**Annex Ⅰ Job Report**

Name:

Country:

Organization and present post:

E-mail:

FAX:

Remarks 1: The Report should be typed 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 do not forget to include the Issue Analysis Sheet (Annex II) in your application/presentation.

Remarks 3: Each participant is required to give a presentation of up to around 10 minutes based on this Job Report and Issue Analysis Sheet (IAS). Regarding the IAS, kindly make a presentation in detail so that all training staff will understand how you are facing challenges and why you attend this training course.

Remarks 4: It is also requested that you prepare a PowerPoint for the presentation. When you use PowerPoint, it is preferable to use a font size larger than 24 points and not to use images on the background.

Remarks 5: Please itemize your answers and make them specific.

**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 staff members in it and mark where you are positioned. (The chart should be attached and not be counted in this page limit.)

(3) Description of your assignments to 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 these challenges:

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

(1) Most interesting subjects or topics in this training course and reasons why:

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

1. Other expectations you may have for this course, if any:

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