***Annex 1***

***Job Report (necessary contents)***

Name:

Country:

Organization and present post:

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

Remarks 2: 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 challenges of the participants each other.

Remarks 3: Please itemize your answer and make them specific.

**1. Your Organization and Its Main Tasks**

(1) Main tasks of the organization

(Recommend to include annual budget 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.

(3) Brief description of your assignments.

**2. Situation of Mercury Use and Pollution in Your Country**

(1) Mercury supply (mining and trade)

(2) Mercury use

(3) Mercury pollution

(4) Mercury waste management

**3. Activities for Ratification of the Minamata Convention on Mercury**

(1) Current activities in order to ratify the Minamata Convention on Mercury

(2) Challenges you are facing

(3) Countermeasures for these challenges

(4) Obstacles in the process of solving those challenges

**4. Expectations for the training course (up to 1 page in maximum)**

(1) Most interesting areas or topics of mercury management

(2) How do you expect to apply skills and knowledge for overcoming challenges according to listed items in curriculum (in the previous section) after you return to your home country?

(3) Other matters you are expecting for this course