

*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

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: _____



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/>

ODA Program

September 2018

Program Outline

&

Participation Requirements

of

The Leadership Program for Myanmar

[MMLD]

13 – 26 February 2019

1. BACKGROUND OF THE PROGRAM:

The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) is an organization for human resources development mainly in overseas countries to promote technical cooperation through training, experts dispatch and other programs. Through those programs, we aim at contributing to the mutual economic growth of developing countries and Japan as well as enhancing friendly relations among those countries.

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

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 Leadership Program for the Myanmar (MMLD) is one of such management training programs, which is being organized in collaboration with Myanmar HIDA(AOTS) Alumni Association (MHAA), in order to enhance the leadership skills of executives working in the Myanmar's companies and/or organizations. This program provides an opportunity for participants to observe the leadership skills necessary for executives, widen their perspectives as leaders and explore their own leadership styles.

2. COUNTRY:

Myanmar

3. NUMBER OF PARTICIPANTS:

22 participants

4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, owners, executives or managers of a company or an organization. Staff or managers of public organizations who give guidance for Leadership may also be accepted.
- (2) Participants should be, in principle, 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 Myanmar.
- (7) Participants should not be students or armed forces personnel.
- (8) Former participants of AOTS training programs (ODA-funded and CRTP programs) organized in Japan are not entitled to apply for any program which starts within six months (183 days) after they have returned home 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 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 become lower.

- (5) The number of participants from the same sending company may be limited if there are more applicants than AOTS can accept.

5. APPLICATION PROCEDURE:

Individual applicants should ensure the delivery of the following application documents to the Management Training Administration Group of AOTS, the address of which appears in Item, **no later than 10 December 2018 via Myanmar HIDA(AOTS) Alumni Association (MHAA) / [MYA]**, Listed in Item 10, (AOTS will not accept any application documents directly sent from individual applicants). It is therefore recommendable to ask MHAA to confirm the deadline for bulk shipping of the materials collected from individual applicants, to Japan.

- (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
- (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>

[Screening Committee Meeting]

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **10 January 2019**, 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 application deadline, AOTS may postpone or cancel this program.

6. OUTLINE OF THE PROGRAM:

- OBJECTIVES

The objectives of the program are:

- (1) To deepen participants' understanding of the basics of leadership and the leadership skills necessary for an executive, and
- (2) To help participants widen their perspectives as leaders and formulate actions plans to improve their own leadership skills after returning their own country.

- DURATION

13 – 26 February 2019 (2 weeks)

- CONTENTS

First Step

After having a lecture on the basics of leadership for executives, participants will analyze their leadership styles, identify their strengths, weaknesses and grasp the problems and/or the tasks related to their leadership.

Second Step

Participants will observe the know-how necessary to exercise leadership as executives such as how to develop and share their corporate philosophy and vision with others, including team members, customers and business partners, how to enhance their team's motivation, coaching methods and how to cultivate human resources, etc. They will also deepen their understanding of the leadership characteristics of successful Japanese leaders through case studies, and examples of the leadership role of executives at Japanese companies through company visits.

Third Step

Participants will explore their own leadership skills for use in the future, grasp the problems or the tasks they need to work on, formulate action plans with what they will do and how they will exercise the leadership that they need, 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.

Please refer to the Tentative Schedule.

-LANGUAGE

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

- TRAINING LOCATION AND ACCOMMODATION

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

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

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

Tel: 81-6-6608-8260 (Reception)

Fax: 81-6-6690-2678

Please refer to item 7 for further information on accommodation.

Tentative Schedule
of
The Leadership Program for the Myanmar [MMLD]
 13 - 26 February 2019 AOTS Kansai Kenshu Center (KKC) <To Be Determined>

Date	Morning Session	Afternoon Session
12 Feb. (Tue.)	(Arrival in Japan)	
13 (Wed.)	Orientation Opening Ceremony	LECTURE: The Basics of Leadership for Executives - What is Leadership? - Need for Leadership - The Differences between Management and Leadership - Roles of an Executive and Desired Leadership
14 (Thu.)	LECTURE: Human Resource Development and Motivation	LECTURE: Team Management
15 (Fri.)	LECTURE: The Way Corporate Executives Should Be and Building Organizations that Cultivate People	
16 (Sat)	Day off	
17 (Sun)	Day off	
18 (Mon)	LECTURE: Organizational Innovation and Leadership	COMPANY VISIT: Leadership practiced in Japanese companies
19 (Tue.)	STUDY TOUR	COMPANY VISIT: Example of Corporate Philosophy and Management Strategies at a Japanese Company
20 (Wed.)		COMPANY VISIT: Example of Cultivation of Human Resources at a Japanese Company
21 (Thu.)		COMPANY VISIT: Example of Leadership at a Japanese Company
22 (Fri.)	LECTURE: Organization Design and Development	
23 (Sat)	Day off	
24 (Sun)	Day off	
25 (Mon.)	LECTURE: Leadership for Setting and Achieving the Target	Preparation for Final Presentation
26 (Tue.)	Final Report Presentation	Evaluation of the Program Closing Ceremony
27 (Wed.)	(Departure from Japan)	

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

7. ARRIVAL AND DEPARTURE DATES:

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

8. TRAINING COSTS (Application from overseas countries):

8-1) Outline

AOTS training programs are financed by Official Development Assistance (ODA) subsidies from the Japanese Ministry of Economy, Trade and Industry (METI) together with the Participation Fee from the participants themselves.

The Training Costs will vary in accordance with the actual airfare and participants' staying days. 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 not set up.

(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 ¥393,000 and the Contribution to Course Implementation Costs (the amount participants should bear) is ¥148,000.

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: Myanmar****International Travel Expenses: Yangon - Kansai /Japan, Roundtrip****Management Training Course: 2 -week Course**

(Japanese Yen)

<i>Training Costs</i>	Total Amount	ODA Subsidy	Participation Fee
1. Allowance Costs	<u>269,530</u>	269,530	0
<Breakdown of Allowance Cost>	<Breakdown>	[3/3]	None
(1) International Travel Expenses	114,700		
(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>393,000</u>	245,000	148,000
3. Domestic Travel Allowance (Kansai Airport - KKC)	<u>1,780</u>	1,780	
Total	<u>664,310</u>	<u>516,310</u>	<u>148,000</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 (FY2018)

Unit: Japanese Yen

Country	Place of Departure	Place of Arrival	Airfare Limit
Myanmar	Yangon	Osaka (Kansai)	114,700

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

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. COLLABORATING ORGANIZATION:

Myanmar HIDA (AOTS) Alumni Association (MHAA)

(President) Mr. Aung Kyi Thwin	No.23 (B-1), West Shwe Gone Dine 3rd Street, Bahan Township, Yangon, Myanmar
(General Secretary) Mr. Ko Ko	Tel: 95-1-375254
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11. FURTHER INFORMATION:

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PRE-TRAINING REPORT

- The Executive Leadership Program for the Myanmar - [MMLD]

Please fill in the following items by using a personal computer or similar equipment, or by handwriting in block letters in English. AOTS would duplicate and distribute it to lecturers and other participants as a reference material for the group discussions and presentations held during the program. This report may be used for modification of the curriculum.

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. In addition, please also attach a brochure of your company/organization if available.)	
4. Your position and the name of your department (preferably by attaching an organizational chart indicating your position)	
5. Your duties in detail	

<p>6. Please write down your company/ organization's corporate philosophy (if any.)</p>	
<p>7. Your strengths, weaknesses, and future vision as a leader</p>	<p>Strengths:</p> <p>Weaknesses:</p> <p>Future Vision:</p>
<p>8. Most critical problems related to your own leadership</p>	
<p>9. What do you want to learn from the program, or what are your expectations of the program in relation to the described problems?</p>	



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/ikusei/training/doc01.html#koka>)

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

MMLD

Country:

Myanmar

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:

The management training program receives financial support from Official Development Assistance (ODA). 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 6,200 USD per person to run the course. Do you think the AOTS training programs produce enough benefits to justify the expense (6,200 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 (6,200 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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