



The Association for Overseas Technical Cooperation and Sustainable Partnerships
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ODA Program

November 2022

Program Outline

&

Participation Requirements

of

**The Production Management Training Program for
Vietnam**

[VNPM]

28 February – 9 March 2023

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 among 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 200,000 individuals from 198 countries and regions have undergone our training in Japan, while the cumulative attendance at our overseas programs till the end of fiscal 2021 exceeded 230,000.

AOTS organizes and develops a various range of training courses based on requests from returning participants and industry in developing countries.

The Production Management Training Program for Vietnam (VNPM) is a training program for mid- to senior managers working in the manufacturing industry in Vietnam. The objective of this program is for participants to acknowledge the challenges faced in the production site, to make the necessary kaizen (improvement) plans to overcome them, and to gain the competence to play an effective role in its execution in their own company.

2. COUNTRY:

Vietnam

3. NUMBER OF PARTICIPANTS:

20 participants

4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, mid- to senior-level managers involved in production management, productivity improvement, factory operations etc. in the manufacturing industry in Vietnam.
 - (2) Participants should be, in principle, more than 20 years old and over.
 - (3) Participants should be university graduates and/or have equivalent professional experience.
 - (4) Participants should have a sufficient working knowledge of Vietnamese.
 - (5) Participants should be healthy enough to undergo an intensive training program in Japan.
 - (6) Participants should be residing in Vietnam.
 - (7) Participants should not be students or armed forces personnel.
 - (8) Former participants of AOTS training programs (ODA-funded and CRTP programs) organized in Japan are not entitled to apply for any program which starts within six months (183 days) after they have returned home countries from Japan.
- * 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 countries soon after the completion of the program.

- (4) In the case of applications from other than Japanese-affiliated companies or local companies that hold local capital, the priority for selection becomes lower.
- (5) Those who work in the national government (agency) or the local government (agency) have lower priorities for selection to participate in this training programs, since the programs are mainly targeted at the people working in the companies/organizations in the private sector.
- (6) 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 collaborating organization or a Japanese host company in Japan makes the application. Please see below for details.

- (1) If participants apply to take part in practical training (on-site training) at a Japanese host company after participating in management training, they must apply through a legal entity in Japan (e.g., parent company) that will be their host company in Japan.
- (2) If participants apply through a Japanese host company, international travel expenses are not eligible for subsidy. Only in the case of participants from African countries, international travel expenses are eligible for subsidy.

(Application from host companies in Japan)

- (1) **Advance application:** The Japanese host company should contact the training and expert dispatch administration group of AOTS, the address of which appears in Item 15 by telephone or e-mail with an outline of the training plan (e.g., duties and background of the participants, whether practical training is required or not, etc.).

Please submit the following application documents to the training and expert dispatch administration group by **no later than 22 December 2022**.

1. AOTS Training Application Form (outline)
2. The trainee's personal record and enquiry into training contract
3. Pre-training report

- (2) **Formal application:** After receiving notification of acceptance of the advance application, the host company will be informed about the preparation of the necessary documents and arrangements for the formal application.

*If you have any questions, please contact the training and expert dispatch administration group (see Item 15).

*The above-mentioned AOTS prescribed forms can be downloaded from the website below.

<https://www.aots.jp/hrd/technology-transfer/download/#kanri-shinkokoku> (Japanese).

(Application from overseas countries)

Individual applicants should ensure the delivery of the following application documents in both PDF and Excel format through Overseas Collaborating Organizations to the Overseas Cooperation Group of AOTS listed in Item 14, **no later than 22 December 2022**.

As the deadline for the submission of the application documents differs for each organization, please ask the Overseas Collaborating Organizations. Please contact the Overseas Cooperation Group of AOTS listed in Item 14 for the contact address of the Overseas Collaborating Organization.

Applicants will be interviewed by the Overseas Collaborating Organizations.

[Application Documents]

- (1) AOTS Training Application Form and Applicant's Personal Record (AOTS official form: Handwriting should be avoided.)

*Soft copies of both PDF and Excel file will be required to submit.

- (2) Enquiry about your Interest in doing business with Japanese companies and/or Entry into Japanese market

*Excel file

- (3) Medical Check Sheet (AOTS official form: Handwriting should be avoided.) *PDF file
- (4) About the handling of Personal Information Concerning Trainees (AOTS official form) *PDF file
- (5) Overseas Travel Insurance Consent Form *PDF file
- (6) Enquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises) *PDF file
- (7) Pledge to Comply with the COVID-19 Disease Control Measures Specified by AOTS *PDF file
*For application forms (1) and (3) and (4) to (7) above 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.
- (8) A brochure of the applicant's company/organization *PDF file
- (9) Digital image of face photo (Please enter your name in the data title.)
- (10) Photocopy of the applicant's passport *JPEG or PDF file
*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 letters) and date of birth should be submitted instead.
- (11) Pre-Training Report *Word

Notes:

- **AOTS may ask the applicants to submit additional documents such as an official registration document and the latest financial statement of the company/organization, etc., other than the above listed, if necessary.
- ** The formats are available from the Overseas Collaborating Organizations. Please ask them.

[Screening Committee Meeting]

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **26 January 2023**, for official approval of participation. Those who successfully pass the screening process will be notified when they receive the invitation documents.

Notes: If the number of participants is less than 20 as of the application deadline, AOTS may cancel or postpone this program.

6. OUTLINE OF THE PROGRAM:

- OBJECTIVES

This training program is designed for mid to senior level managers in the manufacturing industry to deepen their understanding of challenges faced in their own production activities, to make necessary kaizen (improvement) plans and to gain knowledge to play an effective role in its implementation at their own company.

- KEY BENEFITS=

- (1) To understand the concept of Japanese "Monozukuri" (manufacturing) and production management practiced by distinguished Japanese manufacturing companies.
- (2) To deepen understanding of improvement methods to increase productivity, equipment maintenance to increase equipment efficiency, methods to develop production plans, and management methods to improve product quality.
- (3) To make a concrete action plan to introduce and promote the production management methods learned during the training in their own company.

- DURATION

Tuesday 28 February – Thursday 9 March 2023

- CONTENTS -

Step 1:

Participants will learn the current state of the Japanese manufacturing industry, the concept of manufacturing (Monozukuri), and production management as practiced by Japan's distinguished manufacturing companies.

Step 2

Through lectures and exercises, participants will learn productivity improvement methods such as 5S and visual management, equipment maintenance to improve equipment efficiency, how to develop production planning and management system, and management methods to improve product quality.

Through company visits, students will deepen their understanding of how these management methods are actually implemented in the production site.

Step 3

Based on what was learned in the lectures, company visits and discussions, participants will identify causes that are hindering the improvement of productivity level at their own companies. Participants will make an action plan to address those challenges based on implementation of Japanese production management methods learned during this training program and present their plan on the final day.

A daily schedule consists of a 3-hour morning session and a 3-hour afternoon session.

Please refer to the Tentative Schedule.

- LANGUAGE

All lectures, discussions and project company visits will be conducted in Vietnamese (lectures, full-day workshop and case studies). All the program documents and training materials will be prepared in Vietnamese.

-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

The Production Management Training Program for Vietnam 【VNPM】

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

**Tentative Schedule
of
The Production Management Training Program for Vietnam
【VNPM】**

28 February –9 March 2023

AOTS Kansai Kenshu Center (KKC) <To Be Determined>

Date	Morning (09:30 12:30)	Afternoon (13:30 16:30)
27 Feb. (Mon.)	Arrival in Japan	
28 (Tue.)	Orientation Opening Ceremony	【LECTURE】 Characteristics of Japan's Distinguished Manufacturing Companies
1 March (Wed.)	【LECTURE】 Equipment Maintenance and Production Maintenance	
2 (Thu.)	【LECTURE】 Productivity Improvement through 5S, Visual Management, Kaizen and Elimination of Waste (Muda)	
3 (Fri.)	【LECTURE】 Production Planning and Management and Key Points for achieving Competitive DX	
4 (Sat.)	<i>Day off</i>	
5 (Sun.)	<i>Day off</i>	
6(Mon.)	<i>Study Tour</i>	【VISIT】 Case Study of Productivity Improvement Activities
7 (Tue.)		【VISIT】 Case Study of Quality Control
8 (Wed.)	【LECTURE】 Concept of Quality and Overview of Quality Control in Production Site	
9 (Thu.)	【PRESENTATION】 Final Report Presentation	【PRESENTATION】 Final Report Presentation
10 (Fri.)	Departure from Japan	

- Remarks: (1) The above schedule is subject to change for the convenience of lecturers and cooperating companies, or for other unavoidable reasons.
(2) Several group discussion sessions will be arranged in the evening.
(3) Though Saturdays and Sundays are day 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 their settlement differ depending on whether an overseas company makes the application via the Overseas 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 a Collaborating Organization.

8-1) Outline

AOTS training programs are financed by Official Development Assistance (ODA) subsidies 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.
- Participants shall purchase their air tickets by themselves. For information on how to purchase tickets, please refer to p.11 'Guidelines for participants' air travel and reimbursement by AOTS'.
- In principle, the subsidy from the Japanese Government applies from two days before the start of the training until the last day of the training.
- The Estimates of the Participation Fee for the countries of Category 1 is shown in Table 1-1 listed on page 10.
- Participants are encouraged to enter the round-trip amount of the airline ticket they intend to purchase in order to ascertain the approximate amount of the participation fee when applying for training.
- For Category 1, the participation fee is the sum of 1. 1/3 of the allowance cost and 2. Course Implementation Fee.
- Participants will pay the participation fee upon arrival in Japan.
AOTS will reimburse the international travel expenses to the participant (the amount will be finalized based on the AOTS rules and regulations after checking the evidence documents for the purchase of the ticket submitted by the participant when he/she arrives in Japan).
The amount the participant actually pays after arrival in Japan is the participation fee minus the international travel expenses, Table 1-1 listed on page 10.
- In principle, payment is accepted by credit card (VISA or MASTER).
If it is difficult to pay by credit card, payment by cash will be accepted. In such case, please contact AOTS before coming to Japan.

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 and 2. Course Implementation Costs. The Participation Fee, the amount that participants should bear, consists of “Contribution to Allowance Costs” and “Contribution to Course Implementation Costs” [A].

1. Allowance Cost

The allowance cost is composed of the following items.

The Contribution to Allowance Costs for the participants from the countries in Category 1 is 1/3 of the Allowance Costs. Participants from the countries in Category 2 do not have to pay the Contribution to Allowance Costs.

(1) International Travel Expenses

- International travel expenses are provided if an air ticket and its evidence document for purchase of the air ticket 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 round-trip air tickets by themselves. Please refer to “Guidelines for Purchase of Air Tickets by the Participant” listed on page 11 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 the participant's 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 ¥9,440 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 ¥8,600 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 days 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, and the meal allowance (¥2,620 per day) will be provided to participants in kind or paid in cash by AOTS.

(3) Personal Allowance

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

(4) Domestic Travel Allowance

- AOTS will arrange for the participants a chartered bus or other means of transport from the international airport to the AOTS training center on arrival in Japan, or provide part of the transport costs in cash, as per the table below.

Airport of arrival in Japan	Training Center	Standard Amount (Round trip)	Standard Route
Narita International Airport (Tokyo)	AOTS Kenshu Center (TKC)	5,460JPY	Narita international Airport (Tokyo) — AOTS Tokyo Kenshu Center (TKC)
Kansai International Airport (Osaka)	AOTS Kenshu Center (KKC)	1,800JPY	Kansai International Airport (Osaka) — AOTS Kansai Kenshu Center (KKC)

(5) Welfare costs (Overseas Travel Insurance premiums)

- These are the costs of overseas travel insurance insured by AOTS for the participants.

2. Course Implementation Costs

The Contribution to Course Implementation Costs for a two-week course (the amount participants should bear) is ¥168,000.

Contribution to AOTS's Administration Cost

AOTS would like to ask the participants to support us by offering ¥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. AOTS will issue the receipt for the participants.

[Table 1-1] Estimate of the Fees and Costs [Category 1 Country]

Estimate of the Training Costs

Country: HCM/Hanoi, Vietnam
 International Travel Expenses: HCM/Hanoi, Vietnam - Kansai, Japan, Roundtrip
 Management Training Course: VNPM (10 days)

Please enter your airfare in green-colored column to make calculation.

1. Overview of the Estimate of the Training Costs

(Japanese Yen)			
Training Costs	Total Amount	ODA Subsidies	Participation Fee
1. Allowance Costs			
<Breakdown of Allowance Cost>	<Breakdown>		
(1) International Travel Expenses	75,000	[B]	
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 8,600 x 1 day (Arrival Day) =	8,600		
@ 9,440 x 9 days =	84,960		
[during the study tour]			
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 11 days =	11,440		
(4) Domestic Travel Allowance	1,800		
(Kansai airport - KKC)			
(5) Welfare Costs			
Overseas Insurance	1,490		
Subtotal (1)~(5)	196,177	[2/3] 130,784	[1/3] 65,393
2. Course Implementation Costs	516,000	348,000	168,000
Total	712,177	478,784	233,393 ••• [A]

The amount of International Travel Expenses shown here is for reference only. Please put the airfare you plan to purchase and make calculation by yourself. Please also see 3. Notes at the bottom of the page.

Grey colored column = The amount paid in kind to participant by AOTS.

Yellow colored column = The amount paid in cash to participant by AOTS during the training.

2. Settlement Method and Breakdown

After arrival in Japan, the participant and AOTS shall make a settlement [C]=[A]-[B] shown below.
 If the difference [C] is negative (-), it means that the amount will be paid from AOTS to the participant.

	Item	Amount (Japanese Yen)	Note
[A]	Participation Fee (Participation Fee consists of one third of 1. Allowance Costs and 2. Course Implementation Costs)	233,393	This is the amount participants should bear, and the value of which varies with the International Travel Expenses amount, and participants' staying days. Testing fees may also vary.
[B]	International Travel Expenses paid back from AOTS to participant during the training.	75,000	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan [C]=[A]-[B]	158,393	-

(Japanese Yen)

	Amount paid to participants from AOTS to participant in cash during the training.	15,860	Total amount of yellow colored column in the table.
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3. Notes

Air ticket will be purchased by participant. AOTS will subsidize the amount in accordance with rules & regulations.
 International travel expenses subsidy will be provided if an air ticket and its receipt satisfy required conditions; not provided if unsatisfying conditions or for a free ticket.
 In case 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 be changing accordingly.

**Guidelines for Purchase of Air Tickets by the Participant
And method of reimbursement by AOTS**

*This is an overview of the Guideline of purchasing air ticket. Further details will be sent together with invitation letters to participants.

Guidelines for the Arrangement of E-Tickets by the Participant

The participant is requested to purchase a **round-trip e-ticket** at one time before departure for Japan. In order to apply for Japanese government airfare subsidy properly, the following are requested of the participant. Please note that if the participant arranges the e-ticket differently, the airfare may not be subsidized.

1. Flight Route:

The participant should arrange the most direct flight route between the closest international airport to his/her place of residence or work in his/her home country and the closest international airport to the respective AOTS training center in Japan.

2. Arrival/Departure Dates & Times in Japan:

Arriving in Japan the day before the commencement of the training program and departing the day after the closing day of the program.

3. Flight Class

In principle, the actual round-trip airfare for a **discount economy class flight** on a direct flight or a connecting flight on a reasonable route.

*The term “Discount Economy” means economy class tickets with a discount applied.

*Normal economy class and business class tickets are not eligible for subsidy.

Necessary Documents to submit for Reimbursement

1. Before coming to Japan:

Participants are requested to submit below-mentioned purchase evidence documents to AOTS for prior confirmation by the deadline.

Purchase Evidence Documents	Details *Breakdown should be written in English . If written in Vietnamese, please provide English translation (handwritten is acceptable).
(i) Receipt	<ul style="list-style-type: none"> -Payment receipts issued by travel agencies. -If purchased via the internet, a screenshot of the credit card authorization screen or a copy of the credit card statement is acceptable. -E-tickets with the word 'receipt' or 'received' and statement of the actual purchase price are also acceptable. -It should also contain a breakdown of airfare and tax amount, the name of issuer's representative, address and telephone number of issuer.
(ii) E-ticket	<ul style="list-style-type: none"> -E-ticket shall contain the date of issue, the flight itinerary, seat class CODE (e.g., B, H, K, L, M, N, Q, T, V, X, etc. * However seat class codes vary by airline, the codes listed here are usually recognized as discount economy. Code Y is not accepted as Y usually stands for normal economy.) and a fare calculation breakdown of the airfare and taxes. - If the seat class code cannot be verified on the e-ticket submitted by the participant, the amount of the subsidy may be determined up to the estimated amount obtained by the AOTS under the same terms and conditions.

2. After arrival in Japan and during the training:

Participants are requested to submit e-ticket and boarding pass stub at the orientation session on the first day of the training program in Japan.

AOTS will confirm the air ticket submitted by the participant and the above purchase evidence documents and

calculate the actual JPY value of the airline ticket at the exchange rate on the date of issue. AOTS finalizes the travel expenses based on these documents and will reimburse the participant in cash (JPY).

*If the airline ticket does not meet the conditions mentioned in “Guidelines for the Arrangement of E-Tickets by the Participant” or if any participant fails to submit the purchase evidence documents specified above, the participant will not receive any subsidy towards his/her international travel expenses.

9. VISA ACQUISITION PROCEDURES:

(1) Status of Residence:

The status required for your training in Japan is a “Trainee.”

(2) Visa Acquisition

A participant shall apply for and obtain a “Trainee” visa at a Japanese embassy or a 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. Please note that it is strongly recommended to apply well in advance as the application documents may be referred to the ministry in Japan, which can take time.

(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.

10. OVERSEAS TRAVEL INSURANCE COVERAGE:

AOTS provides participants with travel insurance from the time of departure from their home country until the time of return to their home country. The cover consists of medical expenses for medical treatment at a medical institution for injuries and illnesses, as well as liability and rescue costs. Please refer to “Overseas Travel Insurance Consent Form” and submit a signed agreement to confirm your agreement with the overseas travel insurance coverage when you apply for the training.

11. PLEDGE TO COMPLY WITH THE COVID-19 DISEASE CONTROL MEASURES

SPECIFIED BY AOTS:

When applying to participate in AOTS training, participants must pledge to ensure that they comply with the quarantine requirements set out by AOTS before and during their stay in Japan, that they will take the necessary measures to prevent COVID-19 infection during their stay in Japan, and that they will take the utmost care not to interfere with the training. The participant must pledge to take the necessary precautions to ensure that the training will not be disrupted. Participants must confirm the said pledge in the training application form and submit a signed agreement to confirm their consent at the time of application for training.

12. QUARANTINE MEASURES UPON ENTRY INTO JAPAN:

Quarantine measures upon entry into Japan are as follows.

<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

(1) If you have a valid vaccination certificate

Neither On-arrival Test nor isolation after entry is required.

In addition, a questionnaire must be filled out upon entry.

Please refer to the link below for information on vaccines that are considered valid.

Valid vaccination certificate: <https://www.mhlw.go.jp/content/000997373.pdf>

(2) In the absence of a valid vaccination certificate

Please take a test within 72 hours of departing from your country of residence and present a negative test certificate issued by a medical institution at the quarantine station upon entry into Japan.

In addition, a questionnaire must be filled out upon entry.

With a valid certificate of testing, neither On-arrival Test nor isolation after entry is required.

Please refer to the link below for information on valid certificate of testing.

Valid certificate of testing: <https://www.mhlw.go.jp/content/000825144.pdf>

* Fast Track (Recommended)

Fast Track is recommended to speed up the quarantine process.

Please use the Fast Track to determine if your vaccination and certificates of testing are valid.

Fast Track: <https://www.hco.mhlw.go.jp/en/>

13. 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 and Personnel Group, General Affairs & Planning Department, AOTS

Tel: 81-3-3888-8211 E-mail: kojinjoho-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>

14. COLLABORATING ORGANIZATION (APPLY TO):**Institute of Management and Technology (IMT)**

Mr. Pham Ngoc Tuan, President Mr. Luu Nhat Huy, Director	47 Phung Khac Khoan Street, Da Kao Ward, District 1, Ho Chi Minh City, Vietnam.	
	Tel:	84 (28) 36 200 600
	URL:	http://www.imt.vn
	E-mail:	info@imt.vn

* If you apply from Vietnam, please contact **Institute of Management and Technology (IMT)** for details.

15. FURTHER INFORMATION:**AOTS (Japan)**

Inquiry from overseas countries:	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan	
Overseas Cooperation Group, Operations Management Department	Tel:	81-3-3888-8256
	Fax:	81-3-3888-8242
	E-mail:	shouhei-au@aots.jp

Inquiry from host companies in Japan:	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan	
Training & Expert Dispatch Administration Group, Corporate Liaison Department	Tel:	81-3-3888-8221
	Fax:	81-3-3888-8428
	E-mail:	g-ukeire-ak@aots.jp

Inquiry from overseas countries:	Amarin Tower 12F 496-502 Ploenchit Rd, Lumpini, Pathumwan, Bangkok 10330 Thailand	
Bangkok Office	Tel:	66-2-255-2370
	Fax:	66-2-255-2372
	E-mail:	information@aots.or.th

*The requirements written in this program outline are based on the Japanese Government's border measures as of 1 November 2022. The requirements may change due to changes in the Japanese Government's border measures and conditions for the termination of isolation.

PRE-TRAINING REPORT

**- The Production Management Training Program for Vietnam -
[VNPM]**

Please fill in the following items by using a personal computer or similar equipment in English or in Vietnamese. Handwriting should be avoided. AOTS will duplicate and distribute it to lecturers and other participants as a reference material for the group discussion and the presentations to be held during the program.

1. Your name	
2. Name of your company/ organization	
3. Outline of your company/organization (Please give a brief description or outline of your company/organization.)	
4. Business outline, product lines/service, and size of business of your company	
5. Your position and name of your department (preferably by attaching an organizational chart indicating your position)	
6. Your duties in detail	

<p>7. Present situation of production management in your organization</p>	
<p>8. Most critical managerial problems related to production management you are now facing, indicating their causes from your viewpoint</p>	
<p>9. Possible measures to solve such problems together with limitation factors</p>	
<p>10. Your expectations of the program in relation to the described problems</p>	