**ANNEX I *Job Report***

|  |  |  |
| --- | --- | --- |
| Name of the Course |  | Promotion of Energy Efficiency and Conservation (A) 202311642J001 |
| Name of Applicant |  |  |
| Name of Country |  |  |
| E-Mail |  | **Please include an email address that you have access to outside of your affiliation** |

1. **Energy Situation in your country (up to 1 page)**
	1. Primary energy supply mix (circle graph)
	2. Self-sufficient rate of energy supply
	3. Final energy consumption mix (circle graph)
	4. Electric power supply mix (circle graph)
	5. Electrification cover rate
	6. Enactment & enforcement situation of energy conservation law &/or regulation
2. **Your organization and main tasks (up to 1 page)**
3. Main tasks of the organization
4. 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.) Please describe a duty of each department (section) briefly.

1. Brief description of your assignments
2. Problems in your job
3. **Expectations for the course (up to 1 page)**
4. Your purpose of participating in this course
5. Subjects of the course which you are interested in the most
6. How do you expect to apply skills and knowledge that you will gain through the module (refer to Annex III) to tackle problems in your home country?
7. Other matters which you are expecting to obtain from the course
8. Have you ever learned the following subjects in your work? We want to know your work experience. Please check either “Yes” or “No”.

If your answer "Yes", please fill in "Years" column as to the length of your application on the respective items.

|  |  |  |  |
| --- | --- | --- | --- |
| Subjects | Yes | No | Years |
| a) Energy administration |  |  |  |
| b) Energy Audit |  |  |  |
| c) Air Conditioning System |  |  |  |
| d) Lighting equipment |  |  |  |
| e) Fun, blower or pump |  |  |  |
| f) Inverter system |  |  |  |
| g) Heat pump system |  |  |  |
| h) Boiler |  |  |  |
| 1. ZEB ZEH
 |  |  |  |
| j) Energy Balance |  |  |  |
| k) Renewable Energy |  |  |  |

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

Name:

|  |  |  |
| --- | --- | --- |
| No | **【A】\* Issues that you confront.** | **【B】　Actions that you are taking.** |
| 1 | * In column "A: Issues you are facing", please indicate the issues you are facing related to the use of hydrogen for decarbonization.
 |   Describe the actions you are taking to address the A issue. |
| **【Ⅰ】　Task or The 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 | * Shaded areas need not be listed. It will be described at the final fase of the course.
 |   |
| **【Ⅰ】　Task or The 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 The information that I need.** | **【Ⅱ】 Useful information that I obtained /found.** | **【Ⅲ】 Lecturer** |
|   |   |   |

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

**\*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 course.**

**ANNEX III**

**Issue Analysis Sheet (IAS) Guidelines**

**1. What is IAS?**

* 1. IAS is a tool to logically organize relationships between issues and contents of the 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 course.
	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 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 course.Prepare the separate rows for each problem; if necessary, please 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 to carry out the course and to make Action Plan as a fruit of the program.
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 course.
4. “**ColumnⅠ**” shall be clarified and filled out in the subject “**Task extraction using IAS**” implemented at the earlier time in the course.
5. “**ColumnⅡ**” and “**ColumnⅢ**” shall be filled out during the course and you are required to present completed IAS in the subject “**Action Plan Presentation**”.