**For those who participate in the questionnaire**

Hello everyone. The International Center for Environmental Technology Transfer (ICETT) would like to greet you on the occasion of the summer season, where we enjoy the dazzling greenery of the surrounding mountains. While we believe that each one of you continues enjoying the successful life and career, still we are glad to hear from you how you are doing. Today, we would like to announce you that, upon the successful completion of the 25th anniversary of ICETT, we are conducting a questionnaire survey targeting the alumni who had participated in our training in the past.

Please read and acknowledge the following, and answer the questionnaire on the next page as much as you can. Once you filled your answers, please send back to **icettnetwork@icett.or.jp** for the survey.

When you prefer to send back the answers using the traditional mail, please use the following address.

I**CETT Project Management Division**

**3684-11 Sakura-cho Yokkaichi, Mie 512-1211, Japan**

Thank you for your cooperation in advance.

International Center for Environmental Technology Transfer (ICETT)

Eikei SUZUKI, Chairman of the Executive Board

* Business Name: ICETT, Human Resources Networking Project
* Purpose: Strengthening the network among the training alumni, including ICETT staffs

Followings are the purposes of creating a roster of training alumni and collecting the information about issues and needs exist in each country and region: a) Facilitating ICETT to plan for the future training businesses; b) Providing the information about various events, such as seminars conducted by ICETT and/or training alumni at different locations; c) Information sharing among the training alumni living in neighbouring areas; and d) Building a network that helps each and every person related to ICETT.

Apart from creating the roster, we are planning to establish the special ICETT reunion page on our website and SNS spaces, such as Facebook. Once ready, we will invite you for the registration.

In a case of you do not have any idea regarding this matter, please discard the document. Sorry to trouble you in advance.

* Note:

[1] The personal information provided by you will be handled properly within ICETT and utilised for sending newsletters and additional questionnaire survey in the future if any. By any chance when we received an inquiry from outside of ICETT requesting for the information, we promise you to obtain the approval from the person concerned every time before using the information.

[2] If you are not the person named in this survey, we would like you to transfer to the appropriate person, or answer the questions by yourself. Sorry to trouble you if that is the case.

[3] In a case of you know any person/people in your workplace or acquaintances who had participated in the training conducted by ICETT, it is helpful to us if you could convey this survey to them.

[4] Also, if you know any updates from other training participants, please let us know.

Example) Mr. XX, retired, but home address and contact information, etc. remain the same

Please contact us to any of the following if you have any questions.

Survey in-charges: Ayako OKUDA and Akiko KISE, ICETT Business Promotion Division

(icettnetwork@icett.or.jp)

END

**ANNEX I: Questionnaire about the affiliation and contact information, etc.**

Please reply to ICETT after filling as many answers as you can.

|  |  |
| --- | --- |
| Item | Answer |
| Profile | |
| Name |  |
| Gender | Male / Female |
| The name of training program you participated through ICETT | YY (Year) / Name of training |
| Date of birth | DD/MM/YYYY |
| About your current job | |
| Affiliation (name and department) |  |
| Job title | Job name / From YY (Year) |
| Job details | Field: Manager / Air / Water / Waste / Global Warming /  Assessment / Research and Development  Details: Example) Waste management at XX district, pollution analysts for XX river, etc. |
| Matters personally interested in the environmental field | Field: Air / Water / Waste / Global Warming / Analysis / Assessment / Research and Development  Details: |
| Contact | |
| (Workplace) Address |  |
| Phone number | +(Country code)-Number |
| FAX |  |
| (Home) Address |  |
| Phone number (cell phone) |  |
| E-mail |  |
| SNS (URL or account name) | Facebook / Twitter / WeChat / Others: URL or account name |
| Mail shipping of ICETT News Letter  Can be accessed on the homepage (https://www.icett.or.jp/shuppam/letter.html) | Yes / No |
| Is it possible for us to send the additional questionnaire to seek some more information, including challenges, in your country or region in the future? | Yes / No |
| If you have already retired or resigned the institution you belonged at the time of training, please let us know the contact information of your successor as far as you know. | |
| Name of your successor |  |
| Affiliation and job title |  |
| Contact details (e-mail, FB, etc.) |  |

Thank you so much for your kind cooperation, we appreciate it!