



The Program on Program & Project Management (PPTP)

19 - 30 November 2018 (2 weeks)

AOTS Tokyo Kenshu Center <To Be Determined>

Key Benefits

- (1) To acquire the fundamental methods and basic application skills of project management used to plan and manage a single project
- (2) To learn the concept of program management at an advanced level which is gaining increasingly important roles for business competitiveness, innovation in a variety of sectors, and sustainability in global competition
- (3) To enable the participants to obtain deeper understanding of roles of project managers and program managers

Target Participants

Directors, senior managers in companies and/or project leaders or managers who are in a position to manage projects in companies. Managers or staffs of industrial promotion organizations and/or business associations who support local companies in facilitating project management and energy conservation may also be accepted.

Language

All lectures, discussions, company visits and exercises will be conducted in English.

Course Features and Contents

[Preparatory Step]

Participants will prepare for their presentations on the final day by referring to the descriptions of the "Pre-training Report" and "Questionnaire 2" (e.g., your company's present situation, challenges, problems, and Kaizen numerical targets). Participants thus need to prepare to bring the data and other information used as the basis for identifying the current values and setting the numerical targets written in the forms, before coming to Japan.

[Step 1 : INTRODUCTION]

Scan the global and in-country environment as to why we need project and program management and learn the concept of "Low Carbon Society" comprehending such components as saving energy, renewable energy, efficient and environmentally friendly transport systems, green buildings, green construction, resources recycling, low carbon community facilities, green lifestyles, and green environment so that participants can learn program and project management for a consistent business and societal target for the better future in mind.

[Step 2 : PROJECT MANAGEMENT]

Learn the terms, knowledge areas and the integration framework (the methods) of Project Management and its basic application skills which will become the common language in conducting and managing projects. In doing so, participants will gradually form a method for how to apply project management knowledge and skill to introduce low carbon element in its projects.

[Step 3 : PROGRAM MANAGEMENT]

Learn the concept of Program Management which is a methodology for the conception, formulation, design & structuring, implementation management, and innovative product servicing, of a program, as an organizational vehicle to realize an organization's strategy, formed into a cluster of component projects to deliver management focuses on innovative mechanism creation and realization of high added value in program product.

[Step 4 : SUMMARY] Forming Comprehensive Professional P2M Knowledge and Application Skills

Ensure that participants understand what they have learned through the program by way of group workshops based on the respective group's thematic initiatives and by using a comprehension test followed by a discussion session. Participants recognize their own roles in carrying out or implementing Program & Project Management. Also, participants evaluate their own pre-assessed targets on low carbon society components for their own firms against the positive results gained in the training.

Program Director

Pr. Dr. Hiroshi Tanaka

Academic Adviser, Immediate Past President

Project Management Association of Japan (PMAJ)

PhD. (France), Dr. Sc. Hon. (Ukraine), PMP (USA)

The Program on Program & Project Management (PPTP) Tentative Schedule

Date	Morning Session	Afternoon Session
11/19 (Mon.)	Opening Ceremony / Orientation	INAUGURAL LECTURE: <input type="checkbox"/> Program & Project Management as 21st Century's Dynamic Management Paradigm & Methodology <input type="checkbox"/> Introduction to P2M Guidebook of Japan.
11/20 (Tue.)	LECTURE: Project Management (PM1) <input type="checkbox"/> Overall Process Flow, Deployment Environment, Required Resources, Outcome of Project Management <input type="checkbox"/> Project Management Lifecycle Perspectives and Setting the Project Mission and Objectives	LECTURE & EXERCISE: Project Management (PM2) <input type="checkbox"/> Project Scope Management <input type="checkbox"/> Project Schedule Management
11/21 (Wed.)	EXPERT LECTURE (EL1) : <input type="checkbox"/> Concept of and Practices on Global Warming Adaptation and the Low Carbon Society	EXPERT LECTURE (EL2) : <input type="checkbox"/> Theories and Research on Global Warming Adaptation (lecture and discussions)
11/22 (Thu.)	LECTURE : Project Management (PM3) <input type="checkbox"/> Project Cost Management <input type="checkbox"/> Project Quality Management <input type="checkbox"/> Project Integration Management	PROJECT COMPANY VISIT: Theme – Japanese Company's Energy Innovation; visit to one from among global engineering companies, energy project companies
11/23 (Fri.)	GROUP WORKSHOP: <input type="checkbox"/> Project Planning exercise along the instructor given exercise template on a group proposed project theme, e.g. an energy saving/energy conversion/resources saving projects, green innovation projects, affordable social innovation projects in community.	
11/24 (Sat.)	Days off	
11/25 (Sun.)		
11/26 (Mon.)	LECTURE & EXERCISE: Program Management (PGM1) <input type="checkbox"/> P2M Program Management Methodology Created by Japan for Linking Organizational Strategy into High-Value Added, Innovation, and Sustainability Programs (and Projects)	
11/27 (Tue.)	LECTURE: Program Management (PGM2) <input type="checkbox"/> Management Domains Supporting Program Management <input type="checkbox"/> Systems theory for program and project management <input type="checkbox"/> Finance for program & project materialization <input type="checkbox"/> Risk management <input type="checkbox"/> Management by value (value-based management)	Project Company Visit 2: Visit to an Office of Major General Construction Company which has attained a "Zero-Energy Building" (ZEB), and has cases of futuristic low carbon cities.
11/28 (Wed.)	LECTURE: Expert Lecture (EL3) <input type="checkbox"/> Cases of Sustainable City in Japan and an South East Country – concept, planning approach, and actual state	LECTURE & DISCUSSION: Expert Lecture (EL4) Theories and Research on Global Warming Adaptation.
11/29 (Thu.)	GROUP WORKSHOP: Program Management Workshop	
11/30 (Fri.)	Final Report Presentation	Closing Ceremony

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



E-mail

Please Contact: Overseas Cooperation Group, AOTS
 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

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

Application Deadline: 18 September 2018 (Tue)



Program Outline



The Association for Overseas Technical Cooperation and Sustainable Partnerships

Hakutsuru Bldg. 4F, 12-5, Ginza 5-chome, Chuo-ku, Tokyo 104-0061

Tel: 81-3-3549-3052 Fax: 81-3-3549-3055 E-mail: shouhei-au@aots.jp URL: <http://www.aots.jp/>

C RTP Program

July 2018

Program Outline

&

Participation Requirements

of

The Training Program on Program & Project Management

[PPTP]

(Carbon Reduction Technology Promotion Program)

19 - 30 November 2018

1. BACKGROUND OF THE PROGRAM:

The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) is an organization for human resources development in developing 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.

At the request of the former participants of AOTS training programs as well as the industrial and business circles in developing countries, AOTS has been organizing various training programs.

The Training Program on Program & Project Management* (PPTP) is one of such management training programs conducted by AOTS organized in order to impart the system and method of project management based on the P2M®* to program participants. This year the program will be organized under the scheme of Carbon Reduction Technology Promotion (hereinafter abbreviated as CRTP) Programs. The thematic emphasis of the training program this year is placed on enhancing the low carbon society in which the state and society, its industry and each business firms prosper by balancing accelerating development and sustainability in an optimum form.

*** Program & Project Management:** Program management is a set of processes such as conception, basic planning and implementation management for a program that is a part of realizing an organization's strategy for business success, growth and survival, and is a cluster of component projects to deliver a specific part of such a strategy, connected with each other organically under a holistic program mission.

Project management is a set of management processes for creating any unique, new value in a project context (mission driven, time and resources, hence, cost constrained) such as the engineering and construction of social infrastructure, production facilities, development of ICT systems, new product development and marketing campaigns for business firms. A project can be initiated on a stand-alone basis (discrete projects) or as an integral part of a program.

*** P2M® :** P2M® is the "Guidebook of Program & Project Management for Enterprise Innovation" originally issued by the Engineering Advancement Association of Japan in 2001 in response to a commission from the Ministry of Economy, Trade and Industry (METI) of Japan, of which ownership has been transferred to the Project Management Association of Japan (PMAJ) for the dissemination, enhancement and deployment of P2M® certification, since 2002. P2M® is compatible with globally used project management practices and has also incorporated the globally very unique concept of visioning, conception and design of value added programs and projects reflecting Japan's experience of continuous success in innovation.

*** Global Warming (Climate Change) Adaptation, Carbon Reduction, Low Carbon Society:** As mentioned later in this document, this training program on program and project management (P2M) has thematic emphasis on the application of Japanese carbon reduction technology and mechanism building to contribute to the realization of the Low Carbon Society (LCS). The Low Carbon Society is generally defined as a society where industry and people are collaborating to reduce the amount of carbon dioxide emissions in any forms or in various activities emitting from daily life and from production process of the industry. In order to live together in a society with a better quality of life, LCS is the pathway to encourage people to have the quality of life in society caused by the environment with lower carbon content, and the

people in society is closely linked with the technology application or development, which is environmentally friendly. There are emerging business opportunities to use the LCS concept, and institutional funds and aids are being provided by both transnational and (advanced) nations' agencies to those who positively engage on carbon reduction and LCS promotion. P2M is an efficient vehicle to combine together technologies, finance and conceptualization/planning/management methods to create carbon reduction mechanisms.

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 directors, senior managers in companies and/or project leaders or managers who are in a position to manage projects in companies. Managers or staffs of industrial promotion organizations and/or business associations who support local companies in facilitating project management may also be accepted. Private-sector experts or consultants who are engaged in related measures in building low carbon society and aim to acquire program/project management knowledge/skill may also be accepted. Experts of low-carbon technology itself who aim to acquire related technologies are not permitted.
- (2) Participants should be 20 years of age and above.
- (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 or CRTP Programs) organized in Japan are not entitled to apply for any program which starts within six months (183 days) after they returned home from Japan.

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 the 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 18 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 Report (1),(2) and Questionnaires (AOTS official form)
- (7) Overseas Travel Insurance Consent Form (AOTS official 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 18 September 2018.**

[Screening Committee Meeting]

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **18 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 13 as of 19 September 2017, AOTS may postpone or cancel this program.

6. OUTLINE OF THE PROGRAM:

-OBJECTIVE

This training program is designed for the participants to (1) acquire the fundamental methods and basic application skills of project management used to plan and manage a single project, (2) learn the concept of program management at an advanced level which is gaining increasingly important roles for business competitiveness, innovation in a variety of sectors, and sustainability in global competition, and (3) enable the

participants to obtain deeper understanding of roles of project managers and program managers. The thematic emphasis of the program is placed on enhancing the low carbon society in the state and society, its industry and business firms prosper by balancing accelerating development and sustainability in an optimum form. The participants are provided opportunities to learn how to apply program and project management to, from immediate target of attaining business goals through efficient and well informed objective setting, efficient project planning and management, quality management and well organized resources management, to a more advanced target of forming business expertise to package pertinent elements of low carbon society characterized by such key words of “saving”, “4R” (reuse-reduce-recycle-renewable), “innovative” and “sustainable” for business growth.

-DISCLAIMER

It is noted that this training program is not for teaching carbon reduction technology itself or it is not an engineering training course but a planning and management course as to how to most effectively combine technology, finance and management by using program and project management.

-DURATION

19 - 30 November 2018 (2 weeks)

-KEY BENEFITS & CONTENTS

Pre-Step: Pre-study Requirements in the Application Sheet

Participant is required to enter responses to the questions and pre-study guideline laid out in Items (1) and (2) of the Training Program Application Sheet, which will be utilized during the discussions and group workshops of the Program. The pre-study requirements include, in addition to the corporate profile, business operations characteristics, project management environment of applicant’s firm, current status for energy-saving and future target figures of the firm. The applicant is requested to bring with him/her supporting data and information.

Step 1: Environmental Scan and Introduction to the Concept of Low Carbon Society

Scan the global and in-country (in the participants’ countries) environment as to why we need project and program management and learn the concept of “Low Carbon Society” comprehending such components as saving energy, renewable energy, efficient and environmentally friendly transport systems, green buildings, green construction, resources recycling, low carbon community facilities (schools, etc.), green (eco) lifestyles, and green environment so that the training participants can learn program and project management for a consistent business and societal target for the better future in mind.

Step 2: Project Management

Learn the terms, knowledge areas and the integration framework (the methods) of Project Management and its basic application skills which will become the common language in conducting and managing projects. In doing so, the participants will gradually form a method for how to apply project management knowledge and skill to introduce low carbon element in its projects.

Step3: Program Management

Learn the concept of Program Management which is a methodology for the conception, formulation, design & structuring, implementation management, and innovative product servicing, of a program, as an organizational vehicle to realize an organization’s strategy, formed into a cluster of component projects to deliver management focuses on innovative mechanism creation and realization of high added value in program product. In this concept, participants

would challenge a program to build a low carbon society (community) mechanisms such as building a conceptual model of a low carbon community fit; enhancing sustainability of the industry and society; developing a green industry and beyond; promoting energy saving or new energy development for a community (neighborhood) level; an innovative model of green construction; an innovative model of green infrastructure, etc.

Step 4: Summary: Forming Comprehensive Professional P2M Knowledge and Application Skills

Ensure that the participants understand what they have learned through the program by way of group workshops based on the respective group's thematic initiatives and by using a comprehension test followed by a discussion session. Participants recognize their own roles in carrying out or implementing Program & Project Management. Also, the participants evaluate their own pre-assessed targets on low carbon society components for their own firms against the positive results gained in the training.

This training program is designed to learn the system and methods of program and project management based on P2M[®].

P2M[®] is the "Guidebook of Program & Project Management for Enterprise Innovation" originally issued by the Engineering Advancement Association of Japan in 2001 after three years of research in response to a commission from the Ministry of Economy, Trade and Industry of Japan (METI), and has been owned, disseminated and enhanced, since 2002, by the Project Management Association of Japan (PMAJ). Originally, P2M[®] was developed as a vehicle to support Japanese enterprises, organizations, and the government agencies to reinforce their competitiveness through innovation and serves as a program management methodology that considers not only how to make one project successful by meeting the quality, budget and delivery time requirements, but also is an edifice of knowledge that integrates a program consisting of plural projects under a common program mission, for conceiving and delivering innovation, high value added and sustainability by intellectually combining a variety of management disciplines as well as strength of the Japanese industry, and helping pursue total optimization from higher and wider perspectives.

By attending this program, participants will be able to have a more concrete image of their own roles as the persons responsible for project management and in the future as a program manager for innovation, as well as to acquire the systematic knowledge covered by P2M. Those participants who have successfully completed the training program and has been conferred AOTS's official diploma, will also be awarded the International P2M Practitioner (iP2M) credential by Project Management Association.

Further, by learning the P2M-based program and project management and by having a close look at actual examples of its application in Japanese corporations, participants will have a chance to know the efforts taken by the Japanese government and corporations, and can extend their knowledge, which will become the basis by which they facilitate effective and efficient communications in various business environments with Japanese industries after returning to home country.

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.

Please refer to the Tentative Schedule.

-LANGUAGE

All lectures, discussions and project site/company visits will be conducted in English (lectures and workshops), or Japanese with translation into English (site visits). In principle, the program documents and training materials will be prepared in English.

- PROGRAM DIRECTOR

Pr. Dr. Hiroshi Tanaka
Academic Adviser, Immediate Past President
Project Management Association of Japan (PMAJ)
PhD. (France), Dr. Sc. Hon. (Ukraine), PMP (USA)

Pr. Dr. Tanaka is, currently, International Professor of Strategy, Project and Program Management at the Ph.D. Program of SKEMA Business School of France; Principal Professor of Strategy, Innovation Project and Program Management at Post Graduate Program of Le Centre d'études avancées et de recherche en Management de projet, programme et portefeuille (The Center for Advanced Studies and Research in Project, Program and Portfolio Management - CASR3PM), a graduate university in Senegal; Professor of Honor at Kiev National University of Construction and Architecture (KNUSA) Post-graduate Program, in Ukraine; Professor of Honor at National Shipbuilding University named after Admiral Makarov (NUS) Post-graduate Program in Nikolayev, Ukraine; Professor of Honor at Odessa National Maritime University (ONMU) Post-graduate Program, in Ukraine; Guest Lecturer at Japan Advanced Institute of Science and Technology (JAIST) School of Knowledge Science, national graduate university in Japan; Invited Professor at Okayama Prefectural University Center for Advanced Higher Education Development; and Guest Professor in the Grand Design by Japan Program at Keio University Graduate School of Business Administration (KBS).

He was expert of JICA in project and program management from 2009 to 2011, and has been program director at AOTS for the P2M Training Courses from 2009 to now (in five programs).

In industry, he has 42 years of experience in the global engineering & construction industry with his former employer JGC Corporation of Japan, one of the top five global engineering and construction companies in oil and gas projects. He was a division general manager and a board member of a division company at JGC.

Pr. Tanaka is the founder (1997) of Japan's project management society and an active global project management community player; he made his first PM presentation at IPMA World Congress, Copenhagen in 1982 and since served as key note/invited speakers at 150 PM conferences/public seminars in 30 countries and 100 in Japan; he served as the Chair, Global PM Forum linking the world's major project management associations from 2005 to 2007; is lifetime honorary member of International Project Management Association (IPMA)' Ukrainian, Russian and Indian Project Management Associations; was academic advisor to Ukrainian Minister of Finance (2010 – 2012), and a current 3PM advisor to the Government of Senegal. Pr. Tanaka has been honored with 13 international awards of project management, including ExxonMobil Professional PM Award in 1996, PMI Distinguished Contribution Award (first non-North American awardee) by Project Management Institute of USA, the Ukrainian State Order "Honoured Decoration of the Ministry of Finance of Ukraine", the supreme contribution award to the Ukrainian Government in June 2010, and three Japanese, including the Minister of Economy, Trade and Industry Award in 2008 for his outstanding contribution to the Japanese engineering industry.

He holds Ph.D. from SKEMA Business School of France and is holder of a State Academician Diploma awarded by the Ukrainian Academy of Science – Shipbuilding Engineering Society, Dr. Sc. Hon. Degree of Ukraine. He has co-authored two Japanese, two English (McGraw-Hill) books on project management, and eight books in Russian or English Russian (bilingual) in Ukraine and Russia. He has contributed 50 papers in English and 20 in Japanese, with ten of them translated into Russian and Chinese.

-LECTURERS

Lecturers registered at Project Management Association of Japan (PMAJ)*

***PMAJ** - The Project Management Association of Japan – is a non-profit organization with the purpose of advancing and disseminating program and project management knowledge and skills.
(<http://www.pmaj.or.jp/>)

The main activities of PMAJ are:

- Publication and maintenance of Japan’s national program and project management standard guidebook titled “Program and Project Management for Enterprise Innovation (P2M[®])”
- Promotion of P2M both in Japan and abroad in the private and public sectors as well as academic community.
- Conducting education, training and seminars related to program and project management
- Administration of the P2M based PM Professionals Certification
- Operation of project management society platforms for structured or volunteer activities for the advancement of professional and corporate capabilities of program and project management
- Research and development in program, project and other related management areas.
- Global cooperation in the program and project management community e.g. cooperation with other project management associations, contribution to global project management platforms (ISO committees, Global Alliance for Performance-based Standards) .

-TRAINING LOCATION AND ACCOMMODATION

AOTS Tokyo Kenshu Center (TKC) <may change in consideration of various factors>

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

30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan

Tel: 81-3-3888-8231 (Reception) Fax: 81-3-3888-0763

**Tentative Schedule
of
The Training Program on Program & Project Management [PPTP]**

19 - 30 November 2018

AOTS Tokyo Kenshu Center <To Be Determined>

Day	Morning (09:00-12:00)	Afternoon (13:00 – 16:00)
18 Nov. (Sun.)	(Arrival in Japan)	
19 (Mon.)	<ul style="list-style-type: none"> • Administrative Orientation on the Training Program • Inauguration Ceremony • Program Briefing 	Inaugural Lecture by the Course Director: <ul style="list-style-type: none"> • Program & Project Management as 21st Century's Dynamic Management Paradigm & Methodology Entertained by Japanese Corporations in Response to Competitiveness, Innovation and Sustainability • Introduction to P2M Guidebook of Japan.
20 (Tue.)	Lecture: Project Management (PM1) <ul style="list-style-type: none"> • Overall Process Flow, Deployment Environment, Required Resources, Outcome of Project Management • Project Management Lifecycle Perspectives and Setting the Project Mission and Objectives 	Lecture : Project Management (PM2) <ul style="list-style-type: none"> • Project Scope Management • Project Schedule Management
21 (Wed.)	Expert Lecture (EL1) : <ul style="list-style-type: none"> • Concept of and Practices on Global Warming Adaptation and the Low Carbon Society 	Expert Lecture (EL2) <ul style="list-style-type: none"> • Theories and Research on Global Warming Adaptation (lecture and discussions)
22 (Thu.)	Lecture : Project Management (PM3) <ul style="list-style-type: none"> • Project Cost Management • Project Quality Management • Project Integration Management 	Project Company Visit : JGC Corp. Yokohama Head Office. Visit to Japan's top engineering, construction and project management company-project management of oil & gas and infrastructure projects.
23 (Fri.)	Group Workshop : Project Planning exercise along the instructor given exercise template on a group proposed project theme, e.g. an energy saving/energy conversion/resources saving projects, green innovation projects, affordable social innovation projects in community.	
24 (Sat.)	Day-off	
25 (Sun.)	Day-off	
26 (Mon)	Lecture: Program Management (PGM1) <ul style="list-style-type: none"> • P2M Program Management Methodology Created by Japan for Linking Organizational Strategy into High-Value Added, Innovation, and Sustainability Programs (and Projects) 	
27 (Tue.)	Lecture: Program Management (PGM2) <ul style="list-style-type: none"> • Management Domains Supporting Program Management • Systems theory for program and project management • Finance for program & project materialization • Risk management • Management by value (value-based management) 	Project Company Visit 2 : Takenaka Corp. Tokyo Head Office. Visit to an Office of Major General Construction Company which has attained a "Zero-Energy Building" (ZEB), and has cases of futuristic low carbon cities.

28 (Wed.)	Lecture : Expert Lecture (EL3) <ul style="list-style-type: none"> • Cases of Sustainable City in Japan and an South East Country – concept, planning approach, and actual state 	Lecture & Discussion : Expert Lecture (EL4) Theories and Research on Global Warming Adaptation.
29 (Thu.)	Group Workshop: Program Management Workshop Indicative Themes (each group of trainees to propose a concrete program theme) <ul style="list-style-type: none"> <input type="checkbox"/> Building a model of a low carbon society <input type="checkbox"/> Enhancing sustainability of the (local) industry and society <input type="checkbox"/> Developing a green industry for your country (country groups) and beyond <input type="checkbox"/> Promoting energy saving or new energy development <input type="checkbox"/> An innovative model of green construction <input type="checkbox"/> An innovative model of sustainable infrastructure 	
30 (Fri.)	Lecture: Course Completion <ul style="list-style-type: none"> • Course Overall Review • Course Comprehension Test 	Lecture: Course Completion <ul style="list-style-type: none"> • Feed-back on Course Comprehension Test • Wrapping-up the Training Program • Program Completion Ceremony “Happy Program and Project Management for the Participating Countries”
1Dec. (Sat.)	(Departure from Japan)	

- (1) The above schedule is subject to change for the convenience of lecturers and cooperating companies which accept project visits, or for other unavoidable reasons.
- (2) Several group discussion sessions may be arranged in the evening.
- (3) Though Saturday and Sunday 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:

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 as shown in Table 2.

The Estimates of the Participation Fee is shown in Table 1.

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 ¥5,260 in cash to a participant for the cost of travel between Narita international Airport (Tokyo) and AOTS Tokyo Kenshu Center (TKC).

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 - Narita /Japan, Roundtrip
Management Training Course: 2 -week Course

(Japanese Yen)

<i>Training Costs</i>	Total Amount	Japanese government Subsidy	Participation Fee
1. Allowance Costs	248,190	165,460	82,730
<Breakdown of Allowance Cost>	<Breakdown>	[2/3]	[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 day(s) =			
c. Accommodation Allowance			
@ 10,080 x day(s) =			
(3) Personal Allowance			
@ 1,020 x 13 days =	13,260		
2. Course Implementation Costs	368,000	223,000	145,000
3. Domestic Travel Allowance (Narita Airport - TKC)	5,260	5,260	
Total	621,450	393,720	227,730

* 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 (FY 2018)

					Unit: Japanese Yen	
Area	Country	Place of Departure	Place of Arrival	Airfare Limit		
South East Asia	Indonesia	Jakarta	Tokyo/Osaka Nagoya	117,300 125,100		
		Surabaya	Tokyo/Osaka Nagoya	125,200 125,200		
		Manado	Nagoya	134,000		
		Medan	Tokyo/Osaka Nagoya	114,000 116,200		
		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 Osaka	59,600 57,400		
		Manila	Tokyo/Nagoya Osaka	62,700 54,500		
	Vietnam	Hanoi	Tokyo/Osaka Nagoya	103,800 113,100		
		Ho Chi Minh City	Tokyo/Nagoya Osaka	103,800 103,800		
	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 Osaka	126,900 113,700		
		China	Shanghai	Tokyo Osaka Nagoya	105,100 86,400 100,100	
	Shenzhen	Tokyo Osaka Nagoya	130,100 129,100 147,300			
		Beijing	Tokyo Osaka Nagoya	149,700 135,700 129,100		
	Guangzhou	Tokyo Osaka Nagoya	116,800 107,200 109,200			
		Nanjing	Tokyo Osaka Nagoya	135,500 114,600 125,900		
	Chongqing	Tokyo Osaka Nagoya	182,300 156,200 175,200			
		Chengdu	Tokyo Osaka Nagoya	180,300 163,800 191,800		
	Dalian	Tokyo Osaka Nagoya	137,500 122,600 120,600			
		Tianjin	Tokyo Osaka Nagoya	152,800 135,700 149,700		
	Liuzhou	Tokyo Osaka Nagoya	126,600 117,000 119,100			
		India	Kolkata	Tokyo/Osaka/Nagoya	97,700	
	Chennai		Tokyo Osaka/Nagoya	93,900 102,400		
	Coimbatore		Tokyo Osaka/Nagoya	100,600 109,000		
	Kochi		Tokyo Osaka/Nagoya	102,000 110,500		
	Thiruvananthapuram		Tokyo Osaka/Nagoya	102,200 110,600		
	Hyderabad		Tokyo Osaka/Nagoya	102,100 110,500		
	Bengaluru		Tokyo Osaka/Nagoya	99,000 107,400		
	Delhi		Tokyo/Osaka/Nagoya	91,800		
	Mumbai		Tokyo/Osaka Nagoya	93,900 93,900		
Ahmadabad			Tokyo/Osaka Nagoya	101,400 101,400		
Pune	Tokyo/Osaka Nagoya		121,100 121,100			
	South Asia		Sri Lanka	Colombo	Tokyo Osaka Nagoya	55,000 55,000 60,300
Nepal				Kathmandu	Tokyo/Osaka Nagoya	118,800 118,800
Pakistan				Karachi	Tokyo Osaka Nagoya	112,600 129,000 106,900
		Islamabad	Tokyo Osaka Nagoya	112,600 129,000 106,900		
		Lahore	Tokyo Osaka Nagoya	125,100 143,300 118,800		
Bangladesh		Dhaka	Tokyo Osaka Nagoya	120,700 108,900 120,700		
		Chittagong	Tokyo Osaka Nagoya	98,000 88,500 98,000		
		Maldives	Male	Tokyo/Nagoya Osaka	306,100 306,100	
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 Montego Bay	Tokyo/Osaka/Nagoya Tokyo/Osaka/Nagoya	172,300 172,300	
		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 Antalya	Tokyo/Osaka/Nagoya Tokyo/Osaka/Nagoya	98,700 105,600	
	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
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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
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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 (1)

**- The Training Program on Program & Project Management -
[PPTP]**

The form of “Pre-Training Report” for this training program is composed of two documents: (1) and (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/18pptp-e.docx>

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. 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. Experience of participating in any project at your workplace</p> <p>(Project contents, project period, and your role)</p>	
<p>8. Project for which you are going to work after returning to your home country</p> <p>(Project contents, project period, and your role)</p>	
<p>9. Any management issues or trouble you had in managing a project you engaged in</p>	
<p>10. Your expectations for the program</p>	

Name	Country
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PRE-TRAINING REPORT (2)

Observed Data and Numerical Targets for your company/organization

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
		A: Yearly power consumption of the whole of your factory	_____ (kWh/year)	⇒	_____ (kWh/year)
		B: Yearly power consumption of a process at your manufacturing department (or factory)	_____ (kWh/year)	⇒	_____ (kWh/year)
		NOTE: If you choose B, write about the process you referred to, in the right column.			

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 [_____]

End of document

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@hidajapan.or.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@hidajapan.or.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.