***VI. ANNEX: COUNTRY AND JOB REPORT***

**Name: Country:**

**【Purpose for formulating Country and Job Report】**

Following is the forms of Country & Job Report. Nominees are kindly requested to formulate a Report based on it. Electric forms of the Report are available at JICA office or the Embassy of Japan in your country. However, the report can be based on other forms if all the answers to the questions of this form are covered.

Participants are kindly requested to bring materials with them such as photographs, booklets / brochures, guide books etc. of the following topics for Country & Job Report / action plan presentation. (electronic data are recom­mended)

* Governmental organization chart
* Plan or related papers, policies, regulations, ordinances, etc
* Authorized system related to this sector
* Information and statistics related
* General information related
* Information of related organization (Ministries, local government NGOs, etc)

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| **1. Basic information of the participant** | | |
| **1-1. Full Name** | [Family] [First] [Middle] | |
| **1-2. Country** |  | |
| **1-3. Education & Job record**  (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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| **2. Country description (Please describe based on the latest sources)** | | |
| **2-1. General Statistics on your country** | | |
| (Ex.)   * Area, population, GDP/person * The number of people engaging in coastal ecosystems conservation * Number of major protected areas and their characteristics   etc. | | |
| **2-2. Outlines of the present situation in your country** | | |
| (Ex.)   * Ministries or agencies concerned * Situation of relevant industries (Tourism etc.) * Policies concerned   etc. | | |
| **2-3. Major problems and caused consequences that your country currently faces** | | |
|  | | |
| **3. Job description (Please describe as clearly and minutely as possible)** | | |
| **3-1. Description of your organization** | | |
| **(1) Roles and responsibilities of your organization** | | |
|  | | |
| **(2) Organization Chart** | | |
| *Referring to the example, draw the chart of your*  〈Organization Chart Example〉  *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.)* | | |
| **(3) Problems and caused consequences that your organization currently faces** | | |
|  | | |
| **(4) Description of related authorities with your organization (rolls, responsibilities and demarcations)** | | |
|  | | |
| **3-2. Description of your job in your organization** | | |
| **3-2-1. Present Job** | | |
| **(1) Position** |  | |
| **(2) Main actual activities and their objectives** |  | |
| **(3) Related persons or organizations in activities (2)** |  | |
| **(4) Constraint / disincentive in performing of your job** |  | |
| **(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)** |  | |
| **(6) Results (or expected effects) emerged through countermeasures in (5)** |  | |
| **3-2-2. Previous Job**  (Please describe your previous related job if any. If you have never changed, or your previous job was not related at all, you can skip these items.) | | |
| **(1) Position** |  | |
| **(2) Main actual activities and their objectives** |  | |
| **(3) Related person or organization in activities (2)** |  | |
| **(4) Constraint / disincentive in performing of your job** |  | |
| **(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)** |  | |
| **(6) Results (or expected effects) emerged through countermeasures in (5)** |  | |