V. Other information

1. Report and Presentation

(1) Job Report & Issue Analysis Sheet (IAS)

Each applicant is required to submit his/her own Job Report & Issue Analysis Sheet following the instruction. Participants will have a presentation of his/her Job Report & Issue Analysis Sheet up to 10 minutes at the earlier stage of the training in order to share knowledge and background with other participants as well as instructors. Visual materials such as Power Point and pictures may be helpful for your presentation if you bring them with you.

(2) Action Plan

Participants are required to make an Action Plan at the end of the training to express your idea and plan which you carry out after your return, reflecting the knowledge and method you acquire in the training. Each person will have 10 minutes for presentation. Also, participants are required to complete IAS by the end of the training and present it at the Action Plan Presentation.

Annex-II

Issue Analysis Sheet (IAS) Guidelines
1. What is IAS?
(1) IAS is a tool to logically organize relationships between issues and contents of the training program in Japan.

(2) IAS will help the nominee to clarify his/her challenges to be covered in each expected module output and to formulate solutions to them.

(3) The sheet is to be utilized as a logical process control sheet to draw up improvement plans for the issues by filling out the sheet in phases from prior to the nominee's arrival through to the end of the training.

(4) In addition, it is used for the course leader and lecturers to understand the issues that each participant is confronting, and provide him/her with technical advice, useful references and solutions through the training program in Japan.

2. How to fill out IAS?
(1) Please describe the issues you (your organization) confront(s) in column "**A: Issues that you (your organization) confront(s)**".

You shall describe challenges you are facing in your section also in the Job Report. Among them, in column A, please describe only those issues you expect to solve utilizing information and knowledge being delivered in this training course.Prepare the separate rows for each problem; if necessary, please add new rows.

(2) In column "**B: Actions that you (your organization) are (is) taking**", please describe actions that you (your organization) are taking to solve the issues shown in "**Column A**".

This information is very important to carry out the training course and also to make Action Plan as a fruit of the training.

(3) It's not necessary to fill in column "Ⅰ**: Task or the information that I need**", column "Ⅱ**: Useful information that I obtained/found**" and column "Ⅲ：**Lecturer**". These columns shall be filled out during the training.

(4) "**Column Ⅰ**" shall be clarified and filled out in the subject "**Task extraction using IAS**" implemented at the earlier time in the training.

(5) "**Column Ⅱ**" and "**Column Ⅲ**" shall be filled out during the training and you are required to present completed IAS in the subject "**Action Plan Presentation**".