

The Program on Innovative Production Management by IT (TIPM)

31 October - 13 November 2018 (2 weeks) at AOTS Kansai Kenshu Center (To Be Determined)

Objectives

Towards low carbon society, this training program is designed to enhance participants' production management capabilities with IT/IoT techniques based on Japanese production management method, towards low carbon society, which are suitable to their production sites.

Target Participants

Owners, directors or senior managers in manufacturing companies.
Staff/managers of public institutions and industrial organizations in a position of instructing about production management are also accepted.

Language

All lectures and visits will be conducted in English or Japanese with translation into English.

Program Contents

First Step

To understand various approaches adopted by Japanese manufacturing businesses towards low carbon society.

Second Step

To deepen participants' understanding about the concept of Monozukuri in Japan.

Third Step

To deepen participants' understanding about the production management with IT/IoT techniques.

Fourth Step

To be able to make a concrete action plan about the possibility of adopting IT/IoT techniques at participants' production sites to enhance their production management capabilities.

<Tentative Schedule>

Date	Morning Session	Afternoon Session
Oct. 31 (Wed.)	Orientation/Opening Ceremony	LECTURE: Low Carbon Society and How Japanese Companies Are Responding to IT
Nov. 1 (Thu)	LECTURE: Japanese Way of Monozukuri -5S, Kaizen, Kanban System etc.	COMPANY VISIT: Case Example of 5S and Kaizen in a Japanese company
2 (Fri.)	LECTURE: Production Management by IoT(1) -World Trend, Meaning and Future Vision, Case Example of IT/IoT utilized for Production Management	
3 (Sat.) 4 (Sun.)	Days off	
5 (Mon.)	LECTURE: Production Management by IoT(2) -Kaizen at Production Sites by IT/IoT -Future Image of a Smart Factory by AI	COMPANY VISIT: Case Example of IT/IoT Utilization
6 (Tue.)	LECTURE/CASE STUDY: Case Example of IT/IoT Utilization	
7 (Wed.)		COMPANY VISIT: Case Example of IoT Utilization/Automation in a Japanese Company/Factory
8 (Thu.)	STUDY TOUR	COMPANY VISIT: Case Example of IoT Utilization/Automation in a Japanese Company/Factory
9 (Fri.)		COMPANY VISIT: Case Example of IoT Utilization/Automation in a Japanese Company/Factory
10 (Sat.) 11 (Sun.)	Days off	
12 (Mon.)	LECTURE: Business Optimization by IT/IoT -Improving Productivity and Efficiency of Office Work by IT tools	Group Work: Preparation for Final Report Presentation
13 (Tue.)	Final Presentation	Closing Ceremony

*The above schedule is subject to change for the convenience of lecturers and cooperating companies, or for other unpredictable reasons.

- Part of the participation expenses will be covered by subsidy from the Japanese government -



E-mail

Please Contact: Overseas Cooperation Group, AOTS
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Tel: 81-3-3549-3052 Fax: 81-3-3549-3055
E-mail: shouhei-au@aots.jp

Visit http://www.aots.jp/jp/ikusei/management/files/18tipm_e.pdf
for the Program Outline and Participation Requirement.

Application Deadline: 5 September 2018



Program Outline

About the Handling of Personal Information Concerning Trainees

Personal information of trainees which is obtained by The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) through a series of documents related to trainees' use of AOTS training programs in Japan shall be handled as follows.

1. Manager for personal information and the point of contact

Manager: General Manager, General Affairs & Planning Department, The Association for Overseas Technical Cooperation and Sustainable Partnerships

Point of contact: General Affairs & Planning Department, General Affairs Group

TEL: +81-3-3888-8211 E-mail: kojinjoho-cj@aots.jp

2. Purpose of use of personal information

The personal information provided will be used within the scope of purposes of use indicated below.

Documents for submission	Purposes of use	Provision to a third party
Before arrival to Japan		
(i)-1 AOTS Training Application Form (except religious affiliation)	Screening of trainees qualification; preparation of invitation documents; preparation of a name list for the courses of participation	Yes
(i)-2 AOTS Training Application Forms (religious affiliation)	Consideration for life in Japan	No
(ii) Medical Check Sheet	Purchase and payment of the traveler's insurance; health management after arrival to Japan	Yes
(iii) Copy of Resident ID Card (in case of China)	Confirmation of the trainee's name, date of birth, etc.	No
(iv) Consent Form (for traveler's insurance)	Purchase and payment of the traveler's insurance	Yes
(v) Pre-Training Report	Understanding the current conditions of trainees	Yes
(vi) Enquiry into Training Contract (For Japanese Joint-Venture Companies and Companies exclusively funded by Japanese enterprises)	Screening of trainees qualifications	Yes
After arrival to Japan		
(i) Registration Card	Delivery of various notices on AOTS and of questionnaires after returning home. Notification of activities from an alumni society in each country	Yes
(ii) Questionnaire on Restriction on Meals	Meal arrangement while the course is in session	No
(iii) Questionnaire on Flights to and from Japan	Settling up of travel and accommodation expenses; arrangement for limousine buses	Yes
(iv) Evaluation Sheet	Improvement on future training courses at AOTS	Yes
(v) Photographs for record during training	Records on training	Yes
(vi) Copy of Passport	Confirmation on VISA qualification and the valid term of VISA	Yes

3. Provision to a third party

The personal information which you have provided may be provided to a third party ("Third Party") for the following purposes using the methods indicated below. Upon such provision, the handling of personal information will be supervised to ensure that the personal information is handled appropriately by AOTS and the Third Party.

Items	Purposes of Provision	Methods	Third Party
Before arrival to Japan Name/date of birth/nationality/affiliation/academic background/career/head-and-shoulders photo/sex/health information	Screening of qualification of trainees; preparation of invitation documents; preparation of a name list for trainees; purchase and payment of the traveler's insurance; health management after arrival to Japan; understanding the current conditions of trainees	• Paper • Data	Collaborating partners in the training; contract companies; medical institutions; government-affiliated agencies
After arrival to Japan Name/sex/address/place of employment/nationality/photo image	Delivery of various notices on AOTS and of questionnaires after returning home; notification of activities from an alumni society in each country; confirmation on the effects of training; implementation report; residence card	• Paper • Data	Trainees; collaborating partners in the training; contract companies, medical institutions; government-affiliated agencies

4. Outsourcing

In principle, handling of the personal information provided will not be outsourced.

5. Disclosure, correction, cessation of use, deletion, etc.

We will respond to requests for disclosure, correction, cessation of use, deletion of personal information provided to us. In this situation, please submit requests to the following office:

Consultation Office for Personal Information TEL: +81-3-3888-8211 E-mail: kojinjoho-cj@aots.jp

6. Completion of forms

Provision of personal information is voluntary. However, without consent, it is impossible to participate in certain courses, receive the allowances of staying in Japan, or receive certain services after returning home.

Regarding the above "Handling of Trainees' Personal Information,"

Please tick the relevant box and sign below.

Date: _____

I agree I do not agree

Name: _____

Signature: _____

*この申告書を作成する前に添付の「研修後の勤務に関する拘束条項付研修契約の取扱基準」をお読みください。
Before filling in this form, please read the attached "Guidelines for Training Contract" carefully.

一般財団法人海外産業人材育成協会

THE ASSOCIATION FOR OVERSEAS TECHNICAL COOPERATION AND SUSTAINABLE PARTNERSHIPS [AOTS]

研修契約に関する申告書 Enquiry into Training Contract

1. 研修生は、日本における研修は、一般財団法人海外産業人材育成協会の制度により、日本政府(経済産業省)の補助金を受けて行われる事を知っていますか。

Has the trainee been informed that he/she is invited to Japan on the AOTS training subsidized by the Japanese government (Ministry of Economy, Trade and Industry : METI) ?

はい YES

いいえ NO

2. 研修生と派遣企業との間の文章による契約(研修契約)により、研修生は研修後一定期間、派遣企業又はその指定する企業で勤務すべきことが義務づけられていますか。

Has a written contract (Training Contract) been concluded between the trainee and the employer which obliges the trainee, upon completion of the training, to serve the employer or its affiliate for a certain period ?

はい YES

いいえ NO

「いいえ」の場合、以下3から7までの質問への回答は必要ありません。

If 'NO', there is no need to answer questions from 3 to 7 below.

3. 予定研修期間及び約定拘束期間をそれぞれ次欄に記入してください。

How long are the scheduled period of the training and the obligatory term of service ?
(Fill in the blanks below)

予定研修期間

Scheduled period of technical training

週間

week/s

拘束期間

Obligatory term of service

ヶ月

month/s

4. 研修生は拘束期間の途中で退職したとき、派遣企業に対して何らかの弁償を行うべき義務がありますか。

In the case of nonfulfillment of the obligatory term of service, must the trainee make any compensation to the employer ?

はい YES

いいえ NO

「いいえ」の場合、以下5から7までの質問への回答は必要ありません。

If 'NO', there is no need to answer questions from 5 to 7 below.

5. 弁償については通常二つの方法がとられます。一つは違約金で、これは実損の有無又はその額にかかわらず、予め定められた定額を支払わせるもの、二つは、研修に伴い派遣企業が実際に負担した費用を弁償させるものです。この研修契約では、どちらの方法がとられていますか。

Usually there are two types of compensation payable by trainee: one is compensation in the form of a penalty, that is, a fixed amount of money determined in advance irrespective of actual costs which the employer has incurred in the course of the training; the other is compensation for actual costs which the employer has incurred in the course of the training. Which type of compensation is provided for in this Training Contract concerned ?

違約金方式による弁償 Compensation in the form of a penalty

派遣企業が実際に負担した費用の弁償 Compensation for actual costs the employer has incurred

後者の場合、次ページの6及び7の質問に答えて下さい。

In the case of the latter, answer question 6 and 7 in next page.

6. 研修生が弁償すべき金額が、次の(1)、(2)及び(3)の費用の合計額を超えることがありますか。

Is the amount of money payable by the trainee likely to exceed the total sum of costs (1), (2) and (3) below ?

(1) 支度金等、派遣企業が研修生に対して、一般財団法人海外産業人材育成協会から支給されるものとは別に支給する費用があるときはその額。

Outfit and/or similar allowances if paid by the employer to the trainee above and beyond allowances covered by the AOTS.

(2) 研修期間中、研修生又は留守家族に対して支払われる賃金又は手当があるときはその額。

Salary and/or allowances if paid by the employer to the trainee or the trainee's family during the period of the training in Japan.

(3) 一般財団法人海外産業人材育成協会に対する民間分担金を派遣企業が負担するときはその額。

Prescribed contribution to training costs if paid by the employer to the AOTS

はい YES

いいえ NO

7. 弁償については、研修生が研修後勤務した期間に比例した減額がなされますか。

Has provision been made for proportional reduction of compensation should the trainee complete only part of the obligatory term of service ?

はい YES

いいえ NO

* * * * *

誓約 Declaration

研修生(A)及び派遣企業(B)は、以上の申告はすべて真実であることを誓約します。

We, the trainee(A) and the employer(B), declare that all the information furnished in this form is true, and promise that the trainee undergoing the training in Japan shall abide by all the regulations and follow the training Programme of the AOTS.

日 月 年
day month year

(A) 研修生氏名
Name of the Trainee

署名
Signature

(B) 派遣企業代表者氏名・役職名
Name of the Employer/Position

署名
Signature

派遣企業名
Company / Organization

海外旅行保険の説明書

当協会では、研修期間中の研修生の傷病、死亡等に備えるものとして、研修生を被保険者とする保険契約を締結しています。

契約の概要は以下のとおりですが、ご不明な点は当協会へお問い合わせ下さい。

1. 補償の種類と支払い金額

(1) 死亡保険金

事故などにより研修生が受傷し、事故の日から 180 日以内に死亡した場合、又は研修生が疾病により死亡した場合に保険金が支払われます。保険会社が保険金の全額を研修生の法定相続人に支払います。

支払い金額： 500 万円

(2) 傷害後遺障害保険金

事故などにより研修生が受傷し、事故の日から 180 日以内に後遺障害が発生した場合に保険金が支払われます。

支払い金額： 500 万円に後遺障害の程度に応じた割合(3~100%)を乗じた額。

(3) 治療・救済者費用保険金

事故などにより研修生が受傷し治療を受けた場合、又は疾病により研修生が治療を受けた場合に、治療費用として保険金が支払われます。ただし、医師の治療を開始した日からその日を含めて 180 日以内に要した費用に限ります。

保険金は、医療機関に直接支払われますので、原則として研修生は医療費を立て替える必要はありません。

研修生が研修期間中に、けがや病気により死亡した場合、事故により静止画確認できない場合、3日以上入院した場合等に必要となる救済費用(交通費、宿泊費等)が保険金で支払われます。

支払い金額： 治療費と救済者費用の合計の実費(600 万円限度)

但し、救済者費用に関しては、費用の内容によって限度額があります。

(4) 賠償責任保険金

研修生が他人にけがをさせたり、他人のものを壊したりしたことにより法律上の賠償責任を負った場合に、損害賠償金等につき保険金が支払われます。但し、研修時間中に起きた事故によるものは対象外です。

支払い金額： 損害賠償金その他の費用(1,000 万円限度)

Outline of Overseas Travel Insurance

The Association provides insurance coverage against illness, injury, or death for trainees during the training period.

The insurance provisions are summarized below. If you have any questions, contact AOTS.

1. Type of coverage and amount to be paid

(1) Indemnity in the event of death

Insurance will be paid in the event of a trainee's death within 180 days after an accident resulting in a fatal injury, or in the event of death due to an illness contracted during the course of training. The insurance company will pay the entire sum of the insurance to the trainee's beneficiary as defined under the probate laws of the trainee's country.

Amount to be paid: ¥5 million

(2) Insurance for disability resulting from an injury

Insurance will be paid in the event that a trainee is injured in an accident, as the result of which the trainee develops a disability within 180 days of the accident.

Amount to be paid: 3% to 100% of ¥5 million, depending upon the severity of the disability

(3) Insurance to cover treatment costs & Rescue expenses

Treatment costs will be covered when a trainee must receive medical treatment as the result of an accident or illness. However, the coverage is limited to the costs incurred no later than 180 days after the medical treatment starts.

Since funds are paid directly to the medical institution, the trainee is, in principle, not required to make provisional payments for medical expenses.

If during the training period, a trainee dies as the result of an injury or illness, is missing due to an accident, or is hospitalized for three or more days, necessary rescue expenses (transportation, accommodation, etc.) will be paid from the insurance benefit/settlement.

Amount to be paid: Total of Treatment Costs & Rescue Expenses (up to ¥6 million) Note that certain types of expenses will be covered only in part.

(4) Insurance to cover liability

When a trainee is legally liable to pay compensation for injuries caused to another person or damage to another person's property, the insurance will cover the amount of damage for which a trainee is liable. However, coverage does not include accidents occurring during training activities.

Amount to be paid: Damage liability amount (up to ¥10 million)

2. 保険金の請求について

保険金の請求は当協会が行いますので、けがや病気などの場合には、速やかに受入企業または当協会にご連絡下さい。

3. 注意事項

次のような場合は、保険金が支払われませんのでご注意ください。

1) 死亡、傷害後遺障害、傷害治療費用、救援者費用について

- (1) 入国前からのけがや病気
- (2) けんかや自殺、犯罪行為によるけがや死亡
ただし、自殺の場合、救援者費用は保険金支払いの対象となります。
- (3) 無免許運転、酒酔い運転等によるけがや死亡
- (4) 脳疾患、心神喪失によるけがや死亡
- (5) 妊娠、出産、早産または流産及びこれに基づく疾病、外科的手術、その他の医療処置
- (6) 歯科治療等
ただし、別途定める基準により、鎮痛、抜歯、充填、歯冠修理等の応急処置の範囲で当協会が歯科治療費を支払います。

2) 賠償責任について

- (1) 研修時間中に発生した賠償事故
- (2) 他人からの預かり物に対する賠償事故
- (3) 自動車などの運転による賠償事故等

以上のとおり保険金が支払われない場合もありますので、研修期間中の事故や健康管理には充分注意して下さい。

2. Submitting an insurance claim

The Association will submit applications for insurance claims. Report any injury or illness as soon as possible to the training company or to the Association.

3. Special notes

Please note that coverage excludes the following categories of events or conditions, which are further defined below:

1) Death, disability caused by an illness or injury, injury treatment costs, or rescue expenses involving any of the following:

- (1) Injury or illness predating entry into Japan
- (2) Injury or death resulting from fighting, suicide, or criminal behavior
However, in the event of suicide, rescue expenses will be covered.
- (3) Injury or death resulting from driving without a license or under the influence of alcohol
- (4) Injury or death resulting from brain disease or insanity
- (5) Pregnancy, delivery, premature delivery or miscarriage and illness due to this, a surgical operation, and other medical treatments
- (6) Dental treatment, etc.
However, the Association will pay for dental treatment costs for emergency treatment such as pain-killing, extraction, silver fillings, tooth crown, etc., based on separately established standards.

2) Liability in any of the following cases:

- (1) Accidents for which a trainee is liable that occur during training
- (2) Accidents for which a trainee is liable, involving articles entrusted to the trainee by another person
- (3) Automobile accidents for which a trainee is liable etc.

Since coverage does not cover every type of accident, injury, illness, or loss, please take appropriate precautions to avoid accidents and damage to your health during the training period.



The Association for Overseas Technical Cooperation and Sustainable Partnerships

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C RTP Program

July 2018

Program Outline

&

Participation Requirements

of

The Program on Innovative Production Management by IT

[TIPM]

(Carbon Reduction Technology Promotion Program)

31 October – 13 November 2018

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 186,000 individuals from 171 countries have undergone our training in Japan, while the cumulative attendance at our overseas programs till the end of fiscal 2016 exceeded 199,000.

The Program on Innovative Production Management by IT (TIPM) is one of the management training courses conducted by the Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) under the scheme of Carbon Reduction Technology Promotion (hereinafter abbreviated as CRTP) Programs. A management training course is being organized under this category with the purpose of allowing the participants to smoothen the path to carbon reduction within their organizations, through a better understanding of the significance of carbon reduction technology, and the study of administration and management techniques as well as concepts, all of which are necessary to promote related activities.

Open to all countries, towards low carbon society, this training program is designed for owners or directors of manufacturing companies to develop production management capabilities with IT/IoT techniques based on Japanese production management methods, which are suitable to their production sites.

2. COUNTRY:

All Countries and Regions

3. NUMBER OF PARTICIPANTS:

22 participants

4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, owners, directors or senior managers in manufacturing companies. Staff/managers of public institutions and industrial organizations in a position of instructing about production management are also accepted.
- (2) Participants should be over 20 years old.
- (3) Participants should be university graduates and/or have equivalent professional experience.
- (4) Participants should have a sufficient working knowledge of English.
- (5) Participants should be healthy enough to undergo an intensive training program in Japan.
- (6) Participants should be residing in all countries and/or regions except for Japan.
- (7) Participants should not be students or armed forces personnel.
- (8) 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.

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) In the case of applications from other than Japanese-affiliated companies or local companies that hold local capital, the priority for selection may become lower.
- (5) Those who work in the national government (agency) or the local government (agency) are not eligible to participate in the AOTS management 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 directly 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 to the Management Training Administration Group of AOTS listed in Item 10, **no later than 5 September 2018.**

[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 readily downloadable at our website.

<http://www.aots.jp/en/ikusei/application.html>

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, the address of which appears in Item 10, **no later than 5 September 2018.**

[Screening Committee Meeting]

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **4 October 2018**, 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 11 as of 5 September 2018, AOTS may postpone or cancel this program.

6. OUTLINE OF THE PROGRAM:

- OBJECTIVES

The objective of the program is to enhance participants' production management capabilities with IT/IoT techniques based on Japanese production management method, towards low carbon society, which are suitable to their production sites.

- KEY BENEFIT

- (1) To understand various approaches adopted by Japanese manufacturing businesses towards low carbon society.
- (2) To deepen participants' understanding about the concept of Monozukuri in Japan.
- (3) To deepen participants' understanding about the production management with IT/IoT techniques.
- (4) To be able to make a concrete action plan about the possibility of adopting IT/IoT techniques at participants' production sites to enhance their production management capabilities.

- DURATION

31 October – 13 November 2018 (2 weeks)

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Preparatory Step

Participants will prepare for their presentations on the final day by referring to the descriptions of the "Pre-training Report and Questionnaire 1, 2 (e.g., your company's present situation, challenges, problems, and *Kaizen* numerical targets). Participants thus need to set numerical targets such as environmental burden, etc., and prepare to bring the data and other information used as the basis for such numerical targets, before coming to Japan.

First Step

Participants will overview the approaches taken by Japanese production companies to respond to the low carbon society. Then they will learn administration and management techniques that are based on the Japanese Monozukuri concept. They will also come to understand that the utilization of IT/IoT is based on existing administration and management techniques.

Second Step

Participants will overview the world trend related to IT/IoT utilization, as well as the meaning and future vision about the approaches to advanced production management by IT/IoT. Moreover, they can learn about various approaches to IT/IoT utilization through lectures and observations.

Third Step

Participants will clarify their companies' current situation and problems through the group discussion and will deepen their understanding of how to adjust IT/IoT techniques in their work place. Then, they will formulate a concrete action plan including how they should play their own roles and make a presentation on the final day.

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, Osaka 558-0021

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

**Tentative Schedule
of
The Program on Innovative Production Management by IT
[TIPM]**

31 October - 13 November 2018

AOTS Kansai Kenshu Center

Date	Morning Session	Afternoon Session
30 Oct. (Tue.)	(Arrival in Japan)	
31 (Wed.)	Orientation / Opening Ceremony	LECTURE: The Low Carbon Society and How Japanese Companies Are Responding to It
1 Nov. (Thu.)	LECTURE: Japanese Way of Monozukuri -5S, Kaizen, Kanban System etc.	COMPANY VISIT: Case Example of 5S and Kaizen in a Japanese company
2 (Fri.)	LECTURE: Production Management by IoT(1) -World Trend -Meaning and Future Vision -Case Example of IT/IoT utilized for Production Management	
3(Sat.) 4(Sun.)	Days off	
5 (Mon.)	LECTURE: Production Management by IoT(2) -Kaizen at Production Sites by IT/IoT -Future Image of a Smart Factory by AI	COMPANY VISIT: Case Example of IT/IoT Utilization
6 (Tue.)	LECTURE/CASE STUDY: Case Example of IT/IoT Utilization	
7 (Wed.)	STUDY TOUR	COMPANY VISIT: Case Example of Iot Utilization/Automation in a Japanese Company/Factory
8 (Thu.)		COMPANY VISIT: Case Example of Iot Utilization/Automation in a Japanese Company/Factory
9 (Fri.)		COMPANY VISIT: Case Example of Iot Utilization/Automation in a Japanese Company/Factory
10(Sat.) 11(Sun.)	Days off	
12 (Mon.)	LECTURE: Business Optimization by IT/IoT -Improving Productivity and Efficiency of Office Work by IT tools	Group Work: Preparation for Final Report Presentation
13 (Tue.)	Final Report Presentation	Final Report Presentation Closing Ceremony
14 (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 directly or a Japanese host company in Japan makes the application. The following is an explanation of the case of application directly from an overseas country. In the case of application from a Japanese host company in Japan, please contact the 'Training Administration Group' listed in 10. FURTHER INFORMATION.

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 FY2018 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 ¥8,850 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 ¥8,030 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 ¥2,570 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 ¥10,080 (the upper limit) per day, but the meal allowance (¥2,570 per day) will be paid in cash by AOTS.

(3) Personal Allowance

- AOTS will pay ¥1,020 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 ¥368,000 and the Contribution to Course Implementation Costs (the amount participants should bear) is ¥145,000.

3. Domestic Travel Allowance

- Expenses for a part of transportation fee between international airport in Japan and AOTS Kenshu Center
- AOTS will pay ¥1,780 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>275,530</u> <Breakdown>	183,686 [2/3]	91,844 [1/3]
(1) International Travel Expenses	120,700		
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 8,030 x 1 day (Arrival Day) =	8,030		
@ 8,850 x 12 days =	106,200		
[during the study tour]			
b. Meal Allowance			
@ 2,570 x 2 day(s) =	5,140		
c. Accommodation Allowance			
@ 10,080 x 2 day(s) =	20,160		
(3) Personal Allowance			
@ 1,020 x 15 days =	15,300		
2. Course Implementation Costs	<u>368,000</u>	223,000	145,000
3. Domestic Travel Allowance (Kansai Airport - KKC)	<u>1,780</u>	1,780	
Total	<u>645,310</u>	<u>408,466</u>	<u>236,844</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 2018)

					Unit: Japanese Yen
Area	Country	Place of Departure	Place of Arrival	Airfare Limit	
South East Asia	Indonesia	Jakarta	Tokyo/Osaka	117,300	
			Nagoya	125,100	
		Surabaya	Tokyo/Osaka	125,200	
			Nagoya	125,200	
		Manado	Nagoya	134,000	
		Medan	Tokyo/Osaka	114,000	
			Nagoya	116,200	
		Yogyakarta	Tokyo/Osaka/Nagoya	129,800	
	Cambodia	Phnom Penh	Tokyo/Osaka/Nagoya	92,200	
	Singapore	Singapore	Tokyo/Osaka/Nagoya	77,600	
	Thailand	Chiang Mai	Tokyo/Osaka/Nagoya	123,400	
		Bangkok	Tokyo/Osaka/Nagoya	102,700	
	Philippines	Cebu	Tokyo/Nagoya	59,600	
			Osaka	57,400	
	Manila	Tokyo/Nagoya	62,700		
		Osaka	54,500		
	Vietnam	Hanoi	Tokyo/Osaka	103,800	
Nagoya			113,100		
Ho Chi Minh City		Tokyo/Nagoya	103,800		
	Osaka	103,800			
Malaysia	Kuala Lumpur	Tokyo/Osaka/Nagoya	60,300		
	Kota Kinabalu	Tokyo/Osaka/Nagoya	72,500		
	Penang	Tokyo/Osaka/Nagoya	72,500		
Myanmar	Yangon	Tokyo/Osaka/Nagoya	114,700		
Laos	Vientiane	Tokyo/Osaka/Nagoya	107,000		
Northeast Asia	Mongolia	Ulaanbaatar	Tokyo	126,900	
		Osaka	113,700		
	China	Shanghai	Tokyo	105,100	
			Osaka	86,400	
			Nagoya	100,100	
		Shenzhen	Tokyo	130,100	
			Osaka	129,100	
			Nagoya	147,300	
		Beijing	Tokyo	149,700	
			Osaka	135,700	
			Nagoya	129,100	
		Guangzhou	Tokyo	116,800	
			Osaka	107,200	
			Nagoya	109,200	
		Nanjing	Tokyo	135,500	
			Osaka	114,600	
			Nagoya	125,900	
		Chongqing	Tokyo	182,300	
			Osaka	156,200	
Nagoya	175,200				
Chengdu	Tokyo	180,300			
	Osaka	163,800			
	Nagoya	191,800			
Dalian	Tokyo	137,500			
	Osaka	122,600			
	Nagoya	120,600			
Tianjin	Tokyo	152,800			
	Osaka	135,700			
	Nagoya	149,700			
Liuzhou	Tokyo	126,600			
	Osaka	117,000			
	Nagoya	119,100			
South Asia	India	Kolkata	Tokyo/Osaka/Nagoya	97,700	
		Chennai	Tokyo	93,900	
			Osaka/Nagoya	102,400	
		Coimbatore	Tokyo	100,600	
			Osaka/Nagoya	109,000	
		Kochi	Tokyo	102,000	
			Osaka/Nagoya	110,500	
		Thiruvananthapuram	Tokyo	102,200	
		Hyderabad	Osaka/Nagoya	110,600	
			Tokyo	102,100	
		Osaka/Nagoya	110,500		
			Bengaluru	Tokyo	99,000
		Osaka/Nagoya	107,400		
			Delhi	Tokyo/Osaka/Nagoya	91,800
		Mumbai	Tokyo/Osaka	93,900	
			Nagoya	93,900	
		Ahmadabad	Tokyo/Osaka	101,400	
Nagoya	101,400				
Pune	Tokyo/Osaka	121,100			
	Nagoya	121,100			
South Asia	South Asia	Sri Lanka	Colombo	Tokyo	55,000
				Osaka	55,000
				Nagoya	60,300
		Nepal	Kathmandu	Tokyo/Osaka	118,800
				Nagoya	118,800
		Pakistan	Karachi	Tokyo	112,600
				Osaka	129,000
			Islamabad	Tokyo	112,600
				Osaka	129,000
		Nagoya	106,900		
			Lahore	Tokyo	125,100
		Osaka	143,300		
		Nagoya	118,800		
		Bangladesh	Dhaka	Tokyo	120,700
				Osaka	108,900
	Chittagong		Nagoya	120,700	
			Tokyo	98,000	
	Osaka	88,500			
	Nagoya	98,000			
	Maldives	Male	Tokyo/Nagoya	306,100	
			Osaka	306,100	
	Central and South America	Argentina	Buenos Aires	Tokyo/Osaka/Nagoya	215,900
		Colombia	Bogota	Tokyo/Osaka/Nagoya	245,200
			Medellin	Tokyo/Osaka/Nagoya	245,200
		Jamaica	Kingston	Tokyo/Osaka/Nagoya	172,300
			Montego Bay	Tokyo/Osaka/Nagoya	172,300
		Chile	Santiago	Tokyo/Osaka/Nagoya	289,800
		Paraguay	Asuncion	Tokyo/Osaka/Nagoya	167,300
		Brazil	Sao Paulo	Tokyo/Osaka/Nagoya	248,000
			Brasilia	Tokyo/Osaka/Nagoya	362,600
Venezuela		Caracas	Tokyo/Osaka/Nagoya	222,900	
Peru		Lima	Tokyo/Osaka/Nagoya	172,000	
Bolivia		La Paz	Tokyo/Osaka/Nagoya	245,200	
Mexico		Mexico City	Tokyo/Osaka/Nagoya	180,300	
		Guadalajara	Tokyo/Osaka/Nagoya	162,500	
		Cancun	Tokyo/Osaka/Nagoya	163,400	
	San Luis Potosi	Tokyo/Osaka/Nagoya	162,500		
	Leon	Tokyo/Osaka/Nagoya	162,500		
	Mazatlan	Tokyo/Osaka/Nagoya	162,500		
	Morelia	Tokyo/Osaka/Nagoya	162,500		
	Monterrey	Tokyo/Osaka/Nagoya	162,500		
Africa	Egypt	Alexandria	Tokyo/Osaka/Nagoya	61,600	
		Cairo	Tokyo/Osaka/Nagoya	81,400	
	Ethiopia	Addis Ababa	Tokyo/Osaka/Nagoya	150,800	
	Ghana	Accra	Tokyo/Osaka/Nagoya	171,300	
	Cameroon	Douala	Tokyo/Osaka/Nagoya	222,700	
		Yaounde	Tokyo/Osaka/Nagoya	225,400	
	Kenya	Nairobi	Tokyo/Osaka/Nagoya	179,500	
	Sudan	Khartoum	Tokyo/Osaka/Nagoya	146,900	
Nigeria	Lagos	Tokyo/Osaka/Nagoya	228,400		
Mauritius	Mauritius	Tokyo/Osaka/Nagoya	172,800		
South Africa	Johannesburg	Tokyo/Osaka/Nagoya	154,000		
Middle East	Iran	Tehran	Tokyo/Osaka/Nagoya	131,900	
		Tabriz	Tokyo/Osaka/Nagoya	134,900	
Europe	Serbia	Belgrade	Tokyo/Osaka/Nagoya	146,800	
	Kosovo	Pristina	Tokyo/Osaka/Nagoya	148,500	
		Turkey	Istanbul	Tokyo/Osaka/Nagoya	98,700
			Antalya	Tokyo/Osaka/Nagoya	105,600
			Ankara	Tokyo/Osaka/Nagoya	103,900
	Izmir	Tokyo/Osaka/Nagoya	103,900		
	Macedonia	Skopje	Tokyo/Osaka/Nagoya	113,600	
	Bulgaria	Sofia	Tokyo/Osaka/Nagoya	156,600	
Hungary	Budapest	Tokyo/Osaka/Nagoya	125,800		

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.

9. 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: 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>

10. FURTHER INFORMATION:

Training Administration Department of AOTS

Application from overseas countries: Overseas Cooperation Group	Hakutsuru Bldg. 4F, Ginza 5-12-5, Chuo-ku, Tokyo 104-0061, Japan	
	Tel:	81-3-3549-3052
	Fax:	81-3-3549-3055
	E-mail:	shouhei-au@aots.jp

Application from host companies in Japan: Training Administration Group	Hakutsuru Bldg. 4F, Ginza 5-12-5, Chuo-ku, Tokyo 104-0061, Japan	
	Tel:	81-3-3549-3051
	Fax:	81-3-3549-3055
	E-mail:	g-ukeire-ak@aots.jp

OVERSEAS OFFICES

1. Bangkok Office /
(Senior Deputy Representative) Mr. Hidenobu Toda
Nantawan Building 16F, 161 Rajadamri Road, Pathumwan,,Bangkok 10330
TEL: 66-2-255-2370
FAX: 66-2-255-2372
E-mail: information@aots.or.th

2. Jakarta Office /
(Representative) Mr. Hayato Tanaka
3A Floor, Graha Mandiri, Jl. Imam Bonjol No. 61, Jakarta 10310
TEL: 62-21-230-1820~1
FAX: 62-21-230-1831
E-mail: information@aots.or.id

3. New Delhi Office /
(Representative) Mr. Hisashi Kanda
Office No. 504, 5th Floor, International Trade Tower, Block-E, Nehru Place, New Delhi, 110019
TEL: 91-11-4105-4504
E-mail: info@aots.org.in

4. Yangon Office /
(Representative) Mr. Kenichiro Eguchi
Room Unit 401, Yuzana Hotel 4th Floor 130 Shwe Gon Taing Road, Bahan Township, Yangon
TEL: 95-1-8604922
E-mail: info@aots.org.mm

PRE-TRAINING REPORT

The Program on Innovative Production Management by IT [TIPM]

The form of “Pre-Training Report” for this training program is composed of the following three documents: Pre-Training Report itself and Questionnaires 1 & 2.

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.**

The report form is available here in an MS-Word format.

(<http://www.aots.jp/jp/ikusei/management/files/18tipm-e.doc>)

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

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 name of your department/division (preferably attach an organizational chart, indicating your position)	
6. Your duties in detail	

<p>7. Management policy and management philosophy of your company</p>	
<p>8. Present situation of production management in your organization</p>	
<p>9. Most critical managerial problems related to production management you are now facing, indicating their causes from your viewpoint</p>	
<p>10. Possible measures to solve such problems together with limitation factors</p>	

<p>11. Present situation or future plan of IT utilization in your company / Organization (If any)</p>	
<p>12. Your expectations of the program in relation to the described problems</p>	

Name

Questionnaire 1

◆ **Current situation about data utilization for IoT Utilization in your work.**

Please indicate the level of your current situation by checking the appropriate boxes.

- a:** You have already applied it in your work.
- b:** You have a plan to apply in your work.
- c:** You don't have any plan to apply it in your work.

*The following questionnaire is not used as a criterion for the selection of participants but to adjust the program to the knowledge of participants.

Item		a	b	c
1	Collecting and accumulating the data			
2	Analyzing the data			
3	Analyzing the data for perspective of business performance, inventory management etc.			
4	Utilizing the result of the data analyzed for work efficiency such as quick approach and operation			
5	Utilizing the result of the data analyzed for enhancing the additional value			

[Comment]

Name	Country
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Questionnaire 2
Observed Data and Numerical Targets for *Kaizen* at the Production Site

When filling out this form, the course participant should consider the possibility of achieving the targets set at his or her company by applying what s/he will have learnt through this training course. Failure to fill out all required information below is likely to undermine the prospect of training success.

1	<p>What has been done toward realizing energy conservation at the company and/or departmental levels?</p> <p>NOTE: If there has been no action taken, please write this fact. Then, add something you want to take on for the future, and fill out the following sections.</p>	
2	<p>What types of measuring tools have you used to identify the results of the aforesaid actions (<i>e.g.</i>, failure rates, waste quantity, utilization rates, labor productivity per person, and tact time)? Specify all of them if there is more than one.</p>	
3	<p>What are the current values expressed in the measuring tools?</p>	

4	<p>What are the target values that are expressed in the measuring tools, and need to be achieved by applying the content to be studied during this training program?</p> <p>NOTE: The target values should be practical.</p>				
5	<p>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>	Choose A or B	Current Values		Target Values
<p>A: Yearly power consumption of the whole of your factory</p>		<p>_____</p> <p>(kWh/year)</p>	<p>_____</p> <p>(kWh/year)</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>_____</p> <p>(kWh/year)</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>					

2W English (CRTP Program)

About the Benefits of Management Training Program

Concerning the benefits of the management training program, please answer the following questions. Your individual answers will remain confidential.

The report form is available here in an MS-Word format
(<http://www.aots.jp/jp/teitanso/training/doc01.html>)

Name of training course (may be in acronym names, such as SHOP and PQM):

Country:

Company name:

Name of person filling out questionnaire form (representative of organization):

Job title of person filling out questionnaire form (representative of organization):

Names of participants of the training program:

Question 1:

This management training program receives financial support from Japanese government subsidy. Is there a difference in benefits by utilizing the AOTS training program compared to other cases where a training program on the same subject is provided by your own or an external agency of human resource development? Tick the following statement that applies to you (multiple answers allowed).

- Understanding in the subject of the training program increases further.
- Motivation improves further.
- Understanding of Japan increases further.
- Communication ability improves further.
- The stability of the work force in the company improves further.
- Others: []

Question 2:

Are you going to use what is learned from the AOTS training in your company after the participants return? Tick the following statement that applies to you.

- Yes, I am.
- No, I am not.

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 = 107 JPY

Estimated sales for this fiscal year [_____] USD * 1 USD = 107 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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