**Information Access Center Project**

**◈ Background**

Although the development of ICT accelerates, the socially marginalized stay out of access, and the global digital divide is widening. Greater efforts have been made to address the issue, especially since the outbreak of COVID-19, but the gap is still enormous. As part of the efforts to contribute to narrowing the global digital divide, the Ministry of Science and ICT (MSIT) and the National Information Society Agency (NIA) of the Republic of Korea are implementing the “IAC Project” to make ICT more accessible globally, IAC serve as crucial hubs for advancing digital transformation efforts at both national and regional levels.

**◈ Project Overview and Scope**

**1. Establishment of IACs**

The IAC Project aims to help any beneficiary country establish an IAC, which consists of a digital education room, a digital lounge, a digital meeting room (this space also includes video conferencing facilities), and an administrator’s office. The IAC Project is a matching-fund project where NIA makes all preparation for the operation of an IAC and bears all relevant expenses, such as expenses for interior decoration and ICT equipment, while the beneficiary country operates the center and affords all relevant expenses, such as expenses for the hiring of staff and maintenance, and Internet fees. It should be noted that the construction of a space that will accommodate an IAC is NOT included in the project. The beneficiary country has to prepare a space for an IAC.

**2. Improvement of IACs**

To facilitate the operation of IACs and promote the sustainability of the IAC Project, NIA carries out a maintenance project for IACs. The maintenance project covers the expenses for purchasing or upgrading ICT equipment, EXCLUDING the expenses for maintaining the space or the interior. Once the improvement is over, beneficiary countries should operate the center on their own and bear all relevant expenses. The countries should operate their IACs for at least four years. Once the improvement project is completed, the operation should continue for another four years at least.

**◈ Application Process**

**Submit the Project Concept Paper and an official letter with an authorized signature and seal to the Embassy of the Republic of Korea in your country, the Ministry of Foreign Affairs and Ministry of Science and ICT of the Republic of Korea, and the National Information Society** **Agency** **by the 23rd, August 2024**. The MSIT and NIA will review the submitted proposals and conduct feasibility studies in potential partner countries. Based on the results of the feasibility studies, the MSIT and NIA will inform the final partner country via an official letter. NIA will determine the candidate organization and applicable model for an IAC based on the feasibility studies and reviews conducted by an expert group.

For additional information, visit the portal(https://eng.nia.or.kr) or e-mail iac@nia.or.kr.

**Project Concept Paper**

**for the Establishment of an Information Access Center**

**Section I. Overview***※ Read the instructions and examples written in blue carefully and complete the form in detail. Before submitting the form, please delete the instructions and examples. Handwriting is not acceptable.*

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| **Basic Information** |
| **Name of country** |  |
| **Ministry** **in charge of ODA***☞ The Ministry oversees ODA projects, representing the country in ODA matters, and directly liaising with the Korean embassy. It holds diplomatic responsibility for this project.* | *Write the name of the ministry**(e.g., Ministry of Finance)* |
| **Ministry** **in charge of IAC***☞ The Ministry is responsible for implementing the project, with authority to manage the institution where the IAC will be established. It bears legal responsibility if the project fails due to local circumstances.* | **Ministry** | *Write the name of the ministry**(e.g., Ministry of Digitalization)* |
| **Name** | *Write the name of the person in charge of IAC project implementation in the ministry* |
| **Department/division** |  |
| **Telephone number** | *Write a reachable number for communication.* |
| **Mobile number** |  |
| **E-mail address** | *Write a reachable address for communication.* |
| **Position** |  |
| **Candidate Organization and the person in charge of IAC Project** | **Organization** | *Write the name of the organization**(e.g., Seoul National University)* |
| **Name** | *Write the name of the person in charge of IAC in the organization* |
| **Department/division** |  |
| **Telephone number** | *Write a reachable number for communication.* |
| **Mobile number** |  |
| **E-mail address** | *Write a reachable address for communication.* |
| **Position** |  |

*※ The organization intending to operate an IAC must have an affiliation with the relevant ministry and obtain permission to establish and operate the IAC throughout the project's duration. Moreover, the building designated for the IAC should be available for a minimum of four years.*

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| **Candidate Organization Information in detail** |
| **Name of organization** |  |
| **Location** | *○ Write the full address of the organization.* |
| **Location at google maps** |  |
| **Population of the region** | *○ Write the population of the region based on the official announcement. Please provide the name of the administrative region and the approximate population within a 50-60 km radius, which represents the area where students can reasonably commute for in-person education. Since administrative boundaries vary by country, please determine this based on your local context.* |
| **Description** | *○ Write in detail the purpose and main functions of the organization.* |
| **Advantage** | *○ Describe the organization’s unique values and experiences in detail that will help enhance the quality of the proposed project.**○ Briefly outline the beneficiary’s contributions to the project, both financially and non-financially.* |
| **Organization classification** | [ ] Government [ ]  Public Organization [ ]  University |

**Section II. Environment Analysis**

**1. Describe your country’s policy priorities in the ICT field.**

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| *○ Describe in detail the national priorities and policies relating to the development of ICT and the role of your organization in that sense.**○ Please specify the exact title of the official policy or strategy document released by your country, and describe the content related to the establishment of the IAC in that document.* |

**2.** **Describe the digital divide and digital transformation status in your country and the relevant ICT policies to address the issue.**

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| *○ Provide an overview of the issue using disaggregated data and statistics from existing reports.**○ Describe who is involved in the project and how much the project contributes to solving the problems identified.* |

**3. Describe the organizational structure of ODA system and process of ODA**

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| *○ Specify the official procedures for obtaining approval for ODA projects and receiving official documents through the ministry in charge of ODA.* |

**4. Collaboration with Korea or Other Countries on Similar Infrastructure Projects**

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| *○ Please describe any support, collaboration, or partnerships with Korea or any other countries (e.g., France, Japan) on similar infrastructure projects* |

**5. Describe the stakeholder analysis**

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| *○ Please visualize the stakeholders' diagram related to the project* **Ex)** |

**Section III. The IAC Concept**

*※ The IAC Establishment project involves indoor construction work. Therefore, the building that is proposed as candidate must be capable of undergoing interior construction including modifications to existing ceilings, floors, and other interior structures.*

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| **Information on the IAC site** |
| **Location of the IAC site***☞ The IAC Project does not support the construction of a building; thus, the site specified here should be in a building. Write the building address.* | *Ex) Cheonggyecheon-ro 14, Jung-Gu, Seoul, Repulic of Korea.* |
| **Location at google maps** | *Ex)* [*https://goo.gl/maps/wwoTXnL5XGozWBUb6*](https://goo.gl/maps/wwoTXnL5XGozWBUb6) |
| **Total space of IAC site** *☞ The size of the space shall not be less than 300㎡ but not more than 400㎡.* | *Ex) About 350 ㎡*  |
| **Year of Construction***☞ It is preferable to propose candidate buildings that were constructed after 1990. If the building is too old to establish an IAC, it will be a deduction factor in evaluating the proposal and changing the candidate building can be required by the NIA.* | *Ex) The construction year of the IAC site is 2010, and it underwent renovation in 2015.* |
| **Ownership of the building***☞ The candidate building should be owned by the operating organization (candidate organization).* | *Ex) It is owned by “name of the organization”* |
| **Accessibility***☞ Write the public transportation and floating population of the area.* | *Ex) To reach the IAC site, the transportation modes such as public transport, private cars, and taxis can be taken. There is approximately 50,000 population in the locality including the district administration, trade and industry centers, municipality, schools and colleges, corporate and private agencies, and autonomous and business entities.* |
| **Power supply****(Electricity)***☞ The IAC site should support a minimum power of 18,000 watts.* | *Ex) Over 30,000 watts* |
| **Network (Internet) capacity***☞ The candidate building should support a minimum 20 Mbps internet connection.* | *Ex) 50Mbps* |
| **International R&D Network Connection***☞ It is preferable for the candidate building to connect to the international R&D network such as TEIN (for Asian counties), Internet2 (for American countries, and Geant (for European counties), directly or indirectly.* | *Ex1) The candidate organization is now using the National R&D network of (county name) with 250 Mbps network capacity and the National R&D network is connected to the TEIN.**Ex2) The candidate organization is not using the National R&D network of (county name) but it is connected to the TEIN.**Ex3) There is no National R&D network in (county name) and the organization cannot connect to the international R&D network.* |
| If the proposed space structure is unsuitable for the establishment of the IAC space, can the NIA proceed with partial demolition, or other repair of some parts like walls, lights, etc.? | [ ]  **Y**es [ ]  **NO** |
| If the building is determined to be unsuitable, is there an alternative building available in the same region? | [ ]  **Y**es [ ]  **NO***Note : The selection of the IAC site proposed by the relevant country requires an official decision by the Korean government, which may take more than one year. Therefore, it is crucial to understand the overall project timeline and ensure that site recommendations and related processes are aligned with this schedule.* |

*※ The IAC can be designed in two alternative types, based on the specific requirements of the country for which you are applying. Please check* [x]  *one of the below two available types.*

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| **Applicable IAC Types** |
| **Type** | [ ]  **IAC Lounge** | [ ]  **IAC DX(digital transformation)** |
| **Main goal** | Providing greater public access to the Internet and offering basic ICT education | Bridging the digital divide through ICT education, enhancing information accessibility in communities, promoting digital literacy and AI research, and supporting innovation, digital skills, startups, and SMEs. |
| **Facilities** | Digital education room, Digital lounge, Digital meeting room, Administrators Office, etc.. | AI Development Center, Digital education room, Digital lounge, Digital meeting room, Administrators Office |
| **Equipment***※ The total amount of budget for the IAC Lounge and IAC DX is the same.* | Laptops or desktops, printers, smart boards, video conferencing systems, VR, etc. | Laptops or desktops, IoT education toolkits, AI/Cloud server, data analysis SW, a video conferencing system, projectors, smart boards, 3D printer, VR, etc. |
| **Requirement or recommendation** | Internet speed of over 20 Mbps | Internet speed of over 100 Mbps |

*※ Cost of Labor and operating expenses such as electricity for running the center are not supported.*

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| **Additional applicable IAC Type** |
| **Type** | [ ]  **IAC Mobile** |
| **Main goal** | Bridge the digital divide between urban and rural areas |
| **Recommended locations** | Rural areas |
| **Facilities** | Bus |
| **Equipment** | Laptops, printers, cabinets, projectors, electronic blackboards, digital podiums, etc. |

*※ You can apply for the IAC Mobile type separately from the IAC DX and Lounge types. The application for IAC Mobile is independent of the application for IAC Lounge/DX. Please consider choosing this solely in cases where a genuine demand exists.*

*※ Operating costs such as fuel expenses and driver salaries are not supported.
※ The organization must establish a safety management policy for IAC Mobile.*

**1. Reason for choosing the IAC Type (IAC Lounge or IAC DX / and IAC Mobile if you selected)**

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| *○ Please describe the precise rationales for opting for the IAC Lounge or IAC DX type, considering factors such as national, ministerial, institutional, and local demands. Specify the current status and problems that your organization hopes to solve through IAC as well.**○ Specify the primary purpose of the IAC. (Choose one: enhancing digital accessibility, creating business opportunities, or capacity building)*  |

**2. Educational demand**

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| *☞ The NIA might offer a cooperative educational support with Korean ICT experts before and/or after establishment of an IAC. Please, describe your specific educational demands in detail.*

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| **Subjects** | **Target trainees** | **Description** |
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**3. Yearly IAC operational plan**

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| *○ Write a detailed yearly plan for the IAC’s operation.***2026**

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| **Training course** | **Date** | **Description** | **Beneficiary****Social group** | **Number of the Expect****Beneficiaries** |
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**2027**

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| **Training course** | **Date** | **Description** | **Beneficiary****Social group** | **Number of the Expect****Beneficiaries** |
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**2028**

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| **Training course** | **Date** | **Description** | **Beneficiary****Social group** | **Number of the Expect****Beneficiaries** |
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**4. IAC Administrators**

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| *○ Describe how many operators will be involved in this project, and who they are (name, position, etc.), and what their role is.*

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| **Name** | **Position** | **Roles** |
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**5. Photo of the IAC site**

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| *○ Attach photos of the building to accommodate an IAC. Note that the IAC Project does not support the construction of a building. The photo should show the building for an IAC.*

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| Bird’s eye view |  |
| Photo of the interior of an IAC building |  |
| Location map |  |
| Floor plan of the building |  |
| Floor plan of the IAC site |  |

*○* ***Please submit the files as attachments separately. (ex. Title: Education Room.)***  |

**Section III. Expected Results**

**1. Expected Outcomes/Impacts**

 **1.1.** Expected outcomes for your country

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| *○ Please describe the expected outcomes, and describe the quantitative numerical value if the expected outcomes can be estimated. (e.g., 10% increase in economic effect due to ICT development)* |

**1.2.** Expected outcomes to IAC center

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| *○ Please describe the expected outcomes, and describe the quantitative numerical value if the expected outcomes can be estimated. (e.g., 10% increase in income of IAC due to growth in users)* |

**1.3.** Expected outcomes for each direct/indirect beneficiary

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| *○ Describe the project’s anticipated target groups and beneficiaries. Specify who are the main users and their approximate number.**○ Describe the expected outcomes and benefits that will be achieved through the IAC Project.* *(e.g., 5% increase in employment rate due to improvement of utilization ability of ICT of employees/founders)* |

**2. Expected contributions to the sustainable development goals (SDGs)**

**2.1. Check the expected contributions to the SDGs below**([*https://www.un.org/development/desa/disabilities/envision2030.html*](https://www.un.org/development/desa/disabilities/envision2030.html)*)*

|  |  |
| --- | --- |
| [ ]  No poverty[ ]  Zero hunger[ ]  Good health and well-being[ ]  Quality education[ ]  Gender equality[ ]  Clean water and sanitation[ ]  Affordable and clean energy[ ]  Decent work and economic growth[ ]  Industry, innovation, and infrastructure | [ ]  Reduced inequality[ ]  Sustainable cities and communities[ ]  Responsible consumption and production[ ]  Climate action[ ]  Life below water[ ]  Life on land[ ]  Peace, justice and strong institution[ ]  Partnerships to achieve the goal |

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| *○ Describe how the project will contribute to achieving the SDGs in terms of the indicators marked above. Explain how the project will bring the anticipated change.* |

**Section IV. Environmental and Social Safeguard Screening Questionnaires**

**1. Preliminary questions**

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| [1-1] Is this a development consultation project?[ ]  Yes [ ]  No[1-2] Does this project include facility/infrastructure construction?[ ]  Yes [ ]  No**☞ If your answer to [1-1] is “yes” and your answer to [1-2] is “no,” please do not proceed to No. 2.** |

**2. Project Overview**

**2-1. Location or address of the project site**

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**2-2. Basic information related to the project including the scale**

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[ ]  Drawing/satellite photo (check if attached)

**2-3. Major impacts of the project**

**① Does the project support the construction of a new building, or the extension or repair of an existing building?**

[ ]  **Yes (Land area: )** [ ]  **No** [ ]  **Don’t know**

**② Will the project change topography or land use?**

[ ]  **Yes (Land area: )** [ ]  **No** [ ]  **Don’t know**

**③ Will the project include the development or use of water resources?**

[ ]  **Yes (Amount: )** [ ]  **No** [ ]  **Don’t know**

**④ Will the project cause occurrence of waste?**

[ ]  **Yes (Amount: )** [ ]  **No** [ ]  **Don’t know**

**⑤ Will the project result in the involuntary relocation of local residents?**

[ ]  **Yes (Number of people: )** [ ]  **No** [ ]  **Don’t know**

**⑥ Is the project likely to cause complaints from or disputes with local residents?**

[ ]  **Yes (Reason: )** [ ]  **No** [ ]  **Don’t know**

**3. Whether the project is subject to your country’s requirements for environmental impact assessment, etc.**

**3-1. Does your country have laws or regulations relating to environmental/social impact assessments?**

[ ]  Yes [ ]  No [ ]  Don’t know

**3-2. Is the project subject to an environmental/social impact assessment or other relevant impact assessments under these laws or regulations?**

[ ]  Yes [ ]  No [ ]  Don’t know

**☞** If your answer to the above question is “yes” and your country separately categorizes laws or regulations to deal with the environment and society, please state the relevant category.

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**3-3. If the project is subject to an environmental/social impact assessment and environmental/social management plan, mark where applicable.**

[ ]  Completed [ ]  Underway [ ]  Scheduled [ ]  Not Completed

(date/time: )

**4. Characteristics of the project site and the type of the project**

**4-1. Is the project site located in or adjacent to an area listed below?**

[ ]  Yes [ ]  No

**☞**If your answer to the above question is “yes,” mark all that apply.

[ ]  Virgin forest or tropical forest

[ ]  Ecologically important habitat areas (coral reef, mangrove wetland, tidal flats)

[ ]  Habitat of rare species protected by domestic laws or international treaties

[ ]  Areas with risk of soil erosion on a large scale

[ ]  Areas with notable desertification tendency

[ ]  Government-designated reserve areas such as national parks

[ ]  Archaeologically, historically, or culturally valuable areas

[ ]  Living areas of ethnic peoples, indigenous peoples, or nomads who retain a traditional lifestyle

[ ]  A densely populated area that poses a risk of large-scale involuntary relocation of people

[ ]  An area with special social value

**4-2. Does the project fall under one of the categories listed below?**

[ ]  Yes [ ]  No

☞If your answer to the foregoing question is “yes,” please mark all that apply

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| [ ]  Hydropower, dams, and reservoirs[ ]  Roads, railroads, and bridges[ ]  Water supply, sewage treatment[ ]  Stream and erosion control[ ]  Mining development[ ]  Tourism[ ]  Forestry | [ ]  Urban development[ ]  Airport/port[ ]  Solid waste treatment[ ]  Power transmission and distribution lines[ ]  Industrial development[ ]  Agriculture involving large-scale land clearing or irrigation[ ]  Fishery |

**5. Environmental/social impact**

| Question | Yes | No | Don’t know | Note |
| --- | --- | --- | --- | --- |
| 1. Is the project likely to have an impact on an ecologically important or sensitive area nearby (e.g., wetland, stream, coast, mountain, forest)?
 |  |  |  |  |
| 2. Is the project likely to have an impact on a natural scenery or geographic feature nearby? |  |  |  |  |
| 3. Is the project site close to a culturally or historically valuable area? |  |  |  |  |
| 4. Does the project considerably encroach on an area that needs environmental consideration or alter the surface or physical properties of the nearby land? |  |  |  |  |
| 5. Does the project require a large amount of water or energy during construction or operation? |  |  |  |  |
| 6. Will the project require a water supply, sewerage, or transportation that current infrastructure facilities cannot provide? |  |  |  |  |
| 7. Will the project produce a large amount of waste, particularly of hazardous or toxic nature? |  |  |  |  |
| 8. Will the project produce a large amount of drain water or air pollutants? |  |  |  |  |
| 9. Will the project have a serious impact on an important body of water nearby? |  |  |  |  |
| 10. Is the project likely to have a serious impact on surface/underground water in terms of amount or quality? |  |  |  |  |
| 11. Does the project require lodging facilities or other accommodations for workers during construction or operation? |  |  |  |  |
| 12. Does the project require the use of a large amount of fertilizer or pesticide? |  |  |  |  |
| 13. Does the project involve the introduction of foreign species of wildlife to the area? |  |  |  |  |
| 14. Does the project involve any risk of turning the area into a habitat for pests or animals carrying infectious diseases? |  |  |  |  |
| 15. Will the project cause harm to people in a densely populated area nearby due to air pollution, noise, vibrations, or stench? |  |  |  |  |
| 16. Will the project cause serious soil erosion or degradation due to the location of the project site (e.g., steep slope or vulnerable soil area)? |  |  |  |  |
| 17. Will the project cause an influx or relocation of a large number of people in the area? |  |  |  |  |
| 18. Will the project cause the involuntary relocation of a large number of people elsewhere? |  |  |  |  |
| 19. Will the project cause a change in local residents’ lifestyles? |  |  |  |  |
| 20. Will the project have a negative impact on cultural heritage/sites in the area? |  |  |  |  |

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| **This report is prepared by**

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| --- | --- | --- | --- |
| **Name**  |  | **Position** |  |
| **Ministry or organization** |  | **Telephone number** |  |
| **Department/division** |  | **Mobile number** |  |
| **Fax number** |  | **E-mail** |  |

[ ]  **I confirm that I thoroughly read and understand the project overview, and the information given in this concept paper is true, complete, and accurate.***(Signature of the document preparer)*   *(Name of the document preparer)**(Position)**DD/MM/YYYY*Note: The document preparer and the two final decision-makers from each agency must be different individuals. If the conditions are not met, this PCP may not be considered an official PCP |

|  |  |
| --- | --- |
| (*Signature of the final decision-maker from the Ministry)* *(Name of the person representing the ministry)**(Position)**(Name of the* ***ministry*** *in charge of the IAC)* *DD/MM/YYYY* | *(Signature of the final decision-maker from the Agency)*  *(Name of the person representing the organization)* *(Position)**(Name of the* ***organization*** *in charge of the IAC)**DD/MM/YYYY* |