**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.

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

**\*You must describe your issues also in the Job Report. Among them, in column A, please describe only those issues you expect to solve utilizing information and knowledge gained in this course.**

**\*Please describe the issues in bullet points.**

*\*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”.*