***V. ANNEX: Information on Country Report***

**<FOR ALL NOMINEES>**

**※Please submit Country Report with other application documents. Country Report will be assessed for the applicants’ screening.**

**1. Format**

 A4 size paper (Microsoft Word is preferable)

# 2. Contents of “Country Report”

Please describe the following items.

**<Contents of Country Report>**

1. **Information on the Organization:**

 1) Name of the organization

 2) Name and title of the responsible person of the organization

 3) Address and contact numbers of the organization

Address:

Phone: Telefax:

E-mail:

Web URL:

4) Name and title/position of the person who made the Country Report

Name:

Title/Position:

5) Mission and mandate for the organization

6) Draw or attach an organization-chart of your organization with the number

of staff:

1. **Outline of 3R or recycling policy:**

Outline of 3R or recycling policy, if any, of your country/province/city (applicant works with), and activities of recycling industry and relating policies (applicant works with).

1. Existing laws, ordinances, regulations and another institutional setup concerning 3R or recycling. (Please attach photocopy of them if available).
2. Status of 3R or recycling activities and recycling industry

(i) Relationship with your work and recycling

(ii) Selected Waste Stream Information

Pick two (2) specific waste streams which you think are important in your country and should be considered during the Training in Japan.

example) food waste, biodegradable organic waste, waste plastics, waste styrofoam, e-waste, waste lead acid batteries, other metal waste, sludge from wastewater treatment, construction & demolition waste, waste paper, waste tire, and others.

Make a chart of selected 2 waste streams. The chart should include following information;

Process of recycling (generation / collection / intermediate treatment / manufacturer / use of recycled materials etc.)

Concerned stakeholders at each process

- Amount(t/year) or Percentage of recycling (if available)

 (iii) Identify and explain the relevant regulation on these waste streams.

1. Describe movements or projects to promote the 3R or recycling that were (either successful or failed) or being carried out in the country/province/city.

(i) Background

(ii) Outline of the movements/projects (e.g. scope, objectives, methodology, role and duty of concerned parties, monitoring and data disclosure system, schedule, budget, staffing)

(iii) Evaluation of the movements/projects (e.g. improvement of waste management in terms of Recycle, reuse, and recycling rate, public/private awareness and cooperation, sustainability and other tangible and intangible effect)

(iv) Lessons learnt from the movements/projects (e.g. constraints or know-how to solve them)

(v) Future plans or perspective

**(3) Private Sector:**

1) Make a list of available material recycling industries in your country with its type and capacity

2) Describe the actual condition of trade related to recycled items.

※This report is also shared among the participants and discussed to find better solution to describe/ explain the current state of in your country and identify the issues and problems of its implementation during the training period.