**Annex Ⅰ Job Report**

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Name:

Country:

Organization and present position:

E-mail:

Remarks 1: The Report should be typewritten in English (12-point font, appropriately spaced, A4 sized paper) and total pages of the report should be limited to 3 pages (not including organization chart).

Remarks 2: Each participant is requested to give presentation around up to 10 minutes based on this Job Report and Questionnarie at the early stage of the program for the purpose of making the training more effective and fruitful by recognising the situations and problems of the participants each other

Remarks 4: It is also requested to prepare a PowerPoint for the presentation when the participant come to Japan. When you use PowerPoint, it is preferable to use letters more than 24 points and not to use pictures on the background.

Remarks 5: Please itemize your answers and make them specific.

**1. Organization and main tasks (up to 1 page)**

(1) Description of your organization

Name of the organization:

Number of staff:

Main task of the organization:

Your task in the organization:

(2) Organization chart

Please draw a chart of your organization including the department (section) names with the number of staffs in it and mark where you are positioned. (The chart should be attached and not be counted in this page limit.)

(3) Description of your assignments to the training

**2. Existing challenges in your section (up to 1 page)**

(1) Challenges you are facing in your section (Please describe concretely and in detail)

(2) Countermeasures for the challenges

(3) Obstacles in the process to solve the challenges

**3. Expectations for the training course (up to 1 page)**

(1) Most interesting subject or topic in this training course and reasons why you choose it

(2) How do you expect to apply skills and knowledge you will learn in the curriculum after you return to your home country?

1. Other things you are expecting for this course, if any

(Basically this training program is fixed and cannot be changed upon your request.)