E-Gov Policy Consultants Program

May 1 (Sun.) - May 21 (Sat.), 2016

Seongnam & Seoul & Jeju, Korea

KOICA **CIAT**
KOICA Fellowship Program

Korea International Cooperation Agency

NIA NATIONAL INFORMATION SOCIETY AGENCY

National Information Society Agency

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KOICA & CIAT

KOICA

The Korea International Cooperation Agency (KOICA) is a development aid agency of the Republic of Korea which was established in 1991. KOICA's mission is to reduce poverty, promote living standards and help realize sustainable, equitable and inclusive development in developing countries. To accomplish its mission, KOICA has been actively involved in enhancing developing countries' socio-economic infrastructure and institutions, empowering and providing the people of the developing world with opportunities for better lives and improving their well-being.

CIAT(Capacity Improvement & Advancement for Tomorrow) Programs

Human Resource Development (HRD) has been one of the most important factors in Korea's escape from the vicious cycle of poverty and underdevelopment which had existed for many decades. With scarce natural resources, HRD played a vital role in Korea's development; thus, Korea has emerged as an exemplary showcase of national development powered by HRD. From its own experience Korea came to fully recognize the significance of HRD. With extensive experience and know-how in HRD, Korea contributes greatly to the international community by sharing its unique development experience with other countries.

The CIAT Program provides opportunities to participants to gain first-hand knowledge of Korea's development experience. The programs are designed to enable the participants to apply what they have learned for the development of their home countries. Since 1991, KOICA has offered about 3,700 courses to more than 58,000 participants from 172 countries. There are a wide range of topics in the Program, including public administration, economic development, science and technology, agriculture and health, etc. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its HRD programs.

| Part I | PROGRAM OVERVIEW |

1. Title: 1. E-Gov Policy Consultants Program

2. Duration: May 1 (Sun.) - May 21 (Sat.)

3. Objectives

    a) Foster professional e-Gov policy consultants within the partner countries by sharing Korea's e-Gov knowledge and experience, thus obtaining capability to successfully apply e-Gov efficient models to the country of their origin.

    b) Create build-up base for e-Gov that is adequate to domestic circumstances in partner countries by forming ICT practitioners as professional consultants, who are an indispensable part when building e-Gov.

4. Number of Participants: 18 participants from 12 countries

    Albania (1), Azerbaijan (2), Botswana (1), Fiji (2), Georgia (2), Kyrgyz Republic (2), Moldova (1), Peru (1), Uganda (2), Ukraine (1), Uzbekistan (2), Vietnam (1)

5. Language of Instruction: English

6. Venue: Seongnam, Seoul, and Jeju Island, Republic of Korea

7. Implementing Agency: National Information Society Agency

                (http://www.nia.or.kr)

8. Accommodations: KOICA ICC, Jeju (Dormitory or Hotel)

9. Qualifications of Applicants:

Mandatory	a) Be nominated by his/her government b) Be in good health both physically and mentally, to undergo the course c) Has not participated in the same KOICA fellowship program in the past 3 years - unless otherwise specified d) 7 or more years of professional work experience in e-Gov or other related field.
Preferable	a) Sufficient proficiency in spoken English

10. Closing Date for Application: April 1, 2016.

Part II	PROGRAM CONTENTS

1. PROGRAM MODULE

Module	Main Lectures & Discussions	Study Visit
1. Understanding of Basic Knowledge in Consulting	**(Lecture)** • Basic Knowledge for Consultants • Effective Consulting Technique(1) : Meeting and Interview Technique • Effective Consulting Technique(2) : Making a Consulting Report • Methodology for e-Gov Level Diagnosis • Methodology for e-Gov Strategic Planning **(Practical Exercise)** • Analysis of e-Gov Environment • Analysis of Current e-Gov Status • Establishing an e-Gov Improvement Model	
2. Understanding of e-Gov Policy	**(Lecture)** • Understanding of e-Gov • Economy Growth of Korea and Role of IT • Current Status of Informatization-related Legal System in Korea **(Discussion)** • Discussion with Specialists in Promoting e-Gov	
3. Understanding of e-Gov Project Management	**(Lecture)** • Understanding of e-Gov Project Management • Methodology for e-Gov Project Management **(Practical Exercise)** • Writing e-Gov Project RFP (Request For Proposal)	-
4. Understanding of e-Gov Services (1) : G2G	**(Lecture)** • Shared Use of Administrative Information (e-Hanarominwon) • Local Administration Integrated Information System • Digital Budget & Accounting System (dBrain) • Government Integrated Data Center (GIDC)	● GIDC of NCIA (National Computing & Information Agency) ● KLID Information Hall

5. Understanding of e-Gov Services (2) : G4C	**(Lecture)** • Civil Service Portal (Minwon24) • People's Online Petition & Discussion Portal (e-People) • Comprehensive Tax System (HomeTax) • National Disaster Management System • m-Gov Services • Integrated Border Management System	● National Tax Service ● National Emergency Management Agency
6. Understanding of e-Gov Services (3) : G2B	**(Lecture)** • Electronic Customs Clearance System (UNI-PASS) • Online Patent System (KIPOnet) • Korea ON-line E-Procurement System (KONEPS)	● Korea Customs Service ● Public Procurement Service
7. Understanding of Technologies and its Standardization	**(Lecture)** • Development and Diffusion of e-Government Standard Framework • Cloud Computing Technology • EA (Enterprise Architecture) • Big Data • IoT (Internet of Things)	● e-Government Standard Framework Center of NIA (National Information Society Agency)
8. Understanding of Information Culture and Information Security	**(Lecture)** • Information Security System for e-Gov • Understanding of Information Culture	● Cyber Terror Response Center (CTRC) of National Police Agency ● KOREA Computer Emergency Response Team Coordination Center (KrCERT/CC) of KISA (Korea Internet Security Agency)
9. Understanding of International Development Cooperation on e-Gov	**(Lecture)** • Understanding of International Development Cooperation • International Development Plan by Utilizing Grants and Loans (Discussion) • Discussion with ODA Specialists and e-Gov Specialists from Corporations	

Part III	PREPARATION OF COUNTRY REPORT

1. GUIDELINES FOR THE PREPARATION OF THE COUNTRY REPORT

The representative of the program is requested to prepare and submit his or her country report to the NIA (National Information Society Agency) Program Manager via e-mail at **soon@nia.or.kr** no later than **April 11, 2016.**

Note. KOICA's Program includes a 'Country Report' session where participants are given the opportunity to analyze each country's current status and circumstances in the program subject and share it with other participants and Korean experts. It aims to provide appropriate solutions and insights to the identified problems and issues of their countries.

The Country Report should be in MS PowerPoint or Word format. The length of the report should not exceed twenty A4-sized pages. The report should be written in English and double-spaced, in Word format.

All participants are required to give a 15-minute presentation on their country report individually or as a group. For more effective presentations, a projector will be available (PowerPoint presentations are preferred).

2. TOPICS TO BE COVERED IN THE COUNTRY REPORT

• Country Overview (5%, less than 3 pages)

  □ General Statistics

  □ Economic Statistics

  □ ICT Status: telephone use rate/ internet use rate/ mobile use rate, etc.

• Introduction of ICT related public organizations and their roles (15%)

  □ Overall e-Government Implementation structure in your country and the
    roles of each organization (including overview of participants' organization)

  □ Other ICT regulatory and administrative institutions in charge

• ICT Policies and projects (40%)

  □ e-Government aims, vision, and strategies

  □ Major e-Government projects in detail

    ➢ Overview of each project

    ➢ Development Status

    ➢ Future directions on the project development

• Major challenges and limitations in implementing e-Government (25%)

• General ICT Industry & Market Development Status (10%)

• Kinds of applicable cooperation between Korea and your government or organization

Part IV	PREPARATION OF ACTION PLAN

1. GUIDELINES FOR PREPARATION OF THE ACTION PLAN

All participants are requested to prepare a presentation on their action plan individually or as a group at the end of the course. The action plan is to identify each country's current problems and propose appropriate solutions in order to solve these problems.

The participants are encouraged to make the most of their weekends and leisure time to further their knowledge acquired from the program and better prepare their presentation for the action plan.

2. TOPICS TO BE COVERED IN THE ACTION PLAN

a) Identify various problems related to each country's e-Gov system
b) Device the best way to solve problems and make proposals.
c) Make the roadmap to implement the ideal e-Gov system in your country

Part V	USEFUL INFORMATION

1. IMPLEMENTING AGENCY

National Information Society Agency (http://eng.www.nia.or.kr)

Since its establishment in 1987, NIA did the first seeds in an information barren land starting with the construction of the National Basic System (NBIS) and has for the past 25 years, continued in its efforts to solidify the foundation upon with Korea could transform itself into a nation strong in knowledge and information it has become today. NIA is responsible for promoting informatization and to support development of related policies for national agencies and local autonomies;

- Providing expertise in developing and implementing the national plan on informatization promotion.
- Managing & operating information networks of public organizations.
- Supporting information communication standardization and developing/maintaining information system for inter-agency information sharing
- Supporting information management in the public sector
- Supporting supervision, standardization and evaluation of public informatization business
- Providing IT consulting services to developing nations

2. REGULATIONS

- Participants should participate in the program to the best of their abilities
- Participants should refrain from engaging in political activities or any form of employment for profit or gain
- Participants must return to their home country upon completion of the program and resume work in their country
- Participants should not extend the length of the program or stay for personal convenience
- Participants are not permitted to change the flight schedule arranged by KOICA for personal convenience
- Participants should not be accompanied by any member of their family
- Participants are to assume responsibility for any personal expenses incurred regardless of implementation of the course
- Participants are required to strictly observe the course schedule and abide by the rules and regulations stipulated by the Korean government in respect to the program
- Participants should cooperate in preventing any sexual harassment and attend a short training session regarding 'Sexual Harassment Prevention' on the first day of KOICA orientation.

3. CONTACT INFORMATION

- **Korea International Cooperation Agency (KOICA)**
  - **Program Manager: Ms. Ju Mi LEE**
  - Phone: +82-31-740-0411
  - Fax: +82-31-740-0684
  - E-mail: jmlee@koica.go.kr
  - Websites: http://www.koica.go.kr

    http://training.koica.go.kr

    http://www.facebook.com/koica.icc

  - **Program Coordinator: Ms. Ah Ra KO**
  - Phone: +82-31--8017-2668
  - Fax: +82-31-8017-2680
  - E-mail: irene1010@global-inepa.org

- **National Information Society Agency**
  - **Training Manager: Mr. Myungsoon CHOI – Executive Pricipal of NIA**
  - Phone: +82-10-6721-1331(from abroad) / 010-6721-1331(in Korea)
  - Fax: +82-64-909-3192
  - E-mail: soon@nia.or.kr

Appendix 1.

<u>Brand Name of the KOICA Fellowship Program</u>

KOICA has launched a brand-new name for the KOICA Fellowship Program in order to more effectively raise awareness about the program among the public and its partner countries.

In English, CIAT stands for Capacity Improvement and Advancement for Tomorrow and in Korean it means "seed (씨앗)" with hopes to contributing in the capacity development of individual fellows as well as the organizations and countries to which they belong.

facebook.com/koica.icc

The Fellows' Facebook is a place for fellows to ask questions and write comments on KOICA fellowship programs. So, if you have questions regarding our program, please feel free to join our Facebook community.

twitter.com/koica.icc

Do you have a Twitter account? It seems everyone does these days. If you have a Twitter account, be sure to follow us @koica_icc

Appendix 3.

Map of Korea

HOW TO GET TO THE KOICA ICC

• Route: Incheon International Airport → Korea City Airport, Logis & Terminal

(CALT) → KOICA International Cooperation Center (ICC)

• **Arrival at Incheon International Airport (http://www.airport.kr)**

Flow:

▶ Fill out Arrival Card (or Immigration Card), Customs Declaration Form, Quarantine Questionnaire (on board)

▶ Quarantine including animals and plants (on 2nd Floor)

▶ Present your Arrival Card, Passport and other necessary document to Passport Control

▶ Claim baggage on 1st Floor

▶ Customs Clearance

▶ Pass an Arrival Gate

▶ Go to the KOICA Counter, which is located between Exit 1~2

• KOICA Counter at Inchon airport

Location : Next to Exit 1 on the 1st
           floor (No.9- 10)
Tel.   : 82-32-743-5904
Mobile   : 82-(0)10-9925-5901
Contact : **Ms. Jin-Young YOON**

- After passing through Customs Declaration, please go to the KOICA Counter (located between exit 1~2) at Incheon Airport. At the KOICA Counter, you can get detailed information about how to get to KOICA International Cooperation Center (ICC) and purchase limousine bus ticket for City Airport, Logis & Travel (CALT).

- All the KOICA staff at the Incheon Airport wears nametags or has signs for indication. If you cannot meet the KOICA staff at the counter, please purchase a limousine bus ticket from the bus ticket counter (located on the 1st Floor), and go to CALT Bus Stop No. 4A (or 10B). Please find the bus number 6103 and present your ticket to the bus driver. From Incheon Airport to CALT, the approximate time for travel will be between 70 to 90 minutes. When you arrive at CALT, you will find another KOICA staff who will help you reach the KOICA ICC. KOICA will reimburse the limousine bus fare when you arrive at KOICA ICC. Also, please be aware that there may be illegal taxis at the airport. Even if they approach you first, please do not take illegal taxis and check to see if they are KOICA staff.

• KOICA Counter at CALT airport

> Location : Lounge on the 1st floor of
> CALT airport
> Mobile : 82-(0)10-9925-5901

- If the limousine bus is not available due to your early or late arrival from 22:00 to 05:30.
- Please contact the KOICA ICC reception desk
  (Tel. 031-777-2600 / English announcement service is available 24 hours daily)
- The staff at the KOICA ICC reception desk will let you know how to use a taxi. The taxi fare from the airport to KOICA ICC is normally 90,000 Won.

※ KOICA won't reimburse the taxi fare if you use a taxi during the hours of 05: 30 ~ 22:00.

• From Incheon International Airport to the KOICA ICC through CALT

- Take a City Air limousine bus at bus stop No.4A on the 1st Floor. Buses run every 10~15 minutes between the hours of 5:30 and 22:00.

- Meet the KOICA staff at the lounge on the 1st Floor of CALT upon arrival.

- Take a car arranged by the KOICA staff to the KOICA ICC (Expected time: 20 minutes)

"Please remember to read the Fellows' Guidebook. It is available from the Korean Embassy or KOICA Overseas Office in your country and provides valuable information regarding KOICA programs, allowances, expenses, regulations, preparations for departure and etc."