



**The Association for Overseas Technical Cooperation and Sustainable Partnerships**  
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# C RTP Program

**October 2019**

## **Program Outline**

**&**

## **Participation Requirements**

**of**

## **The Program on Productivity Improvement**

**-Energy conservation through productivity enhancement as well as the improvement of  
operation practices in production lines-**

**[TPPI]**

**(Carbon Reduction Technology Promotion Program)**

**5 February – 18 February 2020**

## 1. BACKGROUND OF THE PROGRAM:

The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) is an organization for human resources development mainly in overseas countries to promote technical cooperation through training, experts dispatch and other programs.

Through those programs, we aim at contributing to the mutual economic growth of developing countries and Japan as well as enhancing friendly relations between those countries.

AOTS was established in 1959 with the support of the Ministry of International Trade and Industry (which is the present Ministry of Economy, Trade and Industry: METI) as Japan's first technical cooperation organization on a private sector basis. More than 190,000 individuals from 171 countries have undergone our training in Japan, while the cumulative attendance at our overseas programs till the end of fiscal 2017 exceeded 201,000.

The Program on Productivity Improvement (TPPI) is one of management training programs conducted by the Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) under the scheme of the Carbon Reduction Technology Promotion Program by the Ministry of Economy, Trade and Industry. This program aims at promoting overseas development of Japanese energy conservation technology, improving efficiency in the use of energy in the industry field, and contributing to the reduction of greenhouse effect gas emissions by providing training for local employees of manufacturers in the emerging countries.

This course is designed for countries and areas in Asia and the Middle East, and the participants will learn about the three approaches (productivity improvement, operational improvement, and facility improvement) and specific techniques to conserve energy in the production process in the automobile, industrial machinery and electrical machinery fields and aim at realizing energy-saving in the production sites in their own companies by implementing the formulated action plans after they return to their countries.

## 2. COUNTRY AND REGION:

Countries and areas in Asia and the Middle East

\*Please refer to [Table 3] List of Target Countries and Regions for details.

## 3. NUMBER OF PARTICIPANTS:

22 participants

## 4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

(1) Participants should be working for companies in the automobile, industrial machinery and electrical machinery fields (three businesses\*\*) or companies supplying to the companies in the three businesses in Asia or the Middle East and should be controlling or in charge of manufacturing lines of products in the three businesses or products aimed at the three businesses.

\*\*The businesses cover: (1)Automobile field (automobiles, automobile parts, etc.) (2)Industrial machinery field (machine tools, machinery for production and business use, etc.) (3)Electric machine field (heavy electrical machinery, electronics and information communication equipment, precision equipment, home appliances, etc.)

(2) Participants should be senior managers, plant managers, production site managers, or specialists (engineers in charge of manufacturing process management or energy management) who are in the position to promote the plan of action for energy-saving, formulated in the training, in the production sites.

(3) Participants should be able to summarize the progress about the plan of action formulated in this training as of the end of sixth months after they return to their countries and submit a follow-up report.

(4) Participants should be more than 20 years old.

(5) Participants should be university graduates and/or have equivalent professional experience.

(6) Participants should have a sufficient working knowledge of English.

(7) Participants should be healthy enough to undergo an intensive training program in Japan.

(8) Participants should be a resident in Asia excluding Japan or the Middle East

(9) Participants should not be students or armed forces personnel.

- (10) Former participants of AOTS training programs (ODA-funded programs and CRTP Programs) organized in Japan are not entitled to apply for any program which starts within six months (183 days) after they returned home.
- \* Participants from Japanese companies, business partners of Japanese companies, companies planning to deal with Japanese companies are most desirable. (In the case of applications from Japanese companies, business partners of Japanese companies, companies planning to deal with Japanese companies, the priority for selection becomes higher.)

Notes:

- (1) Participants shall attend all the events in the curriculum provided for each management training program.
- (2) Family members are not allowed to accompany participants on their journey in Japan.
- (3) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional programs, and shall leave Japan and return to their home country soon after the completion of the program.
- (4) The number of participants from the same host company in Japan or the same sending company from overseas may be limited if there are more applicants than AOTS can accept.

## 5. APPLICATION PROCEDURE:

The application procedures differ depending on whether an overseas company makes the application via AOTS's overseas office and collaborating organization or a Japanese host company in Japan makes the application. Please see below for details.

### 5-1) Application from overseas countries

Individual applicants should ensure the delivery of the following application documents through AOTS Overseas Office listed in Item 10 or Overseas Collaborating Organizations to the Overseas Cooperation Group of AOTS listed in Item 10, **no later than 9 December 2019.**

As the deadline for the submission of the application documents differ for each organization, please ask AOTS Overseas Office or Overseas Collaborating Organizations. Please contact the Overseas Cooperation Group of AOTS listed in Item 10 for the contact address of Overseas Collaborating Organization. Applicants will be interviewed by AOTS Overseas Office or Overseas Collaborating Organizations.

[Application Documents]

- (1) AOTS Training Application Form and Applicant's Personal Record  
(AOTS official form: Handwriting shall be avoided.)
- (2) Medical Check Sheet (AOTS official form: Handwriting shall be avoided.)
- (3) 2 copies of the applicant's photo (4 cm×3 cm) (Please write the applicant's name on the back.)
- (4) A brochure of the applicant's company/organization
- (5) Photocopy of the applicant's passport  
\*If the applicant doesn't possess a passport, an election card, a driver's license or a photo ID issued by a public organization in the home country containing his or her full name (written in Roman block letter) and date of birth should be submitted instead.
- (6) Pre-Training Reports
- (7) Overseas Travel Insurance Consent Form
- (8) About the handling of Personal Information Concerning Trainees (AOTS official form)  
\*The applicant's signature is needed for authorization to proceed. In the absence of agreement, or failure of submission, course participation will not be granted.
- (9) About the Benefits of Management Training Program (AOTS official form)  
\*In principle, a representative of the applicant's employer shall fill in the questionnaires.  
\*The form is attached to the end of the outline.
- (10) Enquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises)

Notes:

- \*A soft copy of the application documents will not be accepted.
- \*AOTS may ask the applicants to submit additional documents other than above listed, if necessary.

The formats are available from AOTS Overseas Office listed in Item 10 or Overseas Collaborating

Organizations. Please ask them.

5-2) Application from host companies in Japan

Please refer to below website (Japanese).

( <http://www.aots.jp/jp/ikusei/management/proc01.html> )

Host companies should ensure the delivery of application documents to the Training Administration Group of AOTS **no later than 9 December 2019**.

**[Screening Committee Meeting]**

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **9 January 2020**, for official approval of participation. Those who have successfully passed the screening process will be notified when they receive the invitation documents.

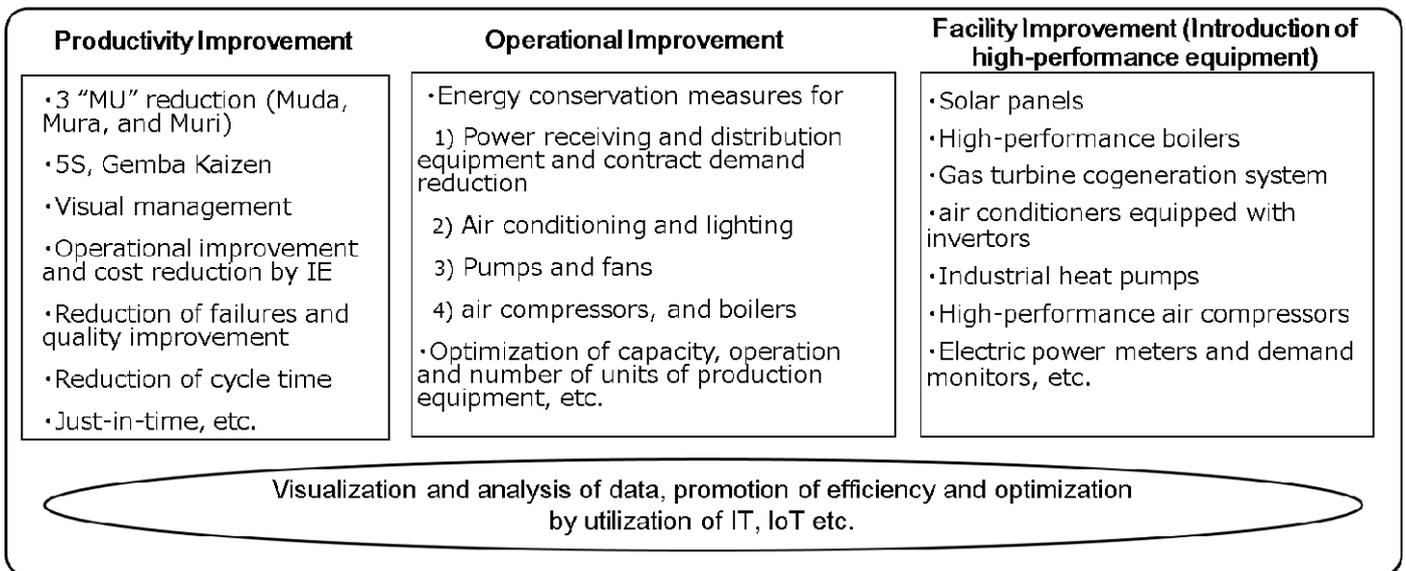
Notes: If the number of participants is less than 18 as of 9 December 2019, AOTS will cancel or postpone this program.

6. OUTLINE OF THE PROGRAM:

- OBJECTIVES

In this course, participants will learn about the three approaches (productivity improvement, operational improvement, and facility improvement) and specific techniques to conserve energy in the production process in the automobile, industrial machinery and electrical machinery fields and aim at realizing energy-saving in the production sites at their own companies by implementing the formulated actions plans after they return to their countries.

**Three approaches to conserve energy in the production process**



- DURATION

5 – 18 February 2020 (2 weeks)

- CONTENTS

### *Preparatory Step*

Prepare for the presentation to be made on the last day of the course by utilizing what are specified in the preparatory report such as the current situation of the participants' own company, issues, problems, target values for improvement. Therefore, the participants should prepare the target values established by their companies (for example, values concerning environmental impact) and data that serves as a basis for the relevant values in advance for their visit to Japan and bring them along with them.

### *First Step*

Examine the background of why carbon reduction is required and raise awareness of the roles and responsibilities that manufacturing industry should play, and learn about what specific measures are being implemented by the Japanese manufacturing industry in such trend. Understand that the construction of a high-performance production system, which Japanese companies take pride in, will eliminate unreasonable, irregular and wasteful factors, leading to the reduction of energy consumption.

### *Second Step*

Learn about the three approaches for energy-saving in the production process: (1) productivity improvement, (2) operational improvement, (3) facility improvement. In particular, place focus on (1) and learn about the improvement techniques required for improving productivity and quality such as 5S and visual management, techniques for practical production management and techniques for energy-saving in manufacturing sites through lectures and exercises. In addition, enhance understanding of how these management techniques are being implemented in actual sites through company visits.

### *Third Step*

By utilizing what participants learned in this program, formulate a plan of action for the promotion of energy-saving in the production sites in their own companies on the specific ways to make efforts in energy-saving based on the above mentioned three approaches after reviewing the target values.

A typical daily schedule consists of a 3-hour morning session and a 3-hour afternoon session. Some evening sessions may also be organized after dinner, as per necessary, dependent upon initiatives of participants of group.

Refer to the Tentative Schedule for further details.

## - LANGUAGE

All lectures, discussions, company visits and exercises will be conducted in English or Japanese with translation into English. In principle, the program documents and training materials will be prepared in English.

## -TRAINING LOCATION AND ACCOMMODATION

**AOTS Kansai Kenshu Center (KKC) <may change in consideration of various factors>**

<http://www.aots.jp/en/center/about/kkc.html>

7-5, Asaka 1-chome, Sumiyoshi-ku, Osaka 558-0021, Japan

Tel: 81-6-6608-8260 (Reception) Fax: 81-6-6690-2678

**Tentative Schedule**  
**of**  
**The Program on Productivity Improvement [TPPI]**  
5 - 18 February 2020 AOTS Kansai Kenshu Center

Date	Morning Session	Afternoon Session	
4 Feb.(Tue.)	(Arrival in Japan)		
5(Wed.)	Opening Ceremony / Orientation 【Lecture】 The roles and responsibilities of manufacturing industry to realize a reduced carbon society	【Lecture】 Characteristics of Japanese-style production management	
6(Thu.)	【Lecture and exercise】 5S and visual management	【Lecture】 Reduction of process failures through quality improvement	
7(Fri.)	【Lecture and exercise】 Procedures for waste reduction and <i>Gemba Kaizen</i>		
8(Sat.)	【Lecture and exercise】 Energy-saving by the improvement of site operational practices (1)		
9(Sun.)	Day off		
10(Mon.)	【Lecture and exercise】 Energy-saving by the improvement of site operational practices (2)		
11(Tue.)	【Lecture and exercise】 IT-supported production process management and control, and productivity improvement		
12(Wed.)	【Lecture】 Quality Control Activities at Gemba		
13(Thu.)	STUDY TOUR	【Visit】 Operation improvement	【Visit】 IT utilization
14(Fri.)		【Visit】 Productivity improvement	(Transit)
15(Sat.) 16(Sun.)	Days off		
17(Mon.)	【Lecture】 Energy-saving improvement by the introduction of high-performance equipment	【Lecture】 Formulation of action plans and consultation	
18(Tue.)	Final Report Presentation	Final Report Presentation/ Closing Ceremony	
19(Wed.)	(Departure from Japan)		

## Remarks:

- (1) The above schedule is subject to change due to the convenience of lecturers and cooperating companies, or for other unavoidable reasons.
- (2) Several group discussion sessions may be arranged in the evening.
- (3) Though Saturday and Sundays are days off in general, lectures may be scheduled if deemed necessary.

## 7. Arrival and Departure Dates:

Participants in principle are requested to arrive in Japan the day before the commencement of the training program and leave Japan the day after the final day of the program.

## 8. TRAINING COSTS (Application from overseas countries):

The training costs and the procedures for the settlement differ depending on whether an overseas company makes the application via AOTS's overseas office and collaborating organization or a Japanese host company in Japan makes the application. The following is an explanation of the case of the application from an overseas country via AOTS's overseas office and collaborating organization.

### 8-1) Outline

AOTS training programs are financed by Japanese government subsidy from the Japanese Ministry of Economy, Trade and Industry (METI) together with the Participation Fee from the participants themselves.

The Training Costs will vary in accordance with the actual airfare and participants' staying days. Therefore, the Participation Fee will be finalized after their arrival in Japan by submitting the actual air ticket and the receipt. The international Travel Expenses have an upper limit called Standard Airfare Limits, which depend on the country and the region as shown in Table 2.

The Estimate of the Participation Fee is shown in Tables 1.

**\*There is NO difference between "Developing Countries" and "Least Developed Countries in accordance with the DAC (Development Assistance Committee) list for CRTP Programs.** Therefore, only one Estimate of the Participation Fee is listed here.

Participants will be requested to pay the Participation Fee in Japanese Yen in cash to AOTS after their arrival in Japan.

\*Please note that the subsidy from the Japanese government will be applicable from the day before the commencement of the training program to the final day of the training program in principle.

### 8-2) Breakdown

The Training Costs are the total amount of expenses to invite a participant to a training program in Japan. It is the sum of 1. Allowance Costs, 2. Course Implementation Costs, and 3. Domestic Travel Allowance. The Participation Fee, the amount that participants should bear, consists of Contribution to Allowance Costs and Contribution to Course Implementation Costs.

#### 1. Allowance Cost

Allowance cost is composed of the following items.

The Contribution to Allowance Costs for the participants is 1/3 of the Allowance Costs.

**\*There is NO difference between "Developing Countries" and "Least Developed Countries in accordance with the DAC (Development Assistance Committee) list for CRTP Programs.** The Contribution to Allowance Costs is 1/3 of the Allowance Costs regardless of the participant's country of residence.

##### (1) International Travel Expenses

- The subsidy from the Japanese government will cover the actual airfare up to the Standard Airfare Limits (the AOTS's Standard Airfare Limits for FY2019 is shown in Table 2.). International travel expenses are provided if an air ticket and its receipt satisfy the required conditions; they are not provided if the conditions are not satisfied or the participant is travelling on a free ticket.

- Participants should purchase their own round-trip air tickets. Please refer to “Guidelines for Purchase of Air Tickets by the Participant” for the arrangement and the method of reimbursement for details.
- A participant is not allowed to overstay at city(ies) of a third country between participant home country and Japan for any reasons other than flight convenience. In such a case, AOTS might not reimburse the International Travel Expenses to the participant.

## **(2) Accommodation and Meal Allowance**

At the AOTS Kenshu Center

- During the training period, participants will be accommodated at an AOTS Kenshu Center. AOTS will provide a participant with accommodation in a single room to the value of ¥9,020 per day with meals (lunch, dinner and breakfast), while the participant stays at an AOTS Kenshu Center.
- For the arrival day, AOTS will provide a participant with accommodation to the value of ¥8,180 per day with dinner and breakfast at an AOTS Kenshu Center.
- Please note that AOTS Kenshu Center canteens are closed on Sundays. The participant will receive ¥2,620 in cash per day for meals to cover the day of closure.

During the study tour

- When a study tour is implemented during the training program, a participant will be provided with accommodation to the value of ¥10,267 (the upper limit) per day, but the meal allowance (¥2,620 per day) will be paid in cash by AOTS.

## **(3) Personal Allowance**

- AOTS will pay ¥1,040 per day in cash to a participant.

## **2. Course Implementation Costs**

Course Implementation Costs, which is the cost to carry out a 2-week AOTS Management Training Program, is ¥407,000 and the Contribution to Course Implementation Costs (the amount participants should bear) is ¥168,000.

## **3. Domestic Travel Allowance**

- Expenses for a part of transportation fee between international airport in Japan and AOTS Kenshu Center
- AOTS will pay ¥1,800 in cash to a participant for the cost of travel between Kansai International Airport (Osaka) and AOTS Kansai Kenshu Center (KKC).

## **Contribution to AOTS's Administration Cost**

AOTS would like to ask the participants to support us by giving us ¥30,000 per participant as Contribution to AOTS's Administration Cost.

This contribution is not obligatory, however, it would be highly appreciated if you could understand the purpose of the contribution and give us the above amount of money in addition to the Participation Fee.

**[Table 1] Estimate of the Fees and Costs****Country: Bangladesh****International Travel Expenses:****Dhaka - Kansai /Japan, Roundtrip****Management Training Course:****2 -week Course**

(Japanese Yen)

<i>Training Costs</i>	Total Amount	Japanese government Subsidy	Participation Fee
1. Allowance Costs <Breakdown of Allowance Cost>	<u>280,027</u> <Breakdown>	186,684 [2/3]	93,343 [1/3]
(1) International Travel Expenses	126,100		
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 8,180 x 1 day (Arrival Day) =	8,180		
@ 9,020 x 13 days = [during the study tour]	117,260		
b. Meal Allowance			
@ 2,620 x 1 day(s) =	2,620		
c. Accommodation Allowance			
@ 10,267 x 1 day(s) =	10,267		
(3) Personal Allowance			
@ 1,040 x 15 days =	15,600		
2. Course Implementation Costs	<u>407,000</u>	239,000	168,000
3. Domestic Travel Allowance (Kansai Airport - KKC)	<u>1,800</u>	1,800	
Total	<u><u>688,827</u></u>	<u><u>427,484</u></u>	<u><u>261,343</u></u>

\* The maximum amount of airfare claimable to subsidize the air ticket's purchase. The air ticket should be purchased by the participant. AOTS will subsidize the amount in accordance with its rules & regulations.

\*      : those amounts highlighted in grey will be paid in kind. [1.-(2)-a. /1.-(2)-c.]

\*      : those amounts highlighted in yellow will be paid in cash to participants by AOTS [1.-(1) /1.-(2)-b. /1.-(3) /3.]

\* International travel expenses subsidy will be provided if the air ticket and its receipt satisfy the required conditions; they are not provided if the conditions are not satisfied or the participant is travelling on a free ticket.

In the event that the international travel expenses subsidy will not be provided, the amount of 1.-(1) in the above figure will be zero and therefore, the "Allowance Costs" and "Total Cost" will change accordingly.

**[Table 2] Standard Airfare Limits for CRTP program (FY 2019)**

Unit: Japanese Yen

Area	Country	Place of Departure	Place of Arrival	Airfare Limit	Area	Country	Place of Departure	Place of Arrival	Airfare Limit	
South East Asia	Indonesia	Jakarta	Tokyo/Osaka	122,600	South Asia	India	Kolkata	Tokyo/Osaka/Nagoya	102,100	
			Nagoya	130,700				Chennai	Tokyo	98,100
		Surabaya	Tokyo/Osaka	130,800			Osaka/Nagoya		106,900	
			Nagoya	130,800				Coimbatore	Tokyo	105,100
		Manado	Tokyo/Osaka/Nagoya	140,000			Osaka/Nagoya		113,900	
		Medan	Tokyo/Osaka	119,100				Kochi	Tokyo	106,600
	Nagoya		121,400	Osaka/Nagoya			115,400			
	Yogyakarta	Tokyo/Osaka/Nagoya	135,600				Thiruvananthapuram	Tokyo	106,800	
	Cambodia	Phnom Penh	Tokyo/Osaka/Nagoya	96,400				Osaka/Nagoya	115,600	
			Singapore	Tokyo/Osaka/Nagoya			81,000		Hyderabad	Tokyo
	Thailand	Chiang Mai	Tokyo/Osaka/Nagoya	128,900			Osaka/Nagoya	115,400		
			Bangkok	Tokyo/Osaka/Nagoya				107,300	Bengaluru	Tokyo
	Philippines	Cebu	Tokyo/Nagoya	62,200			Osaka/Nagoya	112,200		
			Osaka	60,000				Delhi	Tokyo/Osaka/Nagoya	95,900
			Manila	Tokyo/Nagoya		65,500	Mumbai		Tokyo/Osaka	98,100
	Osaka	56,900		Nagoya		98,100				
	Vietnam	Hanoi	Tokyo/Osaka			108,400	Ahmadabad	Tokyo/Osaka	105,900	
			Nagoya	118,100		Nagoya		105,900		
			Ho Chi Minh City	Tokyo/Nagoya			108,400	Pune	Tokyo/Osaka	126,500
Osaka	108,400	Nagoya		126,500						
Malaysia	Kuala Lumpur		Tokyo/Osaka/Nagoya	63,000	Sri Lanka	Colombo	Tokyo	57,500		
		Tokyo/Osaka/Nagoya	75,700	Osaka			57,500			
		Tokyo/Osaka/Nagoya	75,700				Nagoya	63,000		
Myanmar	Yangon	Tokyo/Osaka/Nagoya	119,800	Nepal	Kathmandu	Tokyo/Osaka		124,100		
		Tokyo/Osaka/Nagoya	111,800			Nagoya	124,100			
Laos	Vientiane	Tokyo/Osaka/Nagoya	111,800	Pakistan	Karachi		Tokyo	117,600		
Northeast Asia	Mongolia	Ulaanbaatar	Tokyo			132,600	Osaka	134,700		
			Osaka			118,800		Nagoya	111,700	
	China	Shanghai	Tokyo			109,800	Islamabad		Tokyo	117,600
			Osaka			90,300			Osaka	134,700
			Nagoya			104,500		Nagoya		111,700
			Shenzhen		Tokyo	135,900	Lahore		Tokyo	130,700
					Osaka	135,480		Osaka	149,700	
					Nagoya	153,900			Nagoya	124,100
		Beijing	Tokyo		156,400	Bangladesh	Dhaka	Tokyo		126,100
			Osaka		141,800			Osaka	113,700	
			Nagoya		134,800				Nagoya	126,100
		Guangzhou	Tokyo	122,000	Chittagong	Tokyo	102,300			
Osaka			111,900	Osaka		92,500				
Nagoya			114,100			Nagoya	102,300			
Nanjing	Tokyo	141,500	Maldives	Male	Tokyo/Nagoya		319,800			
	Osaka	119,700			Osaka	319,800				
	Nagoya	131,600				Middle East	Iran	Tehran	Tokyo/Osaka/Nagoya	137,700
Chongqing	Tokyo	190,500	Tabriz	Tokyo/Osaka/Nagoya	140,900					
	Osaka	163,200		Nagoya	183,000					
	Chengdu	Tokyo	188,400		Turkey		Istanbul	Tokyo/Osaka/Nagoya	103,100	
Osaka		171,100	Antalya	Tokyo/Osaka/Nagoya			110,300			
Nagoya		200,400		Ankara			Tokyo/Osaka/Nagoya	108,500		
Dalian	Tokyo	143,700	Izmir			Tokyo/Osaka/Nagoya	108,500			
	Osaka	128,100		Nagoya	126,000					
	Tianjin	Tokyo	159,600		Liuzhou	Tokyo	132,300			
Osaka		141,800	Osaka	122,200						
Nagoya		156,400		Nagoya		124,400				

**[Table 3] List of Target Countries and Regions**

Applicants should be residing in the following countries/regions.

<b>Asia</b>	<b>Middle East</b>
Bangladesh	Afghanistan
Bhutan	Bahrain
Brunei	Iran
Cambodia	Iraq
China	Israel
Hong Kong	Jordan
India	Kuwait
Indonesia	Lebanon
Korea	Oman
Laos	Qatar
Macau	Saudi Arabia
Malaysia	Syria
Maldives	Turkey
Mongolia	United Arab Emirates
Myanmar	West Bank and Gaza Strip (Palestine)
Nepal	Yemen
Pakistan	
Philippines	
Singapore	
Sri Lanka	
Taiwan	
Thailand	
Timor-Leste	
Viet Nam	

***Guidelines for Purchase of Air Tickets by the Participant***

1. Arrival and Departure Dates:

Arriving in Japan on the day before the commencement of the program and departing on the day after the closing day of the program or the nearest days to be allowed by the flight schedule within two days before and/or after the program.

2. Method of Reimbursement:

During the training program in Japan, participants should present to AOTS their air tickets and submit official receipts of air ticket purchase for reimbursement. The sum of the following items (1) and (2) will be subsidized. In principle, an economy class air ticket purchased for a round-trip on the standard route according to the criteria of the International Air Transport Association (IATA) is defined as the standard airfare to be covered.

- (1) Actual round-trip airfare within the Standard Airfare Limits (the limits of AOTS's standard round-trip airfare amount) specified for the respective area (country).
- (2) The departure tax, airport tax and other taxes indispensable to the usual flight route defined by IATA subject to the submission of evidence.

[NOTE] A participant is not allowed to overstay at city(ies) of a third country between participant's home country and Japan by any reasons other than flight convenience. In such case, AOTS might not reimburse the International Travel Expenses to the participant.

3. Official Receipts:

AOTS will confirm the air ticket and official receipt and calculate the actual yen value of the air ticket with the exchange rate on the date of the ticket's issue.

- (1) AOTS can only accept the official receipts duly issued by the issuer in which a breakdown of the total airfare is explicitly described, such as airfare, tax (the departure tax, airport tax and other taxes indispensable to the usual flight route defined by IATA) and commission. It should also contain the name of the issuer's representative, address, telephone number and facsimile number.
- (2) Neither Invoice nor Calculation Sheet will be accepted as the receipt. However, an Invoice/Calculation Sheet using the letter-head of the air ticket issuer stating the word "Received" or "Paid" and including the signature of the air ticket issuer may be accepted.

\* If any participant fails to submit the official receipt duly issued by the relevant airline company or travel agent, the participant will not receive any subsidy towards his/her airfare and will be required to pay the full amount of the Participation Fee in cash to AOTS.

***Visa Acquisition Procedures:***

1. **Status of Residence:**

The status required for your training in Japan is "**Trainee.**"

2. **Visa Acquisition:**

A participant shall apply for and obtain a "Trainee" visa at a Japanese embassy or general consulate (hereinafter: diplomatic mission) with materials issued by AOTS such as a Guarantee Letter. It may be the case that the submitted materials are forwarded to the Consular Affairs Bureau (Tokyo) for checking.

3. **Notes:**

A bearer of a visa other than "Trainee" visa, e.g., a "temporary visitor" visa, a "multiple" visa, or an APEC business travel card (ABTC), or a citizen from a country/area participating in a visa waiver program with Japan must confirm with the local Japanese diplomatic mission prior to visa application if the existing visa is in accordance with the qualification of stay in Japan for the AOTS management training program.

## HANDLING OF PERSONALLY IDENTIFIABLE INFORMATION:

AOTS handles personally identifiable information we have obtained from the applicant as follows:

- (1) Administrator of Personally Identifiable Information: General Manager, General Affairs & Planning Department,  
The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS)  
Group in charge: General Affairs Group, General Affairs & Planning Department, AOTS  
Tel: 81-3-3888-8211 E-mail: [kojinhoho-cj@aots.jp](mailto:kojinhoho-cj@aots.jp)
- (2) Use of Personally Identifiable Information  
Personally identifiable information provided by the participant will only be used for the screening of the participants and the implementation of the training program. It will not be used for any other purposes or beyond the scope required by laws and regulations of Japan.

For AOTS's privacy policy, please visit below website.

<http://www.aots.jp/en/policy/privacy.html>

## 9. FURTHER INFORMATION:

## AOTS (Japan)

<b>Application from overseas countries:</b>	30-1, Senju-Azuma 1-Chome, Adachi-ku, Tokyo 120-8534, Japan	
Overseas Cooperation Group	Tel:	81-3-3888-8256
	Fax:	81-3-3888-8264
	E-mail:	<a href="mailto:shouhei-au@aots.jp">shouhei-au@aots.jp</a>

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Training Administration Group	Tel:	81-3-3549-3051
	Fax:	81-3-3549-3055
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\*For the contact address of the Overseas Collaborating Organizations, please contact Overseas Cooperation Group.

PRE-TRAINING REPORT / FOLLOW-UP REPORT CONSENT FORM

The Program on Productivity Improvement  
 -Energy conservation through productivity enhancement as well as the improvement of  
 operation practices in production lines-  
 [TPPI]

**These documents will be used as a reference material in 1) the screening process of applicants and 2) the group discussion and the presentation to be held during the program by sharing with lecturers and other participants. Therefore, the applicant is requested to fill in all of the items clearly and concretely.**

**\*AOTS will not use this information for any other purposes other than an AOTS training program.**

Note: Please fill in the following items by using a personal computer or similar equipment in English. Handwriting should be avoided except the signature.

PRE-TRAINING REPORT

1. Your name	
2. Your country	
3. Name of your company/ organization	
4. Your position and name of your department/ division  (preferably attach an organizational chart, indicating your position)	

5. Please select the column that applies to the products manufactured at your company and your duties and provide details.	Products being manufactured and your duties	Duties		Senior managers who have jurisdiction over the production line of the products listed on the left	Plant managers who have jurisdiction over the production line of the products listed on the left	Managers who have jurisdiction over the production line of the products listed on the left	Specialists or engineers in charge of the production line of the products listed on the left	
		Products						
		Automobiles	Finished products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Industrial Machineries	Finished products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Electric Machineries	Finished products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The details of the products being manufactured and your duties							
	6. Factors obstructing productivity enhancement and energy conservation in your company							

<p>7. Possible measures to solve such problems together with limitation factors</p>	
<p>8. Your expectations of the program in relation to the described problems</p>	

<p>9. What are the current values, and the target values that need to be achieved after returning home, as to your choice of either A or B (right)?</p> <p>No need to fill in both A and B.</p> <p>NOTE: If your department is INDIRECTLY involved in manufacturing, write about the whole of your factory. The target values should be practical.</p>	<p>&lt;Choose A or B&gt;</p>	<p>&lt;Current Values&gt;</p>		<p>&lt;Target Values&gt;</p>
	<p>A: Yearly power consumption of the whole of your factory</p>	<p>_____</p> <p>(kWh/year)</p>	<p>=&gt;</p>	<p>_____</p> <p>(kWh/year)</p>
	<p>B: Yearly power consumption of a process at your manufacturing department (or factory)</p>	<p>_____</p> <p>(kWh/year)</p>	<p>=&gt;</p>	<p>_____</p> <p>(kWh/year)</p>
<p>NOTE: If you choose B, write about the process you referred to, in the right column.</p>				

FOLLOW-UP REPORT CONSENT FORM

To: AOTS

I hereby consent to submit a follow-up report about how productivity improvement and energy saving have been achieved in the above site 6 months after the TPPI program.

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## Question 3:

(For a representative)

If you have ticked “Yes, I am” in the above Question 2, please answer the following question. When you use what is learned from the AOTS training in your company, how many managers and workers would receive the benefits of this during the year after the training? Please provide your rough estimate below.

About \_\_\_\_\_ people

## Question 4:

If you have ticked “Yes, I am” in the above Question 2, please answer the following question. When you use what is learned from the AOTS training, what benefits do you expect? Tick the following statement that applies to you (multiple answers allowed).

- A reduced load to the environment and energy saving will be realized.
- Technology development and product design and development will be possible in the home country.
- Production capacity will expand. [About \_\_\_\_\_] %
- Productivity will increase. [About \_\_\_\_\_] %
- Product and service quality will improve. [About \_\_\_\_\_] %
- Costs will be reduced. [About \_\_\_\_\_] %
- Market will be extended.
- Others [\_\_\_\_\_]

## Question 5:

Please provide the sales amounts of your company.

Actual sales for the last fiscal year [\_\_\_\_\_] USD \* 1 USD = 112 JPY

Estimated sales for this fiscal year [\_\_\_\_\_] USD \* 1 USD = 112 JPY

## Question 6:

The AOTS training program costs about 6,000 USD per person to run the course. Do you think the AOTS training programs produce enough benefits to justify the expense (6,000 USD)? Tick the following statement that applies to you.

- Yes
- No

## Question 7:

The following question is relevant to the above Question 6. Supposing that the expense (6,000 USD) is defined as “1”, describe the benefits obtained from the AOTS training program in numerical value. Roughly assess the benefits for the next five years after the training. Tick the following statement that applies to you. A very rough estimate is fine. Your response is highly appreciated.

- Below 1.0 => Provide a specific value [\_\_\_\_\_]
- 1.0 or above and below 1.5
- 1.5 or above and below 2.0
- 2.0 or above and below 2.5
- 2.5 or above and below 3.0
- 3.0 or above => Provide a specific value [\_\_\_\_\_]

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