

INTERNATIONAL TRAINING PROGRAM
on
ENERGY EFFICIENCY AND MANAGEMENT IN INDUSTRY and BUILDINGS
JICA-GDRE-TİKA

26 September 2016 - 7 October 2016

ANKARA –İSTANBUL/TURKEY

GENERAL INFORMATION

International Training Program on
Energy Efficiency and Management in Industry and Buildings

Evrakın elektronik imzalı suretine <http://e-belge.tika.gov.tr> adresinden 858cbb1-ce28-411a-a681-d7fa968481da kodu ile eri ebilirsiniz.
Bu belge 5070 sayılı elektronik imza kanuna göre güvenli elektronik imza ile imzalanmıştır.

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**JICA-GDRE-TIKA
TRAINING PROGRAM
(THIRD COUNTRY TRAINING PROGRAM)
ON ENERGY EFFICIENCY AND MANAGEMENT IN INDUSTRY AND
BUILDINGS**

1. INTRODUCTION

The Government of Japan provides cooperation to developing countries through the Japan International Cooperation Agency (JICA) by various schemes, one of which is “Third Country Training Program” as an international training program within the framework of South-South Cooperation and has been carried on since 1974 in many countries. Within this scheme, a governmental organization from the host country, which is capable to implement training courses for neighboring developing countries, may organize a training program on the specified subjects with assistance provided by the Japanese Government.

On the other hand, Turkish International Cooperation and Development Agency (TIKA), established in 1992, with the aim of providing developing partner countries with technical cooperation and assistance schemes, has implemented numerous programs since then. Drawing on the experience of both agencies, they decided to collaborate for this initiative with General Directorate of Renewable Energy (GDRE).

Main objective of the program is to contribute energy efficiency and management in Western and Central Asia, Eastern Europe and Black Sea Region countries participating in the program and to provide training considering their specific conditions and needs.

2. PROGRAM OUTLINE

2.1- Title of the Course: “Training Program on Energy Efficiency and Management in Industry and Buildings”.

2.2- Implementing Agency: General Directorate of Renewable Energy (GDRE), under the Ministry of Energy and Natural Resources in cooperation with Turkish International Cooperation and Development Agency (TIKA) and Japan International Cooperation Agency (JICA).

2.3- Duration: 26 September 2016 – 7 October 2016

2.4- Invited Countries to the Program (alphabetic order): Within the framework of TCTP, JICA, GDRE and TIKA will invite Afghanistan, Albania, Armenia, Azerbaijan, Bosnia-Herzegovina, Georgia, Iran, Kazakhstan, Kosovo, Kyrgyz Republic, Macedonia, Moldova, Mongolia, Montenegro, Pakistan, Serbia, Tajikistan, Turkmenistan, Uzbekistan, and Ukraine.

On the other hand, GDRE will separately invite the following countries to the same course in which all necessary invitation/training expenses and responsibilities will be borne by GDRE: Bulgaria, Greece, Hungary, Israel, Poland, Romania and Russia.

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2.5- Number of Participants: 20 trainees in maximum under TCTP. Number of application from each country is not limited; the Steering Committee will choose appropriate applicants.

GDRE will separately choose appropriate applicants from those 7 countries whose expenses are covered by GDRE and total number of the participants in the same course will not exceed 25.

2.6- Objective and Purpose of the Training: The purpose of the Training Program is to provide the participants an opportunity to improve their knowledge and techniques in the field of energy efficiency and management in industry and buildings. Moreover, all these participants are trained under a common training program which will provide considerable contribution to setting up the technical group in order to use energy efficiently in the Region and contribute to the reduction of CO₂ emissions to the limits envisaged by the International Climate Change Convention.

On the other hand, this training also will be helpful to improve the cooperation and friendship among the countries. In addition to gaining technical knowledge, participants will have opportunities to meet with colleagues of the other participating countries, to establish fruitful relations and exchange of ideas.

2.7- Expectations: The participants are expected to have acquired the audit techniques and knowledge in energy efficiency and to identify and realize feasible energy cost reduction opportunities. During the practical part of the Training Program, the participants are also expected to get familiar with the measuring devices and taking measurements on the energy consuming equipment. Furthermore, it is expected to promote energy efficiency sector in their countries, and build up cooperation among Turkey, Japan and the participating countries.

2.8- Contents of Curriculum: The timetable and the provisional titles of the lectures are given in the Annex I.

2.9- Qualifications for Applicants:

2.9.1- Current Duties: Work related to industry and /or building sector as a governmental official such as in ministries, university etc. or energy managers in industrial or building sector. His/her duties can be planning or disseminating techniques of energy efficiency.

2.9.2- Age: To be maximum 50 years of age.

2.9.3- Education: Graduated from the field of engineering faculties.

2.9.4- Experience: Have at least 2 years of professional experience in the field of energy especially in industry and/ or building sectors.

2.9.5- Language: Have a good command of spoken and written Turkish or Russian/English.

2.9.6- Nomination: Be nominated by their respective Governments in accordance with the procedure stipulated in 2.10 below.

2.9.7- Health: Be in good health condition, both physically and mentally, in order to complete the course.

2.10- Required Documents for Application:

2.10.1- Application Form: Applicants should fill in the Application Form given in Annex II.

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2.10.2- Country Report: To be submitted together with the Application Form. Please refer to Annex III for format of the Country Report filled in English.

2.11- Procedure for Application

1) A Government desiring to nominate applicants for the TCTP program should fill in and forward two copies of the prescribed application form together with Country Report (Annex III) for each nominee to the TIKA Program Coordination Office (PCOs) (or Embassy of Turkey in case of no TIKA Overseas Office) in related country no later than **July15, 2016**.

2) Notification of results shall be made by TIKA PCOs to the respective Governments not later than **August 12, 2016**.

3) **All applications must be done through diplomatic channels of TIKA PCOs or Turkish Embassies in the related countries.**

3- IMPLEMENTING ORGANIZATIONS

3.1- General Directorate of Renewable Energy (GDRE) (ex-EIE; GD of Electrical Power Resources Survey and Development Administration):

In Turkey the studies on energy efficiency and increasing usage of renewable energy resources in the end use sector since 1981, had been carried out by General Directorate of Electrical Power Resources Survey and Development Administration (EIE) As mentioned previously, EIE had been abolished on November 2, 2011 and the General Directorate of Renewable Energy has been established in order to conduct studies in the field of energy efficiency, renewable energy and management of energy information and technology as main service units of the Ministry of Energy and Natural Resources and it. General Directorate of Renewable Energy will continue to partly the same functions and services performed by EIE at the past. While establishing its Energy Efficiency Training Center (EETC), it was intended to give training on energy management to both engineers from Turkish industry and from region countries and to act as an International Training Center so as to share its experience gained for a long time with these countries with the financial support of international organizations. GDRE continues to organize Energy Efficiency Course in cooperation with JICA for Western and Central Asia, Eastern Europe and Black Sea Region and Middle East countries.

General Directorate of Renewable Energy has following task;

- to make measurements for the identification and evaluation of energy sources of the country by giving priority to renewable energy resources such as wind, geothermal, solar, biomass and others, to prepare feasibility studies and the sample implementation projects, to develop pilot system in cooperation with research institutions, local governments and civil society organizations and to carry out promotion and consultancy activities,
- to create awareness on efficient usage of energy in industry and buildings, to carry out the activities for this purpose,
- to monitor and control the energy efficiency implementation projects and research and development projects approved by the Energy Efficiency Coordination Board,
- to follow and assess the efforts and developments in the fields of renewable energy and energy efficiency, to determine the research and development's priorities and targets in accordance with the country's needs and conditions, in this direction to

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fulfill the research and development work and to provide the results of studies with economic analysis to the public,

- to develop projections and proposals for the evaluation of renewable energy sources and the improvement of energy efficiency,
- to conduct the secretariat services for the Energy Efficiency Coordination Board (EECB),
- to support, to monitor and to inspect the energy efficiency improvement projects and voluntary agreements to reduce the energy intensity for industrial establishments,
- to give authorization to Energy Efficiency Consultancy Companies,
- to conduct energy efficiency trainings in national and international levels, audits, awareness, publications and policy studies,
- to conduct national and international energy efficiency projects.

3.2- The Turkish Cooperation and Coordination Agency (TIKA):

TIKA is the main implementing agency for Turkey's development cooperation policy and is responsible for aid provision in collaborating with Turkish institutions, international organizations and bilateral donors, as well as collecting Official Development Assistance (ODA) statistics. TIKA has 35 coordination offices in 32 countries and operates in many countries across Central and South Asia, Pasific, Caucuses, Europe, the Balkans, Africa, Middle East and South America, delivering development assistance to partner countries through its projects and activities. These activities focus on six priority sectors; 1) Institutional development, 2) Education, 3) Health, 4) Water supply, sanitation, 5) Agriculture and 6) Cultural Cooperation

TIKA is also active in provision of humanitarian assistance.

o The roles and responsibilities of TIKA include;

- providing economic, commercial, technical, social, cultural and educational cooperation to partner countries via projects aimed at assisting the development of these countries,
- defining economic, commercial, technical, social, cultural and educational cooperation and assistance areas by taking into consideration the development objectives and needs of developing nations and developing the required projects or securing the development of these projects by private sector organizations,
- establishment of government organizations in developing countries, preparation of legislation, placement of civil servants, provision of assistance required during the transition to a free-market economy in the areas of banking, insurance, international trade, finance and taxation, deployment of experts to these countries, provision of work experience and education to employees from these countries as well as undertaking coordination required for the allocation of grants to these employees,
- undertaking the required organization for overseas cooperation programs in the areas of education and culture in cooperation and coordination with Turkish Cultural Centers,
- providing cooperation to other Non-Governmental Organizations in line with TIKA's main roles and responsibilities.

3.3- Japan International Cooperation Agency (JICA):

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JICA is a governmental institution which provides technical assistance to developing countries within the framework of Official Development Assistance (ODA) of the Japanese Government. On October 1, 2008, JICA officially merged with the economic cooperation arm of the Japan and Bank for International Cooperation (JBIC) to form new JICA. New JICA provides ODA through a combination of technical cooperation, concessionary loans (ODA loans) and grant aid to more than 140 countries via its 100 Overseas Offices around the world.

The primary target of JICA activities is to actively serve for socio-economic development of the developing countries throughout knowledge and technology transfer. Main schemes of JICA's technical cooperation projects are; Acceptance of trainees, dispatching experts, provision of equipment, implementation of development studies such as master plan, feasibility study, dispatching Senior Volunteers and Japan Overseas Cooperation Volunteers (JOCV).

JICA has been providing technical assistance to Turkey for almost 50 years. With intensifying JICA activities in Turkey, JICA Turkey Office was launched in Ankara in June 1995. According to the aid guideline of JICA Turkey Office decided jointly by Turkish and Japanese Governments, five priority areas of assistance are; 1) Improvement of Environment, 2) Human Resources Development for Promotion of Socio-economic Development, 3) Alleviation of Regional Imbalances, 4) Disaster Management, 5) Capacity Building of Development Assistance to the Neighboring Developing Countries (South-South Cooperation). Within the framework of South-South Cooperation, TCTP's have been implemented for the neighboring countries in various fields since 1997.

4. EXPENSES

Following expenses will be provided:

- 1) Round-trip ticket from the capital city of each country.
- 2) Half board accommodation (bed, breakfast and dinner), living expenses (per diem).
- 3) Expenses for study tours.
- 4) Health insurance which covers free medical care for participants who become ill after arriving in Turkey (costs related to pre-existing illness, pregnancy, or dental treatment are not included and if treatment expenses exceed the amount of health insurance, it will be charged partly from the participant).
- 5) Expenses for training program implementation, including materials.

5. ATTENTION

5.1- Flight Ticket: Participants are requested to arrive and leave Turkey on the dates designed by GDRE after confirmation of acceptance. Participants shall receive their round trip tickets through e-mail (e-ticket). (Detailed information will be received from the TIKa PCOs.) **Participants will be met at the exit of International Arrival of Ankara Airport.**

5.2- Passport and Visa: The participant should carry out all necessary procedures for international trip, such as passport and visa (if required). Expenses regarding with passport and visa should be paid by the participant.

5.3- Photographs: For administrative purposes, participants are requested to bring two (2) passport size recent photographs.

5.4- Country Report Presentations: Each participant should make a country report presentation within about ten minutes in the first week of the training (Power Point

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presentations should be prepared in English). In the report, the format of which is given in Annex III, participants are expected to explain their duties/activities as well as problems encountered.

5.5- Action Plan: Participants should formulate and present an action plan of 15 minutes at the end of the course. Action Plan is expected to show what you will do for better activities in your organization with the result of training in Turkey. By making and presenting Action Plan, the participants are expected to figure out how to solve problems in their duty/activities or what challenges can be practiced at their job/activity based on the information, which you will be gained through this training course. Action Plan will be prepared during the training course, and guidance will be provided after your arrival at Turkey. Participants are recommended to bring necessary materials regarding energy efficiency and management of the home country and their duties.

5.6- Submission of Final Report: Participants should submit a Final Report including description of progress of the Action Plan to the respective TIKA PCOs **eight months** after termination of the course.

5.7- Climate: The approximate mean temperatures in end of May and beginning of June in Ankara and Istanbul are given below. Participants are advised to bring the appropriate cloths.

Temperature	Ankara (°C)	İstanbul (°C)
Average in Sep.-Oct.	15	15
Average Max in Sep.-Oct.	20	20
Average Min in Sep.-Oct.	8	10

5.8- Pre-departure Orientation: A pre-departure orientation will be held at the respective country's TIKA PCOs to provide participants with details on travel to Turkey, conditions of the course and other matters.

5.9- Obligations:

- to follow the schedule of the program,
- not to change course subjects and extend or shorten the course period,
- not to bring any members of their family,
- to return to their home country at the end of the course according to the international travel schedule designated by GDRE,
- to refrain from engaging in political activities or any form of employment for profit or gain,
- to follow the rules and regulations of their place of accommodation and not to change accommodations designated by GDRE.

5.10- Correspondence Address:

General Directorate of Renewable Energy (Yenilenebilir Enerji Genel Müdürlüğü),
EskişehirYolu 7.Km, No:166 Çankaya/Ankara – TURKEY

GDRE web site: www.yegm.gov.tr

TIKA Program Coordination Offices:

E-Mail	
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KYRGYZSTAN:
Turkish Cooperation and Coordination Agency (TIKA)
Bishkek Program Coordination Office

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Tentative Curriculum

25 Sep. 2016 Sunday		Arrival in Ankara	
26 Sep. 2016 Monday	09:30 - 10:00	Registration	
	10:00 - 10:30	Opening Speeches	
	10:30 - 10:45	<i>Tea Break</i>	
	10:45 - 11:15	Explanation of Course Schedule and Action Plan by GDRE	
	11:15 - 12:15	Lecture	Energy Management
	12:30 - 14:30	<i>Welcome Lunch</i>	
	14:30 - 15:15	Lecture	Energy Efficiency Policies and Implementations in Turkey
	15:15-15:30	<i>Tea Break</i>	
15:30-17:00	Lecture	Learning Turkish	
27 Sep. 2016 Tuesday	09:30 - 10:15	Lecture	Measurement Equipment and Techniques
	10:15 - 11:00	Lecture	Energy Efficiency on Compressed Air Systems
	11:00 - 11:15	<i>Tea Break</i>	
	11:15 - 12:00	Lecture	Energy Efficiency on Steam Systems
	12:00 - 12:45	Lecture	Energy Efficiency in Home Appliances
	12:45 - 13:45	<i>Lunch</i>	
	13:45 - 15:15	Country Report Presentations by Participants	
	15:15 - 15:30	<i>Tea Break</i>	
	15:30 - 17:00	Country Report Presentations by Participants	
28 Sep. 2016 Wednesday	09:30 - 10:15	Lecture	Economic Analysis of Investments
	10:15 - 11:00	Lecture	Thermal Insulation
	11:00 - 11:15	<i>Tea Break</i>	
	11:15 - 12:00	Lecture	Energy Efficiency in HVAC systems
	12:00 - 12:45	Lecture	Energy Audits
	12:45 - 13:45	<i>Lunch</i>	
	13:45 - 14:30	Lecture	Energy Efficiency in Lighting
	14:30 - 15:15	Lecture	Energy Efficiency in Fan & Pump Systems
	15:15 - 15:30	<i>Tea Break</i>	
	15:30 - 16:15	Lecture	Energy Efficiency and Environmental Aspects
16:15 - 17:00	Lecture	Renewable Energy Systems	
29 Sep. 2016 Thursday	Morning	Site Visit - 1 to Factory Visit in Ankara	
	Afternoon	Site Visit - 2 to Sustainable/Green Building in Ankara	
30 Sep. 2016 Friday		<i>Departure from Ankara</i>	
	Morning	Site Visit - 3 to Factory Visit	

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	Afternoon	<i>Arrival in Bursa or Yalova</i>	
1 Oct. 2016 Saturday	Morning	Site Visit - 4 to Factory Visit	
		Site Visit - 5 to Factory Visit	
	Afternoon	<i>Departure from Bursa or Yalova</i>	
		<i>Arrival in İstanbul</i>	
2 Oct. 2016 Sunday	Morning	Social Activity-1 in İstanbul (Historical Places Visit)	
	Afternoon	<i>Free Time in İstanbul</i>	
3 Oct. 2016 Monday	Morning	Site Visit -6 to Mitsubishi Training Center	
		Site Visit -7 to ESCO	
	Afternoon	<i>Departure in İstanbul</i>	
		<i>Arrival in Ankara</i>	
4 Oct. 2016 Tuesday	09:30 - 10:30	Practical Studies in EETC	Practice Study on Lighting Systems GROUP A,B
			Practice Study on Compensation Syst. GROUP A,B
	10:30 - 13:00	Practical Studies in EETC	Practice Study on Steam Boiler GROUP A
			Practice Study on Steam Traps GROUP B
13:00 - 14:00	<i>Lunch</i>		
14:00 - 17:00	Practical Studies in EETC	Practice Study on Steam Boiler GROUP B	
		Practice Study on Steam Traps GROUP A	
5 Oct. 2016 Wednesday	09:30 - 10:00	Practical Studies in EETC	Visit to GDRE Sample Building GROUP A,B
	10:00 - 10:30	Practical Studies in EETC	Cooling Systems GROUP A,B
	10:30 - 13:00	Practical Studies in EETC	Practice Study on Heat Balance of Combustion Furnace GROUP A
			Practice Study on Compressed Air Systems GROUP B
	13:00 - 14:00	<i>Lunch</i>	
14:00 - 17:00	Practical Studies in EETC	Practice Study on Heat Balance of Combustion Furnace GROUP B	
		Practice Study on Compressed Air Systems GROUP A	
6 Oct. 2016 Thursday	09:30-11:00	Practical Studies in EETC	Practice Study on Fan Systems GROUP A
			Practice Study on Pump Systems GROUP B
	11:00 - 13:00	Practical Studies in EETC	Practice Study on Fan Systems GROUP B
			Practice Study on Pump Systems GROUP A
	13:00 - 14:00	<i>Lunch</i>	
14:00 - 15:30	Social Activity - 2 in Ankara (Museum Visit)		
15:30	<i>Free Time in Ankara</i>		
7 Oct. 2016 Friday	09:00 - 10:45	Action Plan Presentations by Participants	
	10:45 - 11:00	<i>Tea Break</i>	

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	11:00 - 12:45	Action Plan Presentations by Participants
	12:45 - 13:45	<i>Lunch</i>
	13:45 - 14:30	Evaluation of Course & Closing Ceremony
	14:30	<i>Free Time in Ankara</i>
8 Oct. 2016 Saturday		<i>Departure from Ankara</i>

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Application Form *

Technical Cooperation by the Government of Turkey

in cooperation with General Directorate of Renewable Energy (GDRE), Turkish Cooperation and Coordination Agency (TIKA), and Japan International Cooperation Agency (JICA)

Please provide one
and two copies
Please note that the
handwriting should
be readable

Application by the Government of

.....

for a training course in the field of "**Training Program on Energy Efficiency and Management in Industry and Buildings**"

Recent photo

PART A To be completed by the nominee

1 NAME (as in your Passport)				
Name:		Surname:		
2 RESIDENCE ADDRESS	4 DATE OF BIRTH			5 AGE
	Month	Date	Year	
Telephone:	6 SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
3. NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY	7 MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED			
	8 NATIONALITY			
	9 RELIGION			
Relationship to you: Telephone:	11 FATHER NAME			
10 CONTACT E-MAIL ADDRESS				

11 EDUCATIONAL RECORDS

Institution	City/Country	Years Attended		Qualification Obtained	Subject
		From	To		

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*These Forms can be multiplied by photocopy

12 TRAINING OR STUDY IN FOREIGN COUNTRIES

(in relation to professional interests)

Institution	City/Country	Period		Certificate/ Degree Awarded	Field of Study
		From	To		

13 EMPLOYMENT RECORD

1) Present Place of Employment

Name Address Telephone: Fax : e-mail:	Title of Present Job
	Date of Taking Up Post
	Type of Organization <input type="checkbox"/> Governmental/Public <input type="checkbox"/> Private <input type="checkbox"/> International <input type="checkbox"/> Others

2) Previous Job

Name and Address of Organization Previous Title/Post and Dates(from/to)	Description of Your Previous Job
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3) Describe briefly the work of your organization and the service it provides

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4) Describe your own job and your targets.

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5) Explain how the proposed training will be of benefit to you in the work you will be doing on your return what is your expectations from the training?

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14 LANGUAGE PROFICIENCY

1. English								
Listening	<input type="checkbox"/>	excellent	<input type="checkbox"/>	good	<input type="checkbox"/>	fair	<input type="checkbox"/>	poor
Speaking	<input type="checkbox"/>	excellent	<input type="checkbox"/>	good	<input type="checkbox"/>	fair	<input type="checkbox"/>	poor
Writing / Reading	<input type="checkbox"/>	excellent	<input type="checkbox"/>	good	<input type="checkbox"/>	fair	<input type="checkbox"/>	poor
2. Other Languages								
(.....)	<input type="checkbox"/>	excellent	<input type="checkbox"/>	good	<input type="checkbox"/>	fair	<input type="checkbox"/>	poor
(.....)	<input type="checkbox"/>	excellent	<input type="checkbox"/>	good	<input type="checkbox"/>	fair	<input type="checkbox"/>	poor
(.....)	<input type="checkbox"/>	excellent	<input type="checkbox"/>	good	<input type="checkbox"/>	fair	<input type="checkbox"/>	poor

15 NOMINEE'S DECLARATION (To be signed by the nominee)

I certify that statements made by me in this form are true and correct to the best of my knowledge.

If accepted for a training award, I agree:

(a) not to bring any member of my family.

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- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Turkish Government in respect of this course of training.
- (c) to follow the course of study or training, and abide by the rules of the institution or establishments with which I undertake to study or train.
- (d) to refrain from engaging in political activities, or any form of employment for profit or gain.
- (e) to submit any progress report or evaluation questionnaires which may be prescribed.
- (f) to return to my home country at the end of my course of study or training.

I also fully understand that if granted a training award it may be subsequently withdrawn if I fail to make adequate progress, or for other sufficient cause including physical conditions determined by the Government of Turkey.

Date: Signature:

PART B (To be completed and signed by a responsible government official)

OFFICIAL NOMINATION

I certify that:

I have examined the documents in this form and I am satisfied that they are authentic and relate to the nominee

I accordingly nominate this person on behalf of the
Government of

Date: Signature:

Position: Name:

Official
Stamp

Organization:

**MEDICAL HISTORY AND EXAMINATION FOR
JICA-GDRE-TIKA INTERNATIONAL TRAINING PROGRAM**

MEDICAL HISTORY TO BE COMPLETED BY NOMINEE

1 NAME OF NOMINEE (last name, first name, middle name)

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2 DATE OF BIRTH (mo/day/yr)	3 NATIONALITY	4 SEX male female	5 ADDRESS FOR CONTACT
6 NAME OF TRAINING COURSE/SEMINAR			
7 LENGTH OF TRAINING COURSE/SEMINAR (weeks, months)			

8 IMPORTANT NOTICE

Before you complete the Medical History Questionnaire, you are hereby notified that:

A medical condition resulting from an undisclosed pre-existing condition may not be financially compensated for by GDRE and may result in termination of your training program

I understand and accept the terms of this notice. Yes No

9 NOMINEE WILL CHECK "YES" OR "NO" AND EXPLAIN

	YES	NO		EXPLANATION
a.			Have you had any significant or serious illness or injury? (If hospitalized, give place & dates.)	
b.			Have you had any operations or advised by a physician to have an operation? (Give place & dates.)	
c.			Do you correctly use any drugs for treatment of a medical condition? (Give name & dose.)	
d.			Have you ever been a patient in a mental hospital or sanitarium or treated by a Psychiatrist? (Give place & dates.)	

10 NOMINEE WILL INDICATE "YES" OR "NO" TO EACH ITEM

DO YOU NOW HAVE OR HAVE YOU EVER HAD THE CONDITIONS LISTED BELOW?

(Check each item, if yes; enclose the relevant condition with a circle.)

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	YES	NO	CONDITION
a.			Asthma, emphysema, or other lung conditions
b.			Tuberculosis or live with anyone who has tuberculosis
c.			High blood pressure, heart disease
d.			Stomach, liver (hepatitis), gall bladder disease
e.			Kidney or bladder disease, stone or blood in urine
f.			Diabetes (sugar in the urine)
g.			Depression, excess worry, attempted suicide, or other psychological symptoms
h.			Acquired Immune Deficiency Syndrome (AIDS)
i.			Tumor, abnormal growth, cyst, or cancer
j.			Bleeding disorder, blood disease (sickle cell anemia)

I CERTIFY THAT I HAVE READ THE ABOVE INSTRUCTIONS AND ANSWERED ALL QUESTIONS TRULY AND COMPLETELY TO THE BEST OF MY KNOWLEDGE.

11. PRINTED NAME OF NOMINEE	12. DATE	13. SIGNATURE OF NOMINEE

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Country Report Format

- 1- Name of Country
- 2- Name of Applicant
- 3- Name of Applicant's Organization
- 4- Organization chart (Mark your position in the chart)
- 5- Present situation of the energy efficiency sector in your country
- 6- Present situation of the organisations related to energy efficiency such as ministeries, universities, research institutes etc.
- 7- Current technical problems in energy efficiency field.
- 8- Abstract of your country report (full paper and related Annexes must be brought with you.)
- 9- General information related to energy efficiency application and energy management concerning your organization.
- 10- Please give brief information about the following topics;
 - Primary and renewable energy sources in your country
 - Focus point for energy efficiency in your country (heat, electricity, energy transfer line etc.)
 - Measuring, monitoring and evaluation infrastructure in your organization (instruments, software, laboratory equipments etc.)
 - Energy auditing study to determine energy potential in your country
 - Financial mechanism in order to support to energy efficiency applications (If there exist)
 - Future targets of your organization on energy efficiency and management
- 11- Please write down the below matrix with regard to analysis of your own work. Please, be noted that you are advised not to focus on financial issues, but to technical issues, since this training program shall not contribute to improve financial issues.

Problem/Objective Analysis Matrix

	Problems	Possible Solutions	Expectations from the Training
Organization			
Expertise on energy efficiency and management			
Legislation on energy efficiency			
Energy Management System			
Determination and monitoring of Energy Efficiency Potential			
Energy Audit			
Implementations on Energy Efficiency			
Others			

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