

# ANNEX:

## JOB REPORT

Following is the forms of Job Report. Nominees are kindly requested to formulate a Job Report based on it.

### 1. Job Information

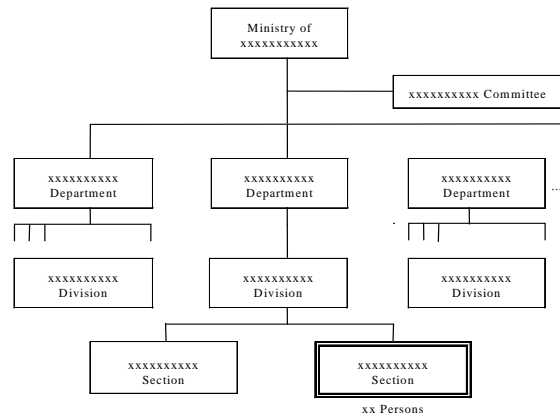
<b>1. Full Name</b>	[Family]	[First]	[Middle]
<b>2. Country</b>			
<b>3. Education &amp; Job record</b> (Please state the university or college and department which you have graduated, as well as organizations you have worked for before present organization)	Period	University & Degree / Organization & Job Title	
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<b>4. Job description (Please describe as clearly and minutely as possible)</b>			
<b>4-1. Description of your organization</b>			
<b>(1) Roles and responsibilities of your organization</b>			
(Ex.) <ul style="list-style-type: none"><li>• <i>Formulating the tourism development policy.</i></li><li>• <i>Investing the foreign needs of the tourism.</i></li><li>• <i>Developing the local resources to the tourism resources.</i></li><li>• <i>Investigating and developing the tourism infrastructures.</i></li><li>• <i>Formulating the regulations (related to environmental protection) together with other organization such as Ministry of Environment.</i></li><li>• <i>etc.</i></li></ul>			

## (2) Organization Chart

Referring to the example, draw the chart of your organization and indicate your department / division/section with double line.

(If it is difficult to incorporate into this form, you can attach Organization Chart separately.)

〈Organization Chart Example〉



## (3) Outlines of the present situation of tourism development in your country

Describe the following basic information related to the present situation of tourism development in your country.

- Basic data of the tourism related information (such as annual visitor arrivals, Numbers of tourism operators and Numbers of hotels etc.).
- Major resources of the tourism (such as natural, historical and cultural resources, etc.).
- Situation of the tourism related infrastructures (such as transportation, sewerages, electricity and internet etc.).
- Major constraint for the tourism development (such as draining of human resources, lack of budget for tourism promotion and lack of the tourism related infrastructure (above mentioned) etc.).
- etc.

## (4) Tourism master plan, if any

If your country has a kind of tourism master plan, attach to this report.

## (5) Major problems and caused consequences that your country currently face in sustainable tourism development

(Ex.)

- Lack of proper tourism planning and tourism development guidelines. As a result, the definition of "Sustainable tourism development" is not shared by stakeholders such as Ministry of Tourism, Ministry of Environment and Ministry of Planning and Development.
- Inadequate political support for coordinated tourism development. As a result, budget allocation for the tourism sector is limited.
- Lack of effective enforcement and strengthening of existing environmental protection regulations. As a result, many tourism resources, such as natural and traditional one, are being lost.
- Lack of the understanding regarding the tourism as an important industry by community members.

*As a result, community members do not regard their local resources as the tourism resources and lose an opportunity to earn income through tourism related economic activities.*

- *etc.*

## **4-2. Description of your job in your organization**

### **4-2-1. Present Job**

<b>(1) Position</b>	<i>(Ex.) Product Development Manager of visitor authority.</i>
<b>(2) Main actual activities and their objectives</b>	<i>(Ex.) &lt;Objective&gt; • Developing the local resources to the tourism resources. (which is being mentioned in 4-1. (1) Roles and responsibilities of your organization and in 4-1. (5) Lack of the understanding regarding the tourism as an important industry by community members. &lt;Activities&gt; • Coordinating with the community members on what local resources (especially natural resources) to be developed. • Carrying out the marketing research for expected tourism resources. • Negotiating with Environment Protection Agency in order to set up the criteria for environmental protection in developing the new tourism resources. • etc.</i>
<b>(3) Related person or organization in activities (2)</b>	<i>(Ex.) • Community members. • Boss and representative of tour operating company's association. • Environment Protection Agency. • etc.</i>
<b>(4) Constraint / disincentive in performing of your job</b>	<i>(Ex.) • How to motivate community members for developing new tourism resources. • Getting budgets for the marketing research (because of the lack of enough budgets for carrying out it). • Setting up the clear criteria for environmental protection in developing the new tourism resources. • etc.</i>
<b>(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)</b>	<i>(Ex.) • Organizing Workshop to discuss directly with community members and enhance them the importance to develop the new tourism resources. • Making a presentation to boss for explaining the importance of marketing research in this activity • Trying to refer the criteria used in other advanced countries. • etc.</i>
<b>(6) Results (or expected effects) emerged through</b>	<i>(Ex.) • More time is necessary to discuss with community members about on</i>

<b>countermeasures in (5)</b>	<p><i>what local resources (especially natural resources) to be developed.</i></p> <ul style="list-style-type: none"> <li>• <i>Obtaining the understanding of boss (Now, boss is discussing with the general director of visitors authority to allocate a budget for the marketing research in next fiscal year).</i></li> <li>• <i>Even though the staff of Environment Protection Agency and we share the importance of researching the other advanced country's case study, concrete activities are yet to be done.</i></li> <li>• <i>etc.</i></li> </ul>
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**4-2-2. Previous Job**

(Please describe your previous tourism related job if any. If you have never changed, or your previous job was not related to tourism at all, you can skip these items.)

<b>(1) Position</b>	
<b>(2) Main actual activities and their objectives</b>	
<b>(3) Related person or organization in activities (2)</b>	
<b>(4) Constraint / disincentive in performing of your job</b>	
<b>(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)</b>	
<b>(6) Results (or expected effects) emerged through countermeasures in (5)</b>	

## 2. Questionnaire for the training course

**1-1 Looking through the course schedule of year 2009 attached below, list up the three Lectures which you have a special interest?**

Subject I:

Subject II:

Subject III:

**1-2 Explain the reasons why you selected those three subjects as concretely as possible.**

Subject I:

Subject II:

Subject III:

**2-1 Looking through the course schedule of year 2009 attached below, list up the three Program (Practices or Visits) which you have a special interest?**

Subject I:

Subject II:

Subject III:

**2-2 Explain the reason why you selected those three subjects as concretely as possible.**

Subject I:

Subject II:

Subject III:

Thank you for your kind cooperation.