**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 course for the purpose of making the course 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
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|  |
| 1. Composition of the manufacturing industry by type of business
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|  |

**2. The national or local government policies** \*Please provide a brief, in bullet points.

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

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

 **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, in bullet points.

 **5. Please explain the Issues described in the IAS on the 5W2H sheet;**

**those who have described two items in the IAS will also fill in two 5W2H sheets.**

**\* The 5W2H sheet is used to clarify issues and problems. If there is anything that cannot be explained well on the 5W2H sheet, it means that issue is too big for you to solve.**

|  |  |
| --- | --- |
| **WhoWho is the problem affected?** |  |
| **WhatWhat’s the issue?** |  |
| **WhenWhen did the problem start?** |  |
| **WhereWhere does it happen?** |  |
| **WhyWhy did it happen?** |  |
| **How How does it happen?** |  |
| **How muchHow much does it happen?** |  |