**Annex Ⅱ Issue Analysis Sheet (IAS)**

Country 　　　 　　　　 　 Name

|  |  |  |
| --- | --- | --- |
| No. | **【A】\* Issues that you confront** | **【B】Actions that you are taking** |
| 1 |  |  |
| **【Ⅰ】Task or information that I need** | **【Ⅱ】Useful information that I obtained/found** | **【Ⅲ】 Lecturer** |
|  |  |  |
|  |
| No. | **【A】\* Issues that you confront** | **【B】Actions that you are taking** |
| 2 |  |  |
| **【Ⅰ】Task or information that I need** | **【Ⅱ】Useful information that I obtained/found** | **【Ⅲ】 Lecturer** |
|  |  |  |
|  |
| No. | **【A】\* Issues that you confront** | **【B】Actions that you are taking** |
| 3 |  |  |
| **【Ⅰ】Task or information that I need** | **【Ⅱ】Useful information that I obtained/found** | **【Ⅲ】 Lecturer** |
|  |  |  |

【Ⅰ】,【Ⅱ】,【Ⅲ】　These columns will be filled during the training course.

**\* Please describe challenges you are facing in the Job Report as well. Among them, in Column A, please describe only those issues you expect to resolve utilizing the information and knowledge gained in this training program.**

**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 confront in Column “**A: Issues that you confront**”.

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, add new rows.

(2) In Column “**B: Actions that you are taking**”, please describe actions that you are taking to solve the issues shown in “**Column A**”.

This information is very important for carrying out the training course and also for making Action Plan as a fruit of the training.

(3) It is not necessary to fill in the following 3 columns: “**I: Task or the information that I need”**; “**II: Useful information that I obtained/found**”; and “**III: Lecturer**”. These columns shall be filled out during the training.

(4) “**Column I**” shall be explained and filled out in the subject “**Task extraction using IAS**” implemented at an early stage 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**”.