



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**SEMINAR ON POLICE
INFO-COMMUNICATIONS**

集團研修「警察情報通信セミナー」

JFY 2009

<Type: Trainers Training / 類型: 人材育成普及型>

NO. J09-00762 / ID. 0980737

From January 2010 to May 2010

Phase in Japan : From Jan. 19, 2010 to Feb. 6, 2010

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

Since speedy and accurate transmission of information is indispensable for police activities in Japan, the Japanese police are developing and operating various info-communication systems such as police phones, police radio system, dispatch system as well as Police Information Management System.

This seminar, recognizing the importance of international cooperation among police, gives participants the knowledge and skills needed for the use of police info-communication technology in Japan and provides an opportunity to build and enhance cooperative relationship among participating countries.

For what?

This seminar is intended to promote the utilization of police info-communication technology.

For whom?

This program is aimed for Law Enforcement agencies in charge of design, introduction, operation and maintenance of police info-communication system.

How?

Participants are expected to learn about design, introduction, operation and maintenance of info-communication systems based on experiences of Japanese Police. They can also exchange and share information with each other in “Country Report Presentation” session and other seminar sessions. In addition, they are required to make “Action Plan” based on the knowledge and insights acquired in Japan.

II. Description

1. Title (J-No.): Seminar on Police Info-Communications(J09-00762)

2. Period of program

Duration of whole program:	January 2010 to May 2010
Core Phase in Japan:	January 19 to February 6, 2010
Finalization Phase:	February 2010 to May 2010

(in a participant's home country)

3. Target Countries

Barbados, Bosnia and Herzegovina, Brazil, China, Costa Rica, Indonesia, Micronesia, Serbia, Seychelles, and Thailand

4. Eligible / Target Organization

This program is designed for Law Enforcement agencies in charge of design, introduction, operation and maintenance of police info-communication system (preferably, applicants should have a basic understanding of TCP/IP).

5. Total Number of Participants

10 participants

6. Language to be used in this program

English

7. Program Objective:

The measures to promote the utilization of info-communication technology for police activities will be shared within the law enforcement authorities in each participating country.

8. Overall Goal

The capability in conducting crime investigations and other police activities of each law enforcement authority will be enhanced by promoting the utilization of appropriate police info-communication technology.

9. Expected Module Output and Contents

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

(1) Core Phase in Japan (January 19 to February 6, 2010) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1) To identify the current situations and problems in their home countries or their organizations, regarding design, introduction, operation and maintenance of info-communication technology	(1) Oral presentation of Country Report	Oral presentation
	(2) General Overview of the use of info-communication technology in the Japanese police	Lecture
	(3) Design, introduction, operation and maintenance of info-communication system(dispatch system, police information systems and information security)	Lecture, site visit
	(4) Human resources development in the Japanese police	Lecture, Site visit
2) To make a "Draft Action Plan" regarding the utilization of info-communication technology which is applicable to the current situation of the Law Enforcement agencies in each country.	(1) Guidance for preparation of Action Plan	Lecture
	(2) Preparation and oral presentation of Action Plan	Oral presentation

(2)Finalization Phase in a participant's home country (February 2010 to May 2010) <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i>	
Expected Module Output	Activities
1) To make feedbacks on this program in the participant's organization and other relevant police organizations	Meeting(s) should be held by the participants to report, discuss, and share knowledge and experiences gained and Action Plan created in the phase in Japan with concerned personnel of their organization (such as their superiors and colleagues) and, if possible with other relevant organizations.
2) To implement the Action Plan	Application and implementation of the Action Plan in their home countries
3) To make and submit final report	(1) Submission of the final report to JICA Office The report should be submitted by <u>31st May, 2010</u> . (2) The final report should include items below <ul style="list-style-type: none"> ◆ Result of the meeting(s) <ul style="list-style-type: none"> - Basic information (the date, place, names of attendees with their titles etc.) - Topics and contents of the presentation - Knowledge and experience shared in the meeting - Discussion and comments from the attendees etc. ◆ The result and progress of implementing Action Plan

<Structure of the program>

(1) Core Phase (activities in Japan)

Training Content for each three week period

1st week (Jan. 19 - Jan.22)

- (1) General overview of the Japanese police
- (2) Oral presentation of Country Report
- (3) Lectures on design, introduction, operation and maintenance of police info-communication systems

2nd week (Jan. 25 - Jan.29)

- (1) Lectures on design, introduction, operation and maintenance of police info-communication systems
- (2) Facility tour of police info-communication systems

3rd week (Feb. 1- Feb.5)

- (1) Site Visit to education, training and research facilities
- (2) Preparation and oral presentation of Action Plan

Notice: This schedule is tentative, subject to changes.

(2) Finalization Phase (activities in home country) (February 2010 to May 2010)

- (1) Feedbacks on this program to the participant's organization and other relevant police organizations
- (2) Implementation of Action Plan
- (3) Submission of Final Report (Deadline is May 31 2010)

Notice: This schedule is tentative, subject to changes.

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 issues or 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 issues and problems.
- (3) Participating organizations are 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 -9.

2. Nominee Qualifications:

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

- (1) Present position, assignment:
Police officers or Civilian Police Personnel equivalent to or above the position of Police Inspector, who are in charge of design, introduction, operation and maintenance of police info-communication system (preferably, applicants should have a basic understanding of TCP/IP).
- (2) Occupational Background:
Have at least one year experience in police info-communication activities.
- (3) Age: 30-50 years of age, in principle.
- (4) Language: have a competent command of spoken and written English. (This seminar includes active participation in discussions, action plan development and submitting finalization report, thus requires language competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC, IELTS etc, if possible.)
- (5) Health: be in good health, both physically and mentally, to participate in the Program in Japan.
*Pregnancy: Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include 1) letter of the participant's consent to bear economic and physical risks 2) letter of consent from the participant's supervisor 3) letter of consent from your Embassy in Japan, 4) medical certificate. Please ask National Staffs in JICA office for the details.
- (6) Not be serving in any form of military services.

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.
- (2) **Questionnaire:** to be submitted with the application form. Please see the instruction provided in ANNEX1.
- (3) **Country Report:** to be submitted with the application form. Please see the instruction provided in ANNEX2.
- (4) **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.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to JICA Tokyo: **November 13, 2009**

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 documents 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 JICA Tokyo which organizes this project. Selection shall be made by JICA Tokyo in consultation with Info-Communications Planning Division, Info-Communications Bureau, National Police Agency (NPA) 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 **no later than December 11, 2009.**

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 the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tokyo

(2) **Contact:** Mr. UNO Keizo (tictif@jica.go.jp)

2. Implementing Partner:

(1) **Name:**

Info-Communications Planning Division, Info-Communications Bureau,
National Police Agency (NPA)

(2) **Contact:**

Address: 1-2, Kasumigaseki 2-Chome, Chiyoda-ku, Tokyo 100-8974, Japan

TEL: 81-3-3581-0141 (EXT.6104)

FAX: 81-3-3503-1544 (81: country code for Japan, 3: area code)

(3) **URL:** <http://www.npa.go.jp>

(4) **Remark:** National Police Agency (NPA) is the competent authority to supervise and coordinate Prefectural Police activities. In Japan, each prefecture has its own police force and takes charge of maintaining its public peace and order, such as prevention, suppression, and investigation of crimes.

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 Tokyo International Center (JICA TOKYO / TIC)

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/domestic/pdf/welcome.pdf>

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

Required Documents List

Documents	Deadline of Submission	Submitted to	Format
Application Form	November 13, 2009	JICA Tokyo	See III-3-(1)
Questionnaire	November 13, 2009	JICA Tokyo	Annex 1
Country Report	November 13, 2009	JICA Tokyo	Annex 2
English Score Sheet	November 13, 2009	JICA Tokyo	If any
Final Report	May 31, 2010	JICA Tokyo	To be explained during the seminar

VI. ANNEX:

ANNEX 1

QUESTIONNAIRE

SEMINAR ON POLICE INFO-COMMUNICATIONS (JFY 2009)

Please answer “Yes” or “No” to the following questions regarding your organization

	Questions	Answer
Q1	Do you use dispatch communication system?	Yes • No
Q2	Do you use police radio communication system for police activities in the whole country (if not, most of the areas in the country)?	Yes • No
Q3	If your answer is ‘No’ in Q2, do you use police radio communication system for police activities in localized areas?	Yes • No
Q4	Do you use video transmission system?	Yes • No
Q5	Do you use information system?	Yes • No
Q6	Do you use the Internet for the police activities?	Yes • No
Q7	Do you have systematic education and training programs for info-communication officers?	Yes • No
Q8	In your country, do you have electronic map which can be used for locating of patrol cars?	Yes • No
Q9	Do you have any department in your organization in charge of cybercrime investigation?	Yes • No
Q10	Do you have any department in your organization in charge of digital forensics (analyzing computers, mobile phones and electromagnetic records etc to find evidences in them)?	Yes • No

ANNEX 2

COUNTRY REPORT

SEMINAR ON POLICE INFO-COMMUNICATIONS

(JFY 2009)

I. Requirements

- (1) Form: Should be typewritten in English on A4 size paper.
(In addition, power point is preferably used at the oral presentation session.)
- (2) Length: Should be long enough to give 30 minutes oral presentation
- (3) Language: English
- (4) By when and how to submit:
Country Report should be submitted with the application form by November 13, 2009.

II. Content

1. Outline
 - (1) General overview of the home country
 - (2) Police organization (Structure, number of personnel, duty, budget)
 - (3) General Overview of the participant's organization
 - (4) Number of reported and cleared penal code offenses

2. The situation of communication system utilization (If the participant's police organization has its own communication system or uses outside service, describe to what extent and how it is utilized. If the police do not have info-communication service or info-communication system, please state so.)
 - (1) Development situation of "central dispatch communication system"
(This system is defined as one which receives emergency calls from the general public 24 hours a day, transfers the information within the whole police organization and dispatches police officers to the scene.)
 - (2) The use of wired and wireless communication systems for the communication among police headquarters and police officers
 - (3) The use of video transmission system from the dispatched officers on the scene to the headquarters
 - (4) The use of other communication systems with example cases

3. The situation of information system utilization (If the participant's police organization has its own information system or use outside service, describe to what extent and how it is utilized. If the police do not have information service or information system, please state so.)
 - (1) Development situation of connecting system to ICPO
 - (2) The use of the Internet for police activities

(3) Information security efforts including the development of organizational security standards

(4) The use of other information systems with some example cases

4. Countermeasures against cyber-crime in brief, if available

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

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