
1/31 (Sat)		Free
2/1 (Sun)		Free

2/2 (Mon)	10:30 - 11:30	Lecture: Current Status of Smart-Houses
	13:00 - 15:00	Observation: Smart-House
2/3 (Tue)	9:30 - 12:30	Lecture: KDDI's Strategy for Development of ICT Service & Technology
	14:30 - 15:00	Lecture: Setup of Digital Terrestrial Television Broadcasting Network
	15:00 - 15:30	Lecture: The Roles and Convergence of Broadcasting and Communications
	15:30 - 16:15	Lecture: NHK Hybridcast
	16:15 - 16:30	Observation: (VIDEO) NHK 2014
2/4 (Wed)	9:30 - 12:30	Lecture/Practice: Assessing Standardizing Activities of participants' countries by using PCM Method and Group Discussion on available activities
	13:30 - 16:30	
2/5 (Thu)	9:30 - 12:30	Presentation: Individual Report
	13:30 - 16:30	
2/6 (Fri)	10:00 - 11:00	Evaluation Meeting
	11:00 - 11:30	Closing Ceremony
	11:30 - 13:00	Farewell Party
2/7 (Sat)		Departure

☆ARIB = Association of Radio Industries and Businesses	☆ITU-AJ = ITU Association of Japan
☆JICA = Japan International Cooperation Agency	☆MIC = Ministry of Internal Affairs and Communications
☆NHK = Japan Broadcasting Corp.	☆NICT = National Institute of Information and Communications Technology
☆TELEC = Telecom Engineering Center	☆TTC = The Telecommunication Technology Committee

ANNEX 2

Document Form of Country Report

After the notice of acceptance from JICA, the selected participants are required to prepare Country Report documents providing information on the following contents. The Report should be sent to JICA Tokyo International Center by January 6, 2016, preferably by e-mail to ticttee@jica.go.jp.

The participants are also requested to make a 20-minute presentation with visual material (e.g., MS Power Point) at the beginning of the Program.

*The presentation is open to visitors. It is possible that some visitors may observe the presentation.

Format of the Report document

The Reports should be typewritten in English on A4 size paper (21 cm by 30 cm), formatted in digital data.

Notice:

It is recommended to bring detailed materials about II-3 when the participants make a presentation of Inception Report.

Part I. Personal Details of Participant

1. Name of participant and nationality
2. Name of participant's organization and section
3. Type of organization (choose one of the following)
 - a) Governmental organization (excluding public company)
 - b) Public company (fully state-owned company or business organization)
4. Organization chart
Please attach a chart outlining the structure of the participant's organization that shows the participant's position and responsibilities. (see attached ANNEX 3)
5. Participant's special interests

Part II. Telecommunications Policy Structure and Statistical Data

II-1. Policy-making and regulatory authority

1. Name of the authority(ies) responsible for telecommunications/broadcasting policy
2. Name of the authority or divisions within the authority responsible for telecommunications/broadcasting regulations

3. Legal structure for regulating the telecommunications/broadcasting sector

II-2. Current policy and regulatory environment

1. Basic laws governing telecommunications/broadcasting businesses
2. Policy on privatization
Please mention whether privatization of the state-owned telecommunications carrier has been effected or is planned, in your country.
If effected, please describe how privatization was undertaken.
3. Policy on competition
Please mention whether entry of new common carriers has been undertaken, or is planned, in your country.
If effected, describe how this was undertaken.
4. National policy on developing ICT (information and communications technology) and broadcast technology.
5. Major challenges and problems that need to be solved in your country's telecommunications/broadcasting sector and telecommunications/broadcasting business
e.g., tariff issue resulting from use of different Mobile Country Code (MCC) and different Mobile Network Code (MNC), if any
6. Future program of telecommunications/broadcasting development
7. International assistance in the field of telecommunications/broadcasting (Year, Name of aid agencies, Budget, etc.)
 - a) Completed projects (-2013)
 - b) Ongoing projects
 - c) Planned projects
8. Participant's own experience and future prospects in their profession

II-3. Standardization activities

Please describe in detail because this information is so important for this program.

1. Main organization in charge of standardization policy of ICT and broadcasting technology.
2. Standardization of ICT and broadcasting technology and public/private Standardization Developing Body such as NIST in US, ETSI in Europe, TTC and ARIB in Japan.
3. Situation regarding participation in standardization activities undertaken by international standardization organizations like ITU-T, ISO, IEC , ISO/IEC JTC1
4. National standardization activities such as formulating strategy for standardization, funding for standard activities. And the areas of ICT standardization which are important in your country.
5. Which forum standards (such as W3C,IETF, IEEE, not International Standard like ISO, IEC) are important? What kind of activity is carried out in your country?
6. Have you discussed "standardization gap" issues in your country?

What is your definition of “standardization gap”?

7. Scheme of Standardization in your country
 - 1) related organizations
 - 2) roles of each organization of 1)
 - 3) relationship between the organizations of 1)
 - * Drawing map would be preferable for easy understandings.
8. Activities on Standardization in your country
9. Others

II-4. Market Structure

Please indicate the following market environment of each service type

1. Telephones
 - a) Number of telephones (Number of telephones = fixed phones + mobile phones)
 - b) Telephone density (per 100 inhabitants)
2. Fixed Telecommunications Services
 - a) Business license(s) required, or other restrictions on operators
 - b) Number of carriers or service providers
 - c) Number of subscribers
 - d) Subscribers per 100 inhabitants
 - e) Coverage of population (%)
 - f) Number of applicants waiting to have fixed telephones installed
 - g) Comparison of current number of applicants waiting for fixed telephones with that of 5 years ago (%)
 - h) Name of the incumbent or the largest carrier and its share of the market
 - i) Organizational character of the incumbent or the largest carrier
 - j) Organizational character of the second largest and third largest carriers and their shares of the market
3. Mobile Telecommunications Services
 - a) Business license(s) required, or other restrictions on operators
 - b) Number of carriers or service providers
 - c) Mobile telephone systems
(4G (LTE-Advanced, WiMAX2), 3G (LTE, WiMAX, W-CDMA, -CDMA2000,), 2G (GSM, CDMA, PDC))
 - d) Number of subscribers
 - Number of subscribers to 2G/3G/4G mobile phone services
 - The ratio of 2G/3G/4G mobile phone subscribers to total mobile phone subscribers (%)
 - e) Subscribers per 100 inhabitants
 - f) Coverage of population (%)
 - g) The ratio of mobile telephone subscribers to total telephone subscribers (%)
 - h) Name of the incumbent or the largest carrier and its share of the market
 - i) Organizational character of the incumbent or the largest carrier
 - j) Organizational character of the second largest and third largest carriers and their shares of the market
 - k) Number of existing Mobile phone subscribers and penetration of mobile phones which can connect to the network
 - l) Number of smart phone subscribers and the penetration of smartphones

- m) Frequency allocation for mobile telecommunication service.
 - n) Information of public Wi-Fi service provider, the relationship between public Wi-Fi service provider and mobile telecommunications carrier
4. Internet and Broadband
- a) Business license(s) required, or other restrictions on operators
 - b) Number of service providers
 - c) Name of the largest service provider and its share of the market
 - d) Organizational character of the largest service provider
 - e) Organizational character of the second largest and third largest service providers and their share of the market
 - f) Number of internet users
 - Number of users through telephone line (dial up)
 - Number of users through Broadband line (FTTH, DSL, Cable TV, WiMAX and others)
 - Others (satellite communications, etc)
 - g) Internet users per 1,000 inhabitants
 - h) Number of personal computers per 1,000 inhabitants
 - i) Broadband price per 100 kbps
5. Internet Application Service
- a) Name of Internet services in your countries (i.e. Facebook, Twitter, Skype, game).
 - b) Number of SNS user, penetration rate
 - c) Name of a famous, domestically-produced Internet service
 - d) Name of a network service and search engine widely used in your country
 - e) A case example of a movie-on-network service or OTT (Over The Top) and IPTV (Internet Protocol Television)
 - f) Number of IPTV users, penetration rate
 - g) The case example of Digital Signage/DOOH(Digital Out Of Home) and the type (stand alone or network?), major service provider.

Part III. General Questions

1. **If your country has any difficulties with its telecommunications infrastructure for Internet services in rural areas, please indicate the current situation in accordance with the following:**
- Any geographical factors which have become the cause of difficulties, such as mountains, sea, scattered islands, distance from urban areas, etc., and the description of the current status.
 - Any social, economical and/or technological factors which make it difficult to promote Internet services in your country.
2. **What kinds of Internet applications/solutions as a public/civil service does your country hope to introduce, such as e-learning, e-agriculture, e-healthcare, emergency information, governmental bulletin, etc., and the reasons for such introduction ?**
- Service applications/solutions as a public/civil service
 - Issues to be resolved
 - How do you cooperate with other ministries and government offices?

3. If the wireless access system can be practically considered in your planning for rural areas, please provide information on the following:

- Necessary functions for the terminal (fixed and/or mobile)
- Estimated initial fee for a user
- Estimated monthly fee for a user
- The restrictions of radio frequency under the regulations

4. What is the general view regarding the future network in your country?

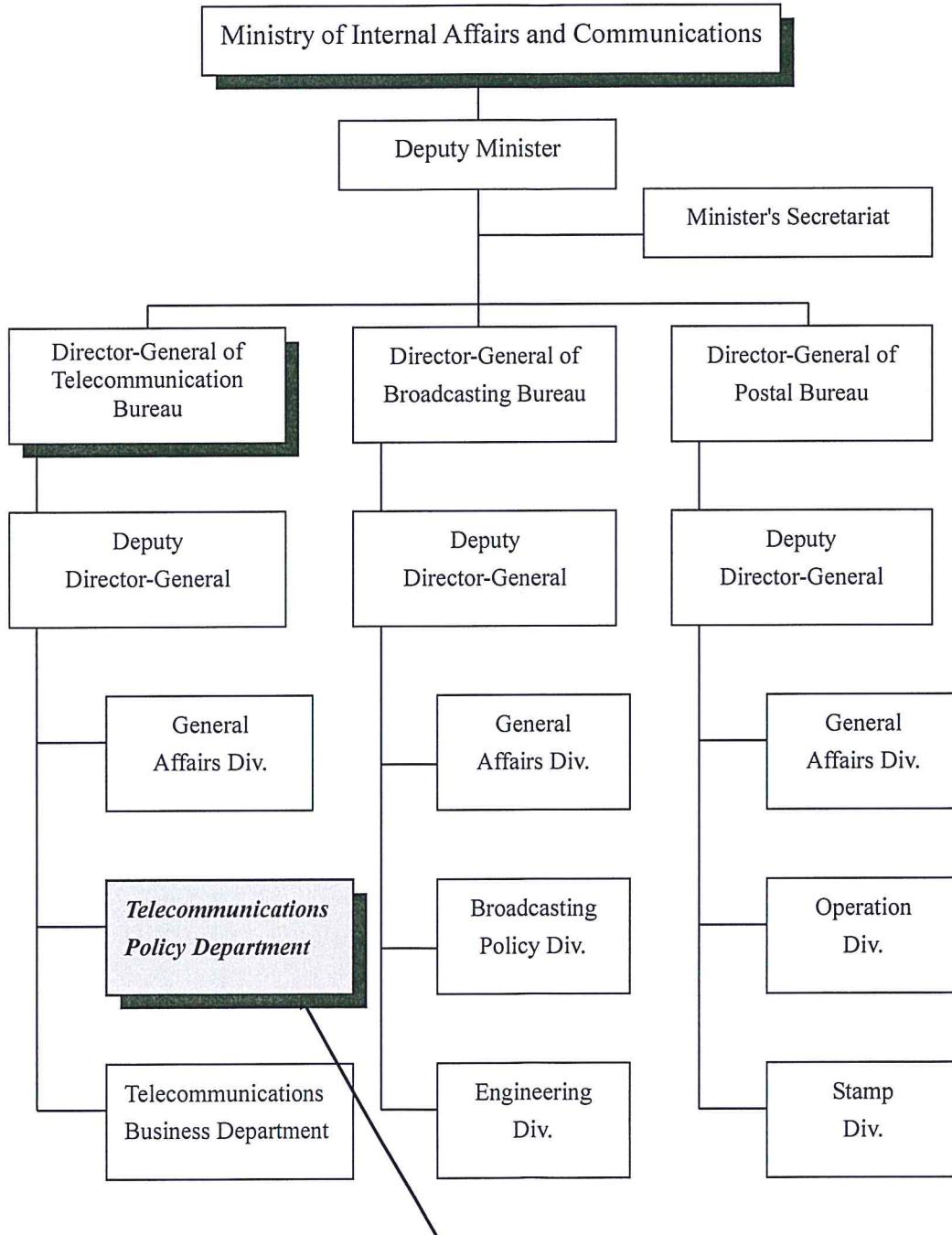
- Any image or picture of the new future network
- Any policy for the assurance of end-to-end connectivity and QoS

5. How does your country use ICT (information and communications technology) for disaster countermeasures?

- Any prevention plan for disasters.
- Any management plan when a disaster strikes.

ANNEX 3

Organization Chart



Please identify your position and department in the Organization Chart

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 and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

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

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

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

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



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Tokyo International Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

HOW TO APPLY

CHECK LIST

Before applying candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by Department of Economic Affairs (DEA), which is summarized as under:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. The candidates should also fulfill the eligibility conditions prescribed by the sponsoring agency in respect of each training programme.

3. Filling up of application forms:-

- (i) Ensure that DEA proforma is duly filled in and is complete in all respects.
- (ii) Portion relating Vigilance Clearance should be filled in and certified by the competent authority, who is authorized to issue vigilance clearance in respect of the candidate concerned. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance from respective controlling authorities at the time of nomination will not be considered.
- (iii) Ensure that Part-A or Part-B of DEA proforma, as the case may be, i.e. Undertaking form in respect of training programmes which are not fully sponsored is duly completed by the competent authority. Applications received without undertaking form will be summarily rejected. It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.
- (iv) Ensure that application form as prescribed by the sponsoring agency is also complete in all respects. Wherever the sponsoring agency asks for Country Report, etc. the same should also be attached.

4. Nominations:-

- (i) Officials working in PSUs and Autonomous Bodies should send their nominations through the concerned Central Ministries only.
- (ii) In case there is more than one nomination for a particular course, the nominating State Governments / Central Ministries should clearly indicate the prioritization of the nominees.
- (iv) Submission of direct applications to the sponsoring agencies is strictly prohibited. All correspondences relating to foreign training programmes should be routed through Department of Economic Affairs, Govt. of India, which is the Nodal Department for short term training programmes offered under Technical Cooperation by various sponsoring agencies such as JICA, SCPTA, IMF, MTCP, etc.

5. Clearances:

Apart from Vigilance clearance, Central Ministries / State Governments / Departments / Autonomous Bodies will be responsible for ensuring necessary clearances such as political clearance from MEA, cadre clearance from cadre controlling authority etc., after the candidate is finally selected, and before the candidate actually proceeds on FTP.

Abbreviations:-

JICA – Japan International Cooperation Agency, **SCPTA** – Singapore Cooperation Programme Training Award, **IMF** – International Monetary Fund, **MTCP** – Malaysian Technical Cooperation Programme.

DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth		3. Male/Female		
4. Educational Qualifications				
5. Service to which the officer belongs		6. Date of regular appointment		
7. Details of posts held during the last five years (starting from the present):				
S.No.	Post held	Ministry/Department/Organization	Nature of work/Job profile	
8. Name of foreign training programme applied for and its relevance to the candidate				
9. Papers etc. if any published by the candidate				
10. Details of Foreign Training Programmes attended during the last two years				
S. No.	Dates & Duration of the training programme	Subject/title of training	Name of the training Institution	Source of funding
Signature of the candidate:				
Office Phone No. Mobile No.:				
E-mail:				
<u>CERTIFICATE</u>				
Certified that Shri/Ms _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the competent administrative authority of the applicant with Name, Designation, Phone number and E-mail (along with office seal)				