**Annex I**

***Quality and Productivity Improvement for Enterprise Competitiveness (Basic Kaizen)(A)***

***Job Report***

Name:

Country:

Organization and present post:

E-mail:

Remarks 1: The Report should be typewritten in English (12-point font, A4 size paper).

Remarks 2: Each participant is required to have presentation in 10 minutes based on this Job Report and IAS at the early stage of the training for the purpose of making the training more effective and fruitful by comprehending the situations and problems of the participants each other.

**1. The current situation of manufacturing industries in your country or region**＊Attached tables and graphs are also acceptable, instead of writing description.

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| --- |
| 1. GDP composition by industry |
|  |
| 1. Composition of the manufacturing industry by type of business |
|  |

**2. The national or local government policies** \*Please provide a brief, bulleted description.

|  |
| --- |
| 1. Development policies for the manufacturing industry |
|  |
| 1. Supporting policies for the SMEs |
|  |

**3. What is/are the overall problem(s) of the SMEs you belong to or you exercise jurisdiction over?** \*Please provide a brief, bulleted description.

**4. What is your image of Japanese manufacturing industry and at what points do you feel differences between your country’s manufacturing and that of Japan?**

\*Please provide a brief, bulleted description.

**5. Please explain in 5W2H the challenges you face at your institution. Especially in supporting SMEs if you are in charge of supporting SMEs.**

|  |  |
| --- | --- |
| **Who Who is the problem affected?** |  |
| **What What’s the issue?** |  |
| **When When did the problem start?** |  |
| **Where Where does it happen?** |  |
| **Why Why did it happen?** |  |
| **How  How does it happen?** |  |
| **How much How much does it happen?** |  |

**Annex-II**

***Issue Analysis Sheet (IAS)***

Country: Name:

Note: Please complete only columns [A] and [B]. Fill in the columns [I], [II] and [III] during the program in Japan.

**\*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.**

*\*The course leader explains “Issues” as follows:*

*You must have already made an annual business plan and are working on it every day. The business plan has goals and target numbers.*

*There is a gap between goals and what you have achieved. This gap means “issues”.*

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