

ODA Program

April 2025

**Program Outline
&
Participation Requirements
of
The Program on Corporate Management for Africa
-Learning from Japanese Business Innovations-
[AFCM]**

**Onsite training in Japan: 13 – 26 August 2025
Online post- course session: 19 November 2025**

1. BACKGROUND OF THE PROGRAMS:

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 2023 exceeded 240,000.

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

The Program on Corporate Management for Africa (AFCM) is one of such management training programs, which is being organized in collaboration with African Federation of AOTS Alumni Societies (AFAAS) in order to enhance the management skills of managers and executives working in African companies and/or organizations. The purpose of this program is to learn and understand innovation, especially for creating new businesses and restructuring existing businesses, in order to clarify what your company needs for future development and to develop effective management strategies.

*This program will be held during the implementation period of TICAD 9 (From 20 to 22 August, held in Yokohama, Japan), the 9th Tokyo International Conference on African Development. Therefore, the curriculum will include visits to TICAD 9 co-sponsored events "TICAD Business Expo and Conference", etc. during the program.

2. COUNTRY:

Please refer to the below "List of Target Countries and Regions".

List of Target Countries and Regions

<i>Category 2</i>		
Algeria	Eswatini	Namibia
Angola	Ethiopia	Niger
Benin	Gabon	Nigeria
Botswana	Gambia	Rwanda
Burkina Faso	Ghana	Sao Tome and Principe
Burundi	Guinea	Senegal
Cabo Verde	Guinea-Bissau	Sierra Leone
Cameroon	Kenya	Somalia
Central African Rep.	Lesotho	South Africa
Chad	Liberia	South Sudan
Comoros	Madagascar	Sudan
Côte d'Ivoire	Malawi	Tanzania
Democratic Republic of the Congo	Mali	Togo
Djibouti	Mauritania	Tunisia
Egypt	Mauritius	Uganda
Equatorial Guinea	Morocco	Zambia
Eritrea	Mozambique	Zimbabwe

Those who reside in the countries listed in the table and are recommended by AOTS's Overseas Collaborative Organization or able to apply from a Japanese company located in Japan may apply.

3. NUMBER OF PARTICIPANTS:

15 participants

4. PARTICIPATION REQUIREMENTS:

- (1) Participants should be, in principle, owners, directors, or middle/senior managers of a company or an organization.
- (2) Participants should be more than 20 years old and over.
- (3) Participants should have a sufficient working knowledge of English.
- (4) Participants should be university graduates and/or have equivalent professional experience.
- (5) Participants should be healthy enough to undergo an intensive training program in Japan.
- (6) Participants should be residing in the countries and/or regions listed “List of Target Countries and Regions” on Article 2.
- (7) Participants should not be students or armed forces personnel.
- (8) Former participants of the subsidized training programs in Japan organized by AOTS are not entitled to apply for any program which starts within six months (183 days) after they have returned home countries from Japan.

Notes:

- (1) Participants shall attend all the events in the curriculum provided for each management training program. (Including Online post- course session)
- (2) Family members or business partners (colleagues/subordinates of the participant’s company) 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.

Preferential Selection:

- (1) 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.)
- (2) In the case of applications from non- Japanese affiliated companies that do not have any business relations with Japanese companies, the priority for selection becomes lower.
- (3) In addition, applications from companies with capital from developed countries will be given lower priority in the selection process than applications from local companies that hold local capital.
- (4) Those who work in the national government (agency) or the local government (agency) have lower priority to participate in this training programs, since the programs are mainly targeted at the people working in the companies/organizations in the private sector.
- (5) 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. OUTLINE OF THE PROGRAM:

- OBJECTIVES

This program is designed for the participants to learn and understand management methods related to corporate management, methods for creating new businesses and restructuring existing businesses, and case studies of Japanese business innovations in order to clarify what they need to do to develop their companies in the future and develop effective business strategies for their companies. The purpose of this program is to help participants to clarify what they need to do to develop their own effective business strategies.

- KEY BENEFITS

- (1) To deepen your understanding of the basic knowledge of leadership required for managers, executives, etc.

- within a company, as well as the concept of management philosophy and corporate culture.
- (2) To learn about ideas and methods for new business creation and the development of existing businesses.
 - (3) To broaden participants' perspective as a manager and create a concrete activity plan on how to solve and improve management issues faced by their companies after returning to their home country.

- CONTENTS

[1st Step]

As a person involved in corporate management, the participants will first look back on themselves and understand how they should take leadership and manage as a manager. In addition, participants will deepen their understanding of management philosophy and corporate culture through case studies and exercises.

[2nd Step]

Participants will learn what innovation in business means in order to restructure their own business to create further added value or to create a new business. Through case studies of innovation in Japanese companies, participants will further deepen their understanding of how to build innovative business plans.

[3rd Step]

Through case studies and business exchange meeting, participants will deepen their understanding of the needs of Japanese companies entering or considering entering Africa and the key points for becoming a local partner company.

[4th Step]

Participants will reflect on the methods and case studies learned in the program, and through discussion will consider how to solve and improve management issues faced by their own companies. Participants will also create a roadmap outlining specific activity plans and prepare for future activities.

[5th Step] (Online post- course session)

Participants will present how they are applying what they have learned in Japan to their practical work after returning to their home countries after their training in Japan. The presentations and the lecturer's comments on them will be used to further promote future projects and activity plans.

The course will usually consist of three hours in the morning and three hours in the afternoon. Group Discussion may take place in the evening. Please see the Tentative Schedule for further details.

- DURATION

Onsite training in Japan: Wednesday 13 August – Tuesday 26 August 2025 (14 days)

Online post- course session: Wednesday 19 November 2025 (1 day)

- LANGUAGE

All lectures, discussions, and 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 Corporate Management for Africa [AFCM]**
13 – 26 August 2025, AOTS Kansai Kenshu Center (KKC)

Date	Morning		Afternoon
12-Aug (Tue)	(Arrival in Japan)		
13-Aug (Wed)	Orientation Opening Ceremony		[Lecture & Exercise] Management Leadership
14-Aug (Thu)	[Lecture & Exercise] Management Philosophy and Corporate Culture		
15-Aug (Fri)	[Visit] Case of cutting-edge Japanese company technologies, products and services		
16-Aug (Sat)	Day off		
17-Aug (Sun)	Day off		
18-Aug (Mon)	[Lecture & Exercise] Innovation and new business creation		
19-Aug (Tue)	[Lecture & Exercise] Business plan development using the Business Model Canvas (BMC)		
20-Aug (Wed)	Study Tour	Move to visit site	[Visit] Case of Business Innovation of Japanese Company
21-Aug (Thu)		[Visit] Case of Japanese Companies Doing Business in Africa	[Meeting] Business Exchange Meeting with Japanese Companies
22-Aug (Fri)		[Visit] Case of Japanese Companies Doing Business in Africa	Move to KKC
23-Aug (Sat)	Day off		
24-Aug (Sun)	Day off		
25-Aug (Mon)	[Lecture] Case of Japanese Companies Doing Business in Africa		[Visit] Case of Business Innovation of Japanese Company
26-Aug (Tue)	[Lecture] Training Summary and General Questions		
			Closing Ceremony
27-Aug (Wed)	(Departure from Japan)		

19 November 2025
Online

Date	Evening (17:00 – 19:00 JST)
19- Nov (Wed)	Presentation of participants of their activities upon returning to their home countries and follow-up lecture

- 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.
- (4) Business exchange meeting, etc. may request presentations by participants.

6. APPLICATION PROCEDURE:

(Application from host companies in Japan)

- (1) **Advance application:** The Japanese host company should contact the Corporate Liaison Group I /II of AOTS, the address of which appears in Appendix 1, 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 the deadline.

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 Corporate Liaison Group I /II (see Appendix 1).

*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 I of AOTS listed in Appendix 1 by the deadline.

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 I of AOTS listed in Appendix 1 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
*For application forms (1) and (3) and (4) to (6) 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.
- (7) A brochure of the applicant's company/organization *PDF file
- (8) Digital image of face photo (Please enter your name in the data title.)
- (9) 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.
- (10) 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 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 applicants is less than the number of participants by the application deadline, AOTS may cancel or postpone this program.

Deadline of applications for AFCM to reach AOTS, Japan: **no later than 3 June 2025.**

Screening Committee for AFCM: **3 July 2024**

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 “Guidelines for Purchase of Air Tickets by the Participant and method of reimbursement by AOTS” on Appendix 2.
- In principle, the subsidy from the Japanese Government applies from the day before the start of the training until the last day of the training.
- Sample estimate of the Participation Fee is shown in Appendix 3 “Estimate of the Fees and Costs”.
- 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.
- The participation fee is 156,000 yen, after subsidy for 2. Course Implementation Costs minus ODA Subsidies on Appendix 3. (1. Allowance Costs are fully subsidized.)
- 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.
- In principle, payment is accepted by credit card.
AOTS Tokyo Center (Tokyo): Visa and Mastercard can be accepted.

AOTS Kansai Kenshu Center (Osaka): Visa, Mastercard, JCB, American Express, Diners Club, and Discover can be accepted.

-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.

Participants 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 and method of reimbursement by AOTS” listed on Appendix 2 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 JPY 11,600 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 JPY 10,600 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 JPY 3,100 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 JPY 14,500 (the upper limit) per day, and the meal allowance (JPY 3,100 per day) will be provided to participants in kind or paid in cash by AOTS.

(3) Personal Allowance

- AOTS will pay JPY 1,000 per day in cash to a participant.

(4) 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 JPY 156,000.

3. 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.

【Train】

Airport of arrival in Japan	Training Center	Standard Amount (Round trip)	Standard Route
Kansai International Airport (Osaka)	AOTS Kenshu Center (KKC)	JPY 1,760	Kansai International Airport (Osaka)— AOTS Kansai Kenshu Center (KKC)

- In either case, AOTS will arrange a meeting service at the arrival airport in Japan.

Contribution to AOTS's Administration Cost

AOTS would like to ask the participants to support us by offering JPY 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.

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 arrival in Japan until the time of departure from Japan. 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. 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.

<https://www.aots.jp/en/privacy-policy/>

PRE-TRAINING REPORT

The Program on Corporate Management for Africa [AFCM]

Please fill in the following items by using a personal computer or similar equipment in English. 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. Your country	
3. Name of your company/ organization	
4. Outline of your organization (preferably attach an organization brochure)	
5. Your position and department (preferably attach an organizational chart, indicating your position)	
6. Your duties in detail	
7. Please describe the most critical managerial problems you are now facing, indicating their causes from your viewpoint.	

<p>8. Please describe possible measures to solve such problems that you mentioned in the above question 7.</p>	
<p>9. Please provide any new business ideas or ideas for restructuring existing business. If no, please tell us your area of interest if you were to launch a new business.</p>	
<p>10. What are your expectations of this training program?</p>	

Appendix 1 : Contact Information

AOTS (Japan)		
Application from overseas countries:	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan	
Overseas Cooperation Group I, Overseas Management Department	Tel:	81-3-3888-8256
	Fax:	81-3-3888-8242
	E-mail:	shouhei-au@aots.jp
Application from host companies in Japan:	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan	
Corporate Liaison Group I /II, Corporate Liaison Department	Tel:	81-3-3888-8221
	Fax:	81-3-3888-8428
	E-mail:	kigyo-inquiry-az@aots.jp

*For the contact address of the Overseas Collaborating Organizations, please contact Overseas Cooperation Group I.

Appendix 2:**Guidelines for Purchase of Air Tickets by the Participant**
And method of reimbursement by AOTS**1. Arrival and Departure Dates:**

In principle, arriving in Japan **on the day before** the commencement of the program and departing on the day after the closing day of the program.

2. Method of Reimbursement:

When purchasing an air ticket, participants are requested to submit purchase evidence documents to show that participants have **purchased a discount economy air ticket. If the participants purchase a ticket other than economy class, such as first class, business class, the expenses will not be reimbursed.**

(1) International Travel Expenses eligible to be Subsidized (Reimbursement)

During the training program in Japan, participants should present to AOTS their air tickets and submit purchase evidence documents (2) (i) to (iii) below. AOTS finalizes the travel expenses based on these documents and will reimburse the participant in cash (JPY) the amount eligible for subsidy out of the sum of the following items (i) and (ii).

(i) In principle, the actual round-trip airfare for a discounted economy class flight on a direct flight or a connecting flight on a reasonable route.

* The round-trip airfare arranged up to a ceiling of the amount listed on the following page will be eligible for subsidy.

* If the participant purchases a ticket that does not satisfy the above (i) required conditions, such as business class, the subsidized amount for travel expenses will not be reimbursed.

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

(ii) The departure tax, airport tax and security insurance fees, other taxes and actual costs of ticketing fees by travel agents indispensable to above (i) flight.

(2) Evidence Documents of Purchasing of Air Ticket

When purchasing air tickets, participants are requested to arrange an air ticket that meets the conditions in (1) (i) above, then obtain an quotation issued by travel agents or obtained via an Internet service for purchasing air tickets. The participants should then submit the payment evidence documents in (i) to (iii) below.

Purchase Evidence Documents	Details	
(i) Evidence Documents confirming the amount quoted at the time of ticket purchase.	- Estimate obtained by any of the methods a) to c) listed on the right must be submitted.	a) Quotation issued by the travel agency. b) An email with the quoted price sent by the travel agency (copy) c) A screenshot of website displaying the prices of the air ticket on the Internet. * The quotations in a) to c) above, (quotation) or a screenshot of a price on the Internet shall contain the following information. (The conditions such as date of travel and seat classes (e.g., economy class))
(ii) Receipt	- 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' and statement of the actual purchase price are also acceptable).	
(iii) E ticket	- E ticket requires the passenger's name, itinerary, and e-ticket number (13 or 10 digits).	

<Upper limit for round-trip airfare to Japan eligible for subsidy (Provisional version) >

Departing from		Upper Limit for Round-trip (JPY)
Africa	Egypt	451,070
	Ghana	414,410
	Kenya	381,720
	Tanzania	368,240
	Zambia	346,570

Notes: This table is applicable to participants in training programs **starting between October 1, 2024 and March 31, 2025**. The actual amount will be informed after it is settled.

[Appendix 3] Estimate of the Fees and Costs

Country: Egypt
 International Travel Expenses: Egypt ⇄ Japan, Roundtrip
 Management Training Course: AFCM (14-day Course)

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	451,070 [B]		
(2) Accommodation and Meal Allowances a. [at the AOTS Kenshu Center] @ 10,600 x 1 day (Arrival Day) =	10,600		
@ 11,600 x 12 days = [during the study tour]	139,200		
b. Meal Allowance @ 3,100 x 2 day(s) =	6,200		
c. Accommodation Allowance @ 14,500 x 2 day(s) =	29,000		
(3) Personal Allowance @ 1,000 x 15 days =	15,000		
(5) Welfare Costs Overseas Travel Insurance	1,290		
Subtotal (1)~(5)	652,360	652,360 [3/3]	[NONE] 0
2. Course Implementation Costs <Breakdown of Course Implementation Costs>	<Breakdown>		
(1) Direct Course Implementation Cost	149,000	149,000	0
(2) Personnel expenses, Miscellaneous costs	401,000	245,000	156,000
Subtotal (1)~(2)	550,000	394,000	156,000
3. Domestic Travel Allowance (Kansai Airport - KKC)	1,760	1,760	
Total	1,204,120	1,048,120	156,000 [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 2. Course Implementation Costs minus ODA Subsidies.)	156,000	This is the amount participants should bear.
[B]	International Travel Expenses paid back from AOTS to participant during the training.	451,070	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan $[C]=[A]-[B]$	-295,070	-

(Japanese Yen)

	Amount paid to participants from AOTS to participant in cash during the training.	22,960	Total amount of yellow colored column in the table.
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*In the case that participants travel to the Kenshu (Training) Center by bus, the transportation is provided in kind and not by cash.

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.