Annex I

**Decentralized Wastewater Treatment System (JFY 2023)**

***Job Report***

Name:

Country:

Organization and present post:

E-mail:

Phone:

Remarks 1: Please itemize your answer and make them specific.

Remarks 2: 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 3: Each participant is requested to give presentation based on this Job Report and Issue Analysis Sheet (IAS). You are also requested to prepare a Microsoft POWERPOINT file for the presentation when you come to Japan. Please use letter size more than 24 points for PPT.

Remarks 4: Please make the presentation clearly and in detail to let all training staff understand the challenges you are facing and why you attend this training course.

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

(1) Description of the organization

Name of organization:

Number of staff:

Main task of the organization:

Your task in the organization:

(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) What the organization expects you to learn from the training

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

(1) Challenges you are facing in your section (Please describe concrete details)

(2) Countermeasures for these challenges

(3) Obstacles in the process of solving those challenges

**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 to the listed items in Curriculum after you return to your home country?

1. Other matters you are expecting for this course, if any

(This training program is basically fixed and cannot be changed upon your request.)