**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 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, 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 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) “**ColumnⅠ**” shall be clarified and filled out in the subject “**Task extraction using IAS**” implemented at the earlier time in the training.

(5) “**ColumnⅡ**” and “**ColumnⅢ**” shall be filled out during the training and you are required to present completed IAS in the subject “**Action Plan　Presentation**”.

*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”.*