**Annex 1**

**High Efficient and Clean Thermal Power -for Executives-**

**(JFY 2019)**

**Job Report**

Name:

Country:

Organization and present post:

E-mail:

FAX:

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

Remarks 2: Please don’t forget to check the analysis sheet

Remarks 3: Each participant is required to have presentation in 10 minutes based on this Job Report at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

Remarks 4: It is also requested to prepare a PowerPoint for the presentation. 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 answer and make them specific.

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

(1) Main tasks of the organization

(Please include annual turnover or product amount, name of products and number of employees)

(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) Brief description of your assignments.

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

(1) Current problems you are facing in your section (Please describe concrete details.)

(2) Countermeasures for these problems

(3) Obstacles in the process of solving those problems

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

(1) Most interesting subjects or topics in this training course and reasons why you pick up the subjects

(2) How do you expect to apply skills and knowledge according the listed items in Curriculum after you return to your home country?

(3) Other matters you are expecting for this course, if any

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

4. Participants’ requests for the training topics.

Describe subjects which you have particular interests in the training, and you would like to study through the training in the order of priority.

ref: Structure of the program, Training schedule (tentative)

|  |  |  |
| --- | --- | --- |
| Priority | Subjects which you are interested in | Contents (Please write in detail) |
|  | (Example)  Subjects/Agendas 2  (9) Dust removal/Collecting  (10) SOx, NOx reduction  (11) CO2 removal (CCS) | Carbon Dioxide Absorption Equipment Plant |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |