কৃষিই সমৃদ্ধি

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
কৃষি মন্ত্রণালয়
প্রশাসন-৩ অধিশাখা
www.moa.gov.bd

স্মারক: ১২.০০.০০০০.০২১.২৫.০০২.১৮-২৬০

তারিখ: ০১ জ্যৈষ্ঠ ১৪২৫ / ১৫ মে ২০১৮

বিষয়: জাপানে অনুষ্ঠেয় প্রশিক্ষণ কোর্সে কর্মকর্তা মনোনয়ন।
সূত্র : জাইকার পত্র নং: JICA (TR)-044/18, তারিখ-০৯ মে ২০১৮

উপর্যুক্ত বিষয় ও সূত্রের পরিপ্রেক্ষিতে নিম্নোক্ত ছকে বর্ণিত কোর্সের বিপরীতে সংশ্লিষ্ট দপ্তর/সংস্থার জন্য নির্ধারিত সংখ্যক (২নং কলাম) উপযুক্ত কর্মকর্তার মনোনয়ন আগামী ১৬ এপ্রিল ২০১৮ তারিখের মধ্যে আবশ্যিকভাবে প্রশাসন-৩ অধিশাখায় প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো:

কোর্সের নাম, মেয়াদ ও স্থান	দপ্তর/সংস্থার নাম	মনোনয়নের উল্লেখযোগ্য শর্তাবলী	মন্তব্য
১	২	৩	
'Agricultural Statistics Planning and Designing (JI804074) **Duration: 5 August 2018 to 22 September, 2018**	কৃষি সম্প্রসারণ অধিদপ্তর-০২টি (০১ জন মুখ্য ও ০১ জন বিকল্প)	ক) কৃষি পরিসংখ্যান সংশ্লিষ্ট কমপক্ষে ০৫ বছরের কাজে অভিজ্ঞ খ) ইরেজিতে দক্ষ গ) বয়স ২৮-৪৫ এর মধ্যে ঘ) কম্পিউটার দক্ষতা (Word excel, Power point ইত্যাদি)	**শর্তানুযায়ী মনোনয়ন প্রেরণ করা না হলে মনোনয়ন বাতিল বলে গণ্য হবে।**

০২। আবেদনের শর্তানুযায়ী উপযুক্ত কর্মকর্তাগণকে মনোনয়ন প্রদানপূর্বক মনোনীত কর্মকর্তাগণের নির্ধারিত ফরমে পূরণকৃত আবেদন পত্রের ০৪ সেট এবং ২ নং বাছাই কমিটির পূরণকৃত (নির্ধারিত ছকে পরিপূর্ণভাবে) ফরমের ০১ সেট, পিআরএল ও বেতন গ্রেড সুস্পষ্টভাবে উল্লেখসহ বিগত ০১ বছরের বিদেশ ভ্রমণ বিবরণী, তাঁদের বিরুদ্ধে বিভাগীয় ও দুর্নীতির মামলা আছে কিনা কিংবা বিভাগীয় ব্যবস্থা প্রক্রিয়াধীন আছে কিনা সে সংক্রান্ত তথ্য/প্রত্যয়ন মনোনয়ন প্রস্তাবের সাথে প্রেরণ করতে হবে।

০৩। **কোর্স সম্পর্কিত তথ্য www.moa.gov.bd-তে পাওয়া যাবে।**

১৫/০৫/২০১৮

(মীনাক্ষী বর্মন)
উপসচিব
☎ ৯৫৪০৮৮৫
E-mail: dsadmn32014@gmail.com

মহাপরিচালক
কৃষি সম্প্রসারণ অধিদপ্তর
খামারবাড়ি, ঢাকা।

অনুলিপি:

১. সহকারী প্রোগ্রামার, কৃষি মন্ত্রণালয় **(ওয়েব সাইটে প্রকাশের অনুরোধসহ)।**
২. অতিরিক্ত সচিব (প্রশাসন ও উপকরণ/সম্প্রসারণ) মহোদয়ের ব্যক্তিগত কর্মকর্তা, কৃষি মন্ত্রণালয়।

Japan International Cooperation Agency

JICA (TR) – 044/18

May 09, 2018

Deputy Secretary
Japan Branch-3
Economic Relations Division (ERD)
Ministry of Finance
Sher-e-Bangla Nagar
Dhaka-1207

Subject: Issue-focused Training Course on "Agricultural Statistics Planning and Designing" (J1804074)

Dear Sir,

1. Announcement of Issue-focused Training Course

We are pleased to inform you about the above mentioned course scheduled to be held in Japan from August 05, 2018 to September 22, 2018. We are enclosing the General Information Booklet (G.I.) on this course for your information and further necessary action.

2. Recommendation of JICA Bangladesh Office

This training course is designed for the government officials who are **serving as Senior Assistant Secretary or equivalent position under Ministry of Agriculture.**
The participant is expected to serve the same/similar position for a significant period of time after completion of training.

3. Application

1 (One) seat may be allocated for Bangladesh for this training. We request you to send 2 (Two) applications (one principal and one alternative) by May 30, 2018 in accordance with the selection criteria/qualification described in the chapter III, section 2 of G.I. as attached. Please pass the above information to concerned Departments of your Government and request them to send Application Form for each applicant (through ERD) to JICA Bangladesh Office.

Documents to be submitted

1) Application Form:

Application Form is attached for your reference. Please download it from the following link and type in as handwriting is not permitted.

http://www.jica.go.jp/bangladesh/english/activities/pdf/appform_general.doc

(Important Notice)

The name of the applicant in the Application Form must be same with the one that appears in his/her passport. JICA will issue air tickets based on the writings of the Application Form. If there are discrepancies between the air tickets and the passport, airlines may not allow him/her to embark.

2) Photocopy of the Passport:

If the applicant already has a passport please submit us the copy of identification page.

3) Nominee's English Score Sheet:

The applicant may attach any official documents of his/her English language ability (e.g. TOEFL, TOEIC, IELTS) to the Application Form.

Japan International Cooperation Agency (JICA), Bangladesh Office
3rd Floor, Bay's Galleria, 57 Gulshan Avenue (CWS-A19), Gulshan-1, Dhaka-1212
TEL: + (880-2) 989-1897, 989-1899, Fax: +(880-2) 989-1689, URL: http//www.jica.go.jp

4) Inception Report & Others (Annex of G.I):

Application Form without Inception Report, Questionnaire and Assignment might not be accepted.

5) Medical History and Examination Questionnaire

6) Questionnaire on Previous Japanese Visa Application and Travel History

4. Selection Procedures

JICA Bangladesh Office will conduct a basic screening of applications to confirm whether the applicant fulfills all the application requirements mentioned in 3. Application above. The screening would include a short interview with the applicant in English. If the applicant satisfies the requirements, JICA Bangladesh Office will forward the application to TBIC (JICA TSUKUBA) for final selection. Therefore, nomination by the respective Department/ Ministry does not automatically guarantee the acceptance to the training course from your country.

May we also inform you that you may contact Ms. Sultana Fahmida Siddique, Assistant Administrative Officer of JICA Bangladesh (FahmidaSiddique.BD@jica.go.jp) if you have any query.

Sincerely yours,

Kimiko Tsuchiya
Representative

Attachment:

☐ 2 copies of G.I

Copy for information & necessary action:

1. Senior Secretary, Ministry of Agriculture
2. Joint Secretary (Foreign Training Section), Ministry of Public Administration, Government of Bangladesh, Bangladesh Secretariat, Dhaka-1000

Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

AGRICULTURAL STATISTICS PLANNING AND DESIGNING
課題別研修「農業統計の企画・設計」
JFY 2018

NO. J18-04074 ID: 1884679
Course Period in Japan: From August 5th, 2018 to September 22nd, 2018

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

Reliable agricultural statistics are essential to strengthen the capacity on food security policy making or agricultural policy making for each country.

However, many developing countries are facing difficulties on food security policy making due to the lack of the reliable information on the agricultural actual status and structure. Thus, this causes inadequate investments, supply and demand gap ending up in the food insecurity, malnutrition, poverty, and so on. It is urgent to produce and provide adequate agricultural statistics for making of food security policy in the countries facing such difficulties.

Japan has developed the system of agricultural statistics and survey techniques especially in the field of rice cultivation, in accordance with many changes to the development stage of agricultural policy as well as social structure. It is highly expected that these Japanese histories and experiences will be applied and adopted on development of agricultural policy or food security policy for developing countries.

For what?

This program aims to improve the capacity of participants tackling the issues on agricultural statistics planning and designing for making of sound agricultural policy or food security policy through (1) understanding the need to build up an agricultural statistical system for food security policy making, and (2) obtaining know-how on effective methods of planning, designing and implementing statistical survey.

For whom?

This program is offered to the central government officials who are involved in agricultural statistics planning and designing, conducting agricultural crop survey or census survey, analyzing the data to be used for food security policy making such as food supply-demand plan, agricultural production plan (e.g., Ministry of Agriculture, Central Statistical Agency).

How?

Participants shall have opportunities to learn the know-how on effective methods of planning, designing and implementing statistical survey through lectures, work shop and site visits by Japanese government officials, statisticians and related knowledgeable persons. Participants will also create knowledge through discussion among participants about their countries' agricultural statistics systems. With findings and learning from this program, it is expected that the possible solutions for improving agricultural statistics are proposed and incorporate into their affairs.

II. Description

1. **Title (J-No.):**
   Agricultural Statistics Planning and Designing (J18-04074)

2. **Course Period in Japan**
   August 5th, 2018 to September 22nd, 2018

3. **Target Regions or Countries**
   Bangladesh, Cote d'Ivoire, Gambia, Myanmar, Papua New Guinea, Sierra Leone, Sri Lanka, Tanzania, Timor-Leste, Uganda

4. **Eligible / Target Organization**
   This program is designed for officers in the Department / Bureau responsible for agricultural statistics for policy making, belonging to the central government (e.g., Ministry of Agriculture, Central Statistical Agency).

5. **Course Capacity (Upper limit of Participants)**
   10 participants

6. **Language to be used in this program**:
   English

7. **Course Objective:**
   The ability of participants for planning/designing agricultural statistic and data processing for making of agricultural policy is improved.

8. **Overall Goal**
   Sustainable domestic food production and supply are carried out by making of the agricultural and food security policy in accordance with the national agricultural situations.

9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase in a participant's home country (July to August 2018)
Participating organizations make required preparation for the Program in the respective country.

Expected Module Output	Activities
To extract and analyze the problems of agricultural statistics for agricultural policy making in the country	Making a power-point presentation of Inception Report* containing the followings: (1) Current status of agriculture and issues encountered (2) Major agriculture/food security policies (3) Overview of agricultural statistics (4) Problems of agricultural statistics for policy making (5) Outline of the participant's organization (6) Expectations for the program (7) References *All participants are expected to make presentation of Inception Report shortly after arrival at Japan (see ANNEX-1I).

(2) Core Phase in Japan (August 5, 2018 to September 22, 2018)
Participants dispatched by the organizations attend the Program implemented in Japan.

Expected Module Output	Subjects/Agendas	Methodology
Output 1: To be able to explain the important role of agricultural statistics for policy making	· Role of agricultural statistics for planning and making food security policy · The status quo in Japanese agriculture, agricultural policy, agricultural statistics, agricultural statistics information organization · Economic Development in Japan and transition in agricultural statistics	Lecture Observation Practice Presentation
Output 2: To be able to explain efficient methods of planning, designing and implementing agricultural statistics	· Theory on sample applicable to agricultural survey, sampling method · Agricultural policy and food supply-demand · Planning and designing of statistical survey on crops (focusing on rice production as a case study) · The importance of grasping agricultural structure by conducting census · Planning, designing and implementing of agricultural census	
Output 3: To be able to explain the statistics data processing (analysis, application)	· Food Balance Sheet · Utilization of agricultural statistics for agricultural policy · Indicator setting for evaluation of policy implementation	
Output 4: To be able to propose an improvement plan for agricultural statistics in line with progression of the country	· Outline and workshop of Project Cycle Management · Preparation of a Job Improvement plan for improving the planning and designing of agricultural statistics	

Participants are expected to reproduce outputs by holding workshop/seminar in their home country in a way of sharing the knowledge and skills gained in the KCCP course with belonging organizations, related partners, etc.

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations:

(1) The program is designed primarily for organizations that intend to address specific issues or problems in their operation. Participating organizations are expected to best use of the program for the 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 issues and problems.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications

1) Current Duties: be a government official who is involved in agricultural statistics, in the department/bureau of the central government (e.g., the Ministry of Agriculture, Central Statistics Agency).
2) Experience in the relevant field: with more than 5 years' work experience
3) Educational Background: be a graduate of university.
4) Language: have a competent command of spoken and written English. This program includes active participation in discussions, report presentation, and thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC, etc. if possible. Otherwise, your language ability will be assessed in a screening session which will be held in the respective JICA office or other means.
5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.
6) Be over twenty-five (28) and under forty-five (45) years of age as of August 5, 2018.
7) Statistical knowledge: have knowledge of statistical theory, survey methodology and mathematical arithmetic.
8) Computer skill: be able to operate the personal computer and software (cf. Word, Excel, PowerPoint, etc.)

(2) Recommendable Qualifications

1) It is advisable that the candidate has some relation with technical cooperation of JICA or ODA.

3. Required Documents for Application:

(1) Application Form:

The Application Form is available at the JICA office (or the Embassy of Japan)

(2) Inception Report:

To be submitted with the application form. As this will serve as a starting point for discussions on common and particular problems, the report should include agricultural statistics and policy-related problems the participant is addressing. The report is also be used for screening the candidates. Items to be reported are listed in "**ANNEX-1**" attached to this General Information.

(3) Questionnaire on Computer Skills: To be submitted with the application form. Fill in "**ANNEX-2**" attached to this General Information.

(4) Exercise (Basic knowledge of mathematics by MS Excel): To be submitted with the application form as MS Excel file (softcopy). Complete the table in "**ANNEX-3**", which attached to this General Information.

(5) Photocopy of passport:

To be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

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 then to **the JICA Center in JAPAN** by **June 6, 2018.)**

(2) Selection:

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

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

(3) Notice of Acceptance:
Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than June 20, 2018.**

5. Documents to be submitted by accepted candidates:
Microsoft **PowerPoint** presentation slides of Inception Report
(see ANNEX-1 for detail)

6. Conditions for Attendance:
(1) to strictly adhere 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 of 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:**
   (1) Name : JICA Tsukuba International Center (JICA TSUKUBA)
   (2) Contact : Mr. Takuya NEMOTO (tbicttp@jica.go.jp)

2. **Implementing Partner:**
   (1) Statistics Department, Minister's Secretariat, Ministry of Agriculture, Forestry and Fisheries (MAFF)
   URL: http://www.maff.go.jp/e/index.html
   The Ministry of Agriculture, Forestry and Fisheries (MAFF) comprehensively undertakes administration related to agricultural, forestry and fisheries products, covering from production to consumption and also to rural development and promotion of the welfare of rural inhabitants with a view to achieving stable supply of food, sound development of the agriculture, forestry and fisheries industries and upgrading of the welfare of rural inhabitants.

   (2) Association of Agriculture and Forestry Statistics (AAFS)
   URL: http://www.aafs.or.jp/ (Available only for Japanese)

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.

JICA Tsukuba International Center (JICA Tsukuba)
Address: 3-6, Kouyadai, Tsukuba-shi, IBARAKI, 305-0074, JAPAN
Tel: 81-29 -838-1111 Fax: 81-29-838-1119
(where "81" is the country code for Japan, and "29" is the local area code

   If there is no vacancy at JICA TSUKUBA, JICA will arrange alternative accommodations for the participants.
   Please refer to facility guide of JICA TSUKUBA at its URL:
   https://www.jica.go.jp/tsukuba/english/office/index.html
   https://www.facebook.com/jicatsukuba

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 "KENSHU-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 Embassy of Japan), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. During the core phase in Japan, **laptop computer** will be necessary for making Job Improvement Plan and using software in the lecture. **It is highly recommended that participants bring own personal computer with Microsoft Excel and Google Earth.**
2. Those who are accepted should bring the Inception Report stored in flash memory or CD-ROM with you. It is also highly recommended that participants bring any other form of statistical documents or materials such as Agricultural Census, either in electronic data or in hard copy, if available.

VI. ANNEX:

ANNEX-1: Form of Inception Report
ANNEX-2: Questionnaire on Computer Skills
ANNEX-3: Exercise (Basic knowledge of mathematics by MS Excel)

ANNEX-1

Knowledge Co-Creation Program (Group & Region Focus)
"Agricultural Statistics Planning and Designing"

Inception Report

Notes:

(For nominees)

- Inception Report is a part of your application documents. Please submit it together with the Application Form
- The report should be typewritten in English, less than 8 pages (12-point font, double-spaced, A-4 size paper).

(For accepted candidates)

- Participants are expected to make oral presentation (for 10 minutes) of Inception Report at the very beginning of the training program in Japan. It is thus required to prepare Microsoft **PowerPoint** presentation slides of Inception Report. Please pass the electric data of presentation slides to coordinator in charge when you arrive at JICA Tsukuba International Center. Presentation should consist of no more than 12 slides.

●Contents should be included

Cover page

1. Title of this training program
2. Name, Position, Organization and Country of the participant

Chapter I Current status of agriculture and issues encountered

1. Describe the current status of agriculture.
2. Describe the problems faced in the agriculture and issues encountered.

Chapter II Major agriculture/food security policies

1. Provide a list of agriculture/food security policies being implemented at present in your country in as much concrete and detailed terms as possible.
2. Describe issues and trend of future development concerning agricultural policy in your country (ex. Poverty reduction strategy, food security, plans to increase the food production or plans to increase the farm household income) in as much concrete and detailed terms as possible.

Chapter III Overview of agricultural statistics

1. Provide the outline of the Department/Bureau responsible for agricultural statistics in the agricultural administration agencies of the central government. (ex. Ministry of Agriculture, etc.)

2. Describe present situation on agricultural statistics.
3. Results of the latest agricultural census.
4. Introduce laws (ex. Statistics Law) and regulations concerning statistics. Describe the stipulations related to the agricultural statistical survey in your organization.
5. Yearbooks of agricultural statistics
   (1) Title, date of publication, editor and publisher of the most recent issue.
   (2) Data included in the yearbook such as kinds of agricultural statistics, year of data collection. (Please attach a copy of yearbook)
6. Homepage (Website) of your organization
   (1) Items of agricultural statistics available
   (2) Managing system of the website (staff, instruments etc.)

Chapter IV Problems of agricultural statistics for policy making

1. Problems of usage or application of statistics for agricultural/food security policy making.
2. Problems of collaboration between the organization responsible for agricultural/food security policy making and the organization in charge of agricultural statistics on the statistical demand from policy makers.
3. Problems of agricultural statistics for agricultural/food security policy making in terms of reliability including accuracy, timeliness and transparency

Chapter V Outline of the participant's organization

1. Details of duties of the participant
2. Roles and responsibilities of the participant's organization
3. Chart of the participant's organization including a National Statistics Office, organizations at local level and number of staff in each organization in charge of statistics

*Please attach the organization chart and point out your position in the chart

Chapter VI Expectations for the program

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ANNEX-2

Knowledge Co-Creation Program (Group & Region Focus)
"Agricultural Statistics Planning and Designing"

QUESTIONNAIRE on Computer Skills

Please submit this sheet with the Application Form.

NAME : _____ COUNTRY: _____

1. Please declare about your computer skills bellows.

   (1) Word (Experience : years)
   (2) Excel (Experience : years)
   (3) PowerPoint (Experience : years)
   (4) Other Software
   Name of the software : (Experience : years)
   : (Experience : years)
   : (Experience : years)

2. Please report about your statistical knowledge bellows.
   (1) Have you mastered the Basic knowledge of statistical theory? (Yes , No)
   (2) " the Survey methodology? (Yes , No)
   (3) " the Mathematical arithmetic? (Yes , No)

3. Can you bring your laptop computer to this training program? (Yes , No)
   *The participants will be required to work on computer
   for practice and making report in this training program

4. Which version of Microsoft Office do you use? ( )
   *The Microsoft office should be genuine soft.

5. It is requested that you install Google earth Pro and Excel soft in your laptop before coming to Japan.
   To install the Google earth Pro, go to the link bellow.

【Google earth Pro : https://www.google.com/earth/download/gep/agree.html】

ANNEX-3

Knowledge Co-Creation Program (Group & Region Focus)
"Agricultural Statistics Planning and Designing"

Exercise (Basic knowledge of mathematics by MS Excel)

Following is the result of the rice production survey in A village (in blue cells).

Calculate empty cells in yellow by using Excel functions or formulas.

SN. of household	No of farm plots	Total farm area	Total cultivated area	Total harvest	Average farm area per plot	Total uncultivated area	Estimate Yield per Ha
	plot	ha	ha	mt	ha	ha	mt
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	3	2.00	1.57	3.00			
2	1	0.40	0.30	3.50			
3	2	0.76	0.60	4.20			
4	3	1.95	1.20	5.00			
5	7	1.20	0.76	4.00			
6	1	1.60	1.53	10.30			
7	10	5.58	4.00	26.00			
8	4	2.44	1.60	10.80			
9	7	1.20	1.00	6.20			
10	1	0.10	0.08	1.00			
11	2	0.10	0.07	1.35			
12	2	1.05	0.80	5.00			
13	1	0.20	0.18	1.30			
14	1	0.40	0.35	1.80			
15	4	1.75	1.59	10.00			
Total							
Average							

NOTE: Please send this file to JICA office in your country by email.

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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

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