**Inception Report instruction**

To make easier giving a presentation and questioning about Inception Report online, each participant shall use a uniform format.

The specific procedure is as follows.

1) Each participant should fill in your information on the right column of the Inception Report.

You can add new lines as necessary

2) The Inception Report should be submitted to JICA **by November 17, 2020 together with application form**.

3) JICA/IDI will upload all submitted Inception Report to the shared Google Drive so that all participants can view them. The URL link of shared Google Drive files will be provided separately.

4) Each participant should read Inception Reports of other participants and if he or she has any questions or comments about their reports, he or she should write them in the attached “Inception Report (comment).docx”, and send it to JICA preferably by e-mail to Nagai.Shinsei@jica.go.jp with the subject “Inception Report Comment” by **November 24, 2020**.

5) JICA/IDI will arrange the submitted Comment Sheets for each presenter and send them to him or her.

6) The discussion on Inception Reports during the training will be based on the Comment Sheets, therefore participants are requested to prepare a response for questions from others.

The same procedure will be used for the preparation and draft of the ACTION PLAN at the end of the training.