



THE ASSOCIATION FOR OVERSEAS TECHNICAL SCHOLARSHIP[AOTS]

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May 2011

**Program Outline
&
Participation Requirements
of
The Quality Control Training Course
[QCTC]**

- Quality Management for Managers and Supervisory Staff -

14 September – 4 October 2011

1. BACKGROUND OF THE PROGRAM:

AOTS - the Association for Overseas Technical Scholarship - is a non-profit association run with Japanese government subsidies from the Ministry of Economy, Trade and Industry (METI). Since its establishment in 1959, AOTS has been conducting various technical and management training programs in Japan for the people of developing countries. The total number of participants in past AOTS training programs amounts to almost 155,000 from about 170 developing countries and regions. These former participants are playing very important roles in industry and contributing greatly to the economic development of their respective countries.

At the request of former participants of AOTS training programs as well as the industrial and business circles in developing countries, and to meet the needs for human resource development in Japanese affiliated companies, AOTS has been organizing various training programs.

The Quality Control Training Course (QCTC) is designed as one of AOTS's flagship courses for all the developing countries to learn business management/administration techniques and their underlying ways of thinking, all of which are characteristics of Japanese companies. It was first organized in 1979 to enhance the quality management ability at manufacturing companies in developing countries, and the 32nd program will be held this year.

2. COUNTRY:

Please refer to the List of Target countries and regions.

(http://www.aots.or.jp/jp/use/kokunai/pdf/e_taishokoku.pdf)

3. NUMBER OF PARTICIPANTS:

25 participants

4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, managers and/or staff who are responsible for the promotion of TQM/quality control activities at manufacturing companies, with a basic knowledge of the seven QC tools.
- (2) Participants should be between 25 and 60 years of age.
- (3) Participants should be university graduates and/or have equivalent professional experience.
- (4) Participants should have a sufficient working knowledge of English for discussions, presentations, and report writing.
- (5) Participants should be healthy enough to undergo an intensive training program in Japan.
- (6) Participants should be residing in the developing countries.
- (7) Participants should not be students or armed forces personnel.
- (8) AOTS ex-participants who have recently been awarded an AOTS Scholarship and participated in an AOTS training program 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) In case of Japanese companies and/or companies that have Japanese capital, persons who are engaged in the duties described in the participation requirements are able to participate in this program without regard to their positions.
- (2) Family members are not allowed to accompany the participants to Japan.
- (3) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional programs, and shall leave Japan and return to their home countries soon after the completion of the program.
- (4) The Guarantee Letter, which is one of the invitation documents to be issued by AOTS, shall be used only for the purpose of obtaining a training visa and shall not be used for any other purposes, such as participants' business.
- (5) The number of participants for the same host company or from the same sending company may be limited if there are more applicants than AOTS can accept.

5. APPLICATION PROCEDURE:

5-1) Application from host companies in Japan

Please refer to Application Procedure from Japan. (http://www.aots.or.jp/eng/t_prg_j/application.html)

Host companies should apply to AOTS by submitting the required documents to reach AOTS Head Office by **no later than 4 July 2011**.

5-2) Application from overseas countries

Applicants should apply to AOTS by submitting the following documents to reach AOTS Head Office by **no later than 4 July 2011**.

- (1) AOTS Training Application Form, Applicant's Personal Record and Medical Check Sheet (AOTS official form)
- (2) 2 copies of a photo (4 cm×3 cm) (Please write down the applicant's name of the back)
- (3) Brochure of the applicant's company/organization
- (4) Photocopy of a passport, an election card, a driver's license or any other identification document issued by a public organization in the applicant's country containing, in Roman letters, the applicant's name in full, a photo of the applicant and his/her date of birth.
- (5) Pre-Training Report
- (6) Overseas Travel Insurance Consent Form
- (7) About the handling of Personal Information Concerning Trainees (AOTS official form)
The applicant himself or herself is required to submit a form bearing his or her own signature. Either in the absence of agreement, or non-submittance, course participation will not be granted.
- (8) Enquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises)

The required documents (Application Form, etc.) can be downloaded from the following Website.

http://www.aots.or.jp/eng/t_prg_j/management/documents/documents.html

The application documents will be forwarded to the AOTS Screening Committee, which will meet on 4 August 2011, 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 4 July 2011, AOTS may postpone or cancel this program.

6. OUTLINE OF THE PROGRAM:

- OBJECTIVE

The objective of the program is to enable participants to enhance the quality management ability at manufacturing companies.

- KEY BENEFITS

- (1) Increasing participants' understanding of the practice of TQM (total quality management) , and
- (2) Enhancing their capability of promoting TQM as a comprehensive system.

- DURATION

14 September – 4 October 2011 (3 weeks)

- CONTENTS

The training course will focus on the following six important components of TQM practice in Japan.

- Daily management and management by policy (*Hoshin Kanri*)
- New product development
- Quality assurance
- The production system
- Human resource development by QC Circles
- Problem-solving and continuous improvement (*kaizen*)

Studying these topics systematically, participants will come to understand the strengths of Japanese companies.

Participants will gain theoretical knowledge in the morning sessions and learn how to put such theory into practice in the afternoon sessions with case studies and simulations. The curriculum focuses on “what individual participants, as managers/staff promoting TQM/quality control, should do and how”, so that what

they learn in the course will be immediately applicable when they return to their own companies.

After passing the screening, participants are requested to take the AOTS Web Based Training Course, entitled “Practical Tools for Quality Control-1 and 2”, so as to make sure they have the required knowledge level for participation.

The typical daily schedule consists of a three-hour morning session and a five-hour afternoon session. Some evening sessions may be organized after dinner.

Please refer to the Tentative Schedule.

- LANGUAGE

All lectures, discussions and company visits will be conducted in English or Japanese with translation into English. The program documents and training materials will be prepared in English.

***Participants are required to have a sufficient working knowledge of English for discussions, presentations, and report writing.**

- PROGRAM DIRECTORS

Dr. Hideo IWASAKI, Ph.D. (Program Director)
Dean, School of Science and Engineering, Kinki University

Dr. Iwasaki has been active in quality management world being a vice-chairman of the Deming Prize Examination Committee and a Director of JSQC (the Japan Society for Quality Control) magazine.

- TRAINING LOCATION AND ACCOMMODATION

AOTS Kansai Kenshu Center (KKC)

<http://www.aots.or.jp/eng/about/center/kkc.html> <may change in consideration of various factors>

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 Quality Control Training Course [QCTC]**

14 September – 4 October 2011 AOTS Kansai Kenshu Center (KKC) <To Be Determined>

Date	Morning Session	Afternoon Session
13 Sept. (Tue.)	(Arrival in Japan)	
14 (Wed.)	Orientation Opening Ceremony	LECTURE: Introduction to TQM - Quality, PDCA cycle
15 (Thu.)	LECTURE: Promotion of TQM, QC Mindsets and Viewpoints	CASE STUDY: QC Mindsets and Viewpoints - Group Discussion (GD) on <i>kaizen</i> example(s)
16 (Fri.)	LECTURE: Daily Management vs. Management by Policy (<i>Hoshin Kanri</i>) - How to promote daily management and <i>Hoshin Kanri</i>	CASE STUDY: Formulation and Deployment of Policy - Simulation of policy formulation and deployment using formatted charts
17 (Sat.) 18 (Sun.)	Day off	
19 (Mon.)	LECTURE: New Product Development - Systematic steps for new product development	CASE STUDY: Formulation of “Required Quality Deployment” using QFD - Simulation of QFD and GD
20 (Tue.)	LECTURE: Promotion Procedures of Quality Assurance - Mechanism and major tools for quality assurance	CASE STUDY: Formulation of QC Process Charts
21 (Wed.)	COMPANY VISIT: Management by Policy (<i>Hoshin Kanri</i>)	COMPANY VISIT: QC Circles
22 (Thu.)	LECTURE: Establishment of Production Systems - Production systems in Japanese companies	CASE STUDY: Production Systems
23 (Fri.)	LECTURE: Human Resource Development by QC Circles - Importance of HRD and continuous improvement, promotion of QC Circles	CASE STUDY: Formulation of QC Circles Revitalization Plan - Drawing cause and effect diagrams and tree diagrams
24 (Sat.) 25 (Sun.)	Day off	
26 (Mon.)	LECTURE: Process Control and Improvement - Effective use of QC tools in the problem-solving procedures	
27 (Tue.)	STUDY TOUR	COMPANY VISIT: Example of the Production System at a Japanese Company
28 (Wed.)		COMPANY VISIT: Example of TQM Promotion at a Japanese Company
29 (Thu.)		COMPANY VISIT: Example of QC Circle Activities at a Japanese Company
30 (Fri.)	EXERCISE: Problem Solving and Continuous Improvement (QC Game)	
1 Oct. (Sat.) 2 (Sun.)	Day off	
3 (Mon.)	EXERCISE: Problem Solving and Continuous Improvement (QC Game)	
4 (Tue.)	Presentation on Exercise on Problem Solving and Continuous Improvement	Overall Question and Answer Session Closing Ceremony
5 (Wed.)	(Departure from Japan)	

Remarks:

- (1) The above schedule is subject to change due to the convenience of lecturers and cooperating companies, or for other unavoidable reasons.
- (2) Several group discussion sessions may be arranged in the evening.
- (3) Outside of the above course schedule, participants will have the chance to study through the use of WBT.
- (4) Though Saturday s and Sundays are days off in general, lectures may be scheduled if deemed necessary.

7. ACCOMMODATION:

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 ¥8,500 per day with meals (lunch, dinner and breakfast). The said conditions are subject to change due to unavoidable reasons.

Please note that AOTS Kenshu Center canteens are closed on Sundays. The participant will receive ¥2,500 in cash per day for meals to cover this day.

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.

The after-mentioned participation fee estimate(s) reflect(s) the case when a participant lodges at an AOTS Kenshu Center. The suggested amounts may vary otherwise.

8. TRAINING COSTS:

8.1) Application from host companies in Japan

In applying for this program, please contact ‘Scholarship Administration Group’ listed in 10. FURTHER INFORMATION.

8.2) Application from overseas countries

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 (Contributions from Participant) from the participants themselves.

Participants shall pay the Participation Fee (Contributions from Participant) in cash to AOTS after their arrival in Japan.

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.

The Estimates of the Participation Fee for the countries of Category 1* and for the countries in Category 2* are shown in Tables 1-1 and 1-2.

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.

**Please refer to Table 3 “List of Target Countries and Regions”*

2) Breakdown

1. Participation Fee (Contributions from Participant)

The Participation Fee, which consists of Contribution to Allowance Costs and Contribution to Course Implementation Costs is the amount participants should bear.

Each participant will be requested to pay the Participation Fee to AOTS in cash after his/her arrival in Japan.

(1) The Contribution to Allowance Costs for the participants from the countries in Category 1 is 25% of the Allowance Costs (2-(1)). The Contribution to Allowance Costs is not set up for the participants from the countries in Category 2.

(2) The Contribution to Course Implementation Costs is ¥135,000 for a 3-week AOTS Management Training Program.

2. Training Costs

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 (3) Domestic Travel Allowance.

(1) Allowance Costs

a. International Travel Expenses

- **Participants from China will not have their International Travel Expenses subsidized.**
- Participants will purchase their own round-trip air tickets, concerning which there are no restrictions pertaining to boarding class.
- The subsidy from the Japanese government will cover the actual airfare up to the Standard Airfare Limits (the AOTS's Standard Airfare Limits for 2011 is shown in Table 2.).
- 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.
- International travel expenses are provided if an air ticket and its receipt satisfy required conditions; not provided if unsatisfying conditions or for a free ticket.

b. Accommodation and Meal Allowance

At the AOTS Kenshu Center

- AOTS will provide a participant with accommodation to the value of ¥8,500 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 ¥7,700 per day with dinner and breakfast at an AOTS Kenshu Center.

During the study tour

- A participant will be provided with accommodation to the value of not exceeding ¥9,800 per day for their staying outside of the AOTS Kenshu Center, and ¥2,500 per day in cash for meals.

c. Personal Allowance

- AOTS will pay ¥800 per day in cash to a participant.

(2) Course Implementation Costs

Course Implementation Costs, which is the cost to carry out a 3-week AOTS Management Training Program, is ¥540,000.

(3) Domestic Travel Allowance

- Expenses for a part of transportation fee between international airport in Japan and AOTS Kenshu Center
- AOTS will pay ¥1,720 in cash to a participant for the cost of travel between Kansai International Airport and AOTS Kansai Kenshu Center (KKC).

3. The amount to be paid in cash to participants by AOTS

The following allowances and expenses will be paid in cash as per Table 1 to each participant after his/her arrival in Japan.

- (1) Subsidy for international travel expenses (when they are claimable for subsidy)
- (2) Personal Allowance (¥800 x staying days)
- (3) Meal Allowance for the study tour (**each participant is requested to pay meals during the study tour from this Allowance.**)
- (4) Domestic Travel Allowance

4. Contribution to AOTS's Administration Cost

The Contribution to AOTS's Administration Costs is ¥1,800 per day for the participants from the countries in Category 1, and ¥1,000 per day for the participants from the countries in Category 2, and covers administrative expenses. The participant is kindly requested to pay the Contribution to AOTS's Administration Cost.

[Table 1-1] Estimate of the Fees and Costs [the Country of Category 1]***The amounts and figures for the Fiscal Year 2011 (April 1, 2011 – March 31, 2012)****Country: Thailand****International Travel Expenses: Bangkok - Kansai /Japan, Roundtrip****Management Training Course: 3 -week Course****1. Participation Fee (Contributions from Participant)**

(Japanese Yen)

		With International Travel Expenses subsidy	Without International Travel Expenses subsidy
(1) Contribution to Allowances Costs	[A] x 0.25	69,900	52,850
(2) Contribution to Course Implementation Costs		135,000	135,000
Total		204,900	187,850

2. Training Costs

		With International Travel Expenses subsidy	Without International Travel Expenses subsidy
(1) Allowance Costs			
a. International Travel Expenses		68,200	0 [1]
b. Accommodation and Meal Allowances			
at the AOTS Kenshu Center	@ 7,700 x 1 day = (Arrival Day)	7,700	7,700 (paid in kind)
during the study tour	@ 8,500 x 19 days =	161,500	161,500 (paid in kind)
Meal Allowance	@ 2,500 x 2 day(s) =	5,000	5,000 [3]
Accommodation Allowance	@ 9,800 x 2 day(s) =	19,600	19,600 (paid in kind)
c. Personal Allowance	@ 800 x 22 days =	17,600	17,600 [2]
Sub Total		279,600	211,400 [A]
(2) Course Implementation Costs		540,000	540,000
(3) Domestic Travel Allowance (Kansai Airport - KKC)		1,720	1,720 [4]
Total		821,320	753,120

[1] The maximum amount of airfare claimable for subsidy to the air ticket's purchase. Air ticket will be purchased by participant. AOTS will subsidize the amount in accordance with rules & regulations.

3. The amount to be paid in cash to participant by AOTS

		With International Travel Expenses subsidy	Without International Travel Expenses subsidy
(1) International Travel Expenses subsidy	[1]	68,200	0
(2) Personal Allowance	[2]	17,600	17,600
	[SUM1]	85,800	17,600
(3) Meal Allowance during the study tour	[3]	5,000	5,000
(4) Domestic Travel Allowance in Japan	[4]	1,720	1,720
	[SUM2]	6,720	6,720
Total = [SUM1]+[SUM2]		92,520	24,320

*[1] provided if an air ticket and its receipt satisfy required conditions; not provided if unsatisfying conditions or for a free ticket

4. Contribution to AOTS's Administration Costs

The amount mentioned below covers administrative expenses.

The participant is kindly requested to pay the Contribution to AOTS's Administration Cost.

@ 1,800 x 22 days = **39,600**

[Table 1-2] Estimate of the Fees and Costs [the Country of Category 2]***The amounts and figures for the Fiscal Year 2011(April 1, 2011 – March 31, 2012)****Country: Bangladesh****International Travel Expenses: Bangladesh - Kansai /Japan, Roundtrip****Management Training Course: 3 -week Course****1. Participation Fee (Contributions from Participant)**

(Japanese Yen)

		With International Travel Expenses subsidy	Without International Travel Expenses subsidy
(1) Contribution to Allowances Costs	[A] x 0	0	0
(2) Contribution to Course Implementation Costs		135,000	135,000
Total		135,000	135,000

2. Training Costs

		With International Travel Expenses subsidy	Without International Travel Expenses subsidy
(1) Allowance Costs			
a. International Travel Expenses		127,400	0 [1]
b. Accommodation and Meal Allowances			
at the AOTS Kenshu Center	@ 7,700 x 1 day = (Arrival Day)	7,700	7,700 (paid in kind)
during the study tour	@ 8,500 x 19 days =	161,500	161,500 (paid in kind)
Meal Allowance	@ 2,500 x 2 day(s) =	5,000	5,000 [3]
Accommodation Allowance	@ 9,800 x 2 day(s) =	19,600	19,600 (paid in kind)
c. Personal Allowance	@ 800 x 22 days =	17,600	17,600 [2]
Sub Total		338,800	211,400 [A]
(2) Course Implementation Costs		540,000	540,000
(3) Domestic Travel Allowance (Kansai Airport - KKC)		1,720	1,720 [4]
Total		880,520	753,120

[1] The maximum amount of airfare claimable for subsidy to the air ticket's purchase. Air ticket will be purchased by participant. AOTS will subsidize the amount in accordance with rules & regulations.

3. The amount to be paid in cash to participant by AOTS

		With International Travel Expenses subsidy	Without International Travel Expenses subsidy
(1) International Travel Expenses subsidy	[1]	127,400	0
(2) Personal Allowance	[2]	17,600	17,600
	[SUM1]	145,000	17,600
(3) Meal Allowance during the study tour	[3]	5,000	5,000
(4) Domestic Travel Allowance in Japan	[4]	1,720	1,720
	[SUM2]	6,720	6,720
Total = [SUM1]+[SUM2]		151,720	24,320

*[1] provided if an air ticket and its receipt satisfy required conditions; not provided if unsatisfying conditions or for a free ticket

4. Contribution to AOTS's Administration Costs

The amount mentioned below covers administrative expenses.

The participant is kindly requested to pay the Contribution to AOTS's Administration Cost.

@ 1,000 x 22 days = **22,000**

Table 2 Standard Airfare Limits (FY 2011)

* Mark indicates the countries of category 2.

Unit: Japanese Yen

Area	Country	Place of Departure	Place of Arrival	Airfare Limit	Area	Country	Place of Departure	Place of Arrival	Airfare Limit	
Southeast Asia	Indonesia	Jakarta		68,100	Central and South America	Nicaragua			178,700	
		Manado		56,800		* Haiti			200,500	
	* Cambodia			82,500		Panama			192,200	
	Singapore			59,200		Paraguay			166,500	
	Thailand	Bangkok		68,200		Brazil			137,000	
		Chiang Mai		80,600		Venezuela			199,900	
	Philippines	Cebu	Narita			45,100	Peru			159,800
			Kansai			43,500	Bolivia			182,800
			Chubu			44,400	Honduras			163,800
		Manila	Narita			43,800	Mexico	Guadalajara		187,700
			Kansai			36,500		Mexico City		136,500
	Chubu		47,700	Tijuana				112,800		
	Davao	Narita		51,000		Mazatlan			172,000	
	Vietnam			86,100		San Luis Potosi			172,000	
Malaysia	Kuala Lumpur		72,700	Monterrey		140,700				
	Kota Kinabalu		71,400	Morelia		168,900				
* Myanmar			93,600	Cancun		169,800				
* Laos			69,200							
North east Asia	Mongolia	Ulan Bator	Narita	109,100	Algeria			168,000		
			Kansai	97,800	* Uganda			86,100		
			Chubu	68,000	Egypt			68,700		
Middle Asia	* Afghanistan			239,300	* Ethiopia			123,200		
	Uzbekistan	Tashkent	Narita	169,200	Ghana			182,600		
			Kansai	156,800	Cameroon			205,300		
Kazakhstan			175,100	Kenya			82,200			
South Asia	India	Calcutta		107,200	* Zambia	Lusaka		160,400		
		Cochin		111,300	Ndola		232,800			
		Chennai		103,000	Zimbabwe		125,100			
		Thiruvananthapuram		125,500	* Sudan		129,400			
		Delhi		102,600	Seychelles		44,400			
		Hyderabad		100,200	* Senegal		231,900			
		Bangalore		110,500	* Tanzania		89,700			
		Mumbai		108,100	Tunisia		131,400			
		Ahmedabad		134,100	Nigeria		129,000			
	Coimbatore		122,800	* Madagascar		98,900				
	Sri Lanka		55,900	* Mozambique		67,800				
	* Nepal		146,500	Mauritius		66,900				
	* Pakistan		79,100	* Mauritania		125,600				
	* Bangladesh		127,400	Morocco		180,300				
* Bhutan		130,200	South Africa		124,400					
* Maldives		190,300	* Malawi		144,400					
Oceania	* Samoa		67,400	Libya		47,800				
	* Vanuatu		99,300	Iran	Tehran		77,200			
	Papua New Guinea		129,000	Tabriz		74,200				
	Fiji		70,800	Jordan		137,600				
Central and South America	Argentina		188,600	Syria		157,100				
	Uruguay		191,700	Lebanon		187,800				
	Ecuador		187,500	Ukraine		59,400				
	El Salvador		163,800	Serbia		122,000				
	Guatemala		163,800	Montenegro		113,200				
	Costa Rica		176,100	Turkey		90,400				
	Colombia		173,800	Macedonia (Former Yugoslav Rep. of)		119,900				
	Jamaica		200,500	Croatia		106,000				
	Chile		227,500							
Dominican Republic		200,500								

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) **A citizen from a country or area participating in a visa waiver program with Japan** shall additionally apply for and obtain a "Trainee" visa.
- b) **A bearer of a visa other than a "Trainee" visa, e.g., a "temporary visitor" visa or a "multiple" visa** shall additionally apply for and obtain a "Trainee" visa. Please bear in mind that **the existing visa will be nullified in exchange for the "Trainee" visa.**
- c) **A bearer of an APEC business travel card (ABTC)** shall additionally apply for and obtain a "Trainee" visa. This is because the purpose of his or her travel is participation in an AOTS training program.
- d) Please contact the local Japanese diplomatic mission for any inquiries prior to visa application.

[Table 3] List of Target Countries and Regions (FY 2011)

Trainees should be citizens of the following countries/regions.

<i>Category 2*</i>	<i>Category 1*</i>		
Afghanistan	Albania	Macedonia, Former Yugoslav	Zimbabwe
Angola	Algeria	Malaysia	
Bangladesh	▪ Anguilla	Marshall Islands	
Benin	Antigua and Barbuda	Mauritius	
Bhutan	Argentina	▪ Mayotte	
Burkina Faso	Armenia	Mexico	
Burundi	Azerbaijan	Micronesia, Federated States	
Cambodia	Barbados	Moldova	
Central African Rep.	Belarus	Mongolia	
Chad	Belize	Montenegro	
Comoros	Bolivia	▪ Montserrat	
Congo, Dem. Rep.	Bosnia and Herzegovina	Morocco	
Djibouti	Botswana	Namibia	
Equatorial Guinea	Brazil	Nauru	
Eritrea	Cameroon	Nicaragua	
Ethiopia	Cape Verde	Nigeria	
Gambia	Chile	Niue	
Guinea	China	Pakistan	
Guinea-Bissau	Colombia	Palau	
Haiti	Congo, Rep.	Palestinian Administered Areas	
Kiribati	Cook Islands	Panama	
Laos	Costa Rica	Papua New Guinea	
Lesotho	Côte d'Ivoire	Paraguay	
Liberia	Croatia	Peru	
Madagascar	Cuba	Philippines	
Malawi	Dominica	Serbia (incl. Kosovo)	
Maldives	Dominican Republic	Seychelles	
Mali	Ecuador	South Africa	
Mauritania	Egypt	Sri Lanka	
Mozambique	El Salvador	▪ St. Helena	
Myanmar	Fiji	St. Kitts-Nevis	
Nepal	Gabon	St. Lucia	
Niger	Georgia	St. Vincent and Grenadines	
Rwanda	Ghana	Suriname	
Samoa	Grenada	Swaziland	
Sao Tome and Principe	Guatemala	Syria	
Senegal	Guyana	Tajikistan	
Sierra Leone	Honduras	Thailand	
Solomon Islands	India	▪ Tokelau	
Somalia	Indonesia	Tonga	
Sudan	Iran	Tunisia	
Tanzania	Iraq	Turkey	
Timor-Leste	Jamaica	Turkmenistan	
Togo	Jordan	Ukraine	
Tuvalu	Kazakhstan	Uruguay	
Uganda	Kenya	Uzbekistan	
Vanuatu	Kyrgyz Rep.	Venezuela	
Yemen	Lebanon	Viet Nam	
Zambia	Libya	▪ Wallis and Futuna	

▪ Territory.

- The list above is in alphabetical order, with the generic name for the country being used.
- These countries and regions are mainly developing countries as designated by the OECD/DAC (Organization for Economic Co-operation and Development / Development Assistance Committee).
- The following countries and regions have already been excluded from the list of target countries and regions:
China (Hong Kong, Macau), Singapore, Brunei, United Arab Emirates, Qatar, Kuwait, Bahamas, Greece, Puerto Rico, French Guiana, Israel, Cyprus, Guadeloupe, Saint Pierre and Miquelon, Martinique, Réunion, Bermuda, Cayman Islands, Falkland Islands, Republic of Korea, Aruba, French Polynesia, Gibraltar, Netherlands Antilles, New Caledonia, Northern Mariana Islands, British Virgin Islands, Malta, Slovenia, Bahrain, Estonia, Slovakia, Czech, Hungary, Bulgaria, Poland, Latvia, Lithuania, Romania, Saudi Arabia
- Antigua and Barbuda, Barbados, Oman and Trinidad and Tobago graduated from the List in 2011

Developing Countries (Category 1): According to the DAC list of ODA recipients effective from 2009, these are developing countries and regions other than the “Least Developed Countries”, and thus have been recognized by the Japanese government as target countries for ODA.

Least Developed Countries (Category 2): These are the least developed countries on the DAC list.

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 Division,
The Association for Overseas Technical Scholarship (AOTS)

Department in charge: General Affairs Group, General Affairs Div., AOTS

Tel: 81-3-3888-8211 E-mail: kojinjoho@aots.or.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 <http://www.aots.or.jp/eng/privacypolicy.html>.

10. FURTHER INFORMATION

Scholarship Administration Division	Fax: 81-3-3888-8242
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AOTS OVERSEAS OFFICES /

1. AOTS Bangkok Office /

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2. AOTS Jakarta Office /

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3. AOTS New Delhi Office /

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Pre-training Report

- The Quality Control Training Course -
[QCTC]

Please fill in the following items by using a personal computer or similar equipment, or by handwriting in block letters in English. The report form is available here in an MS-Word format

(<http://www.aots.or.jp/jp/documents/ptr/11qctc-e.doc>).

1. Your name	
2. Country	
3. Name of company/ organization	
4. Outline of your 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)	
5. Your position and name of your department/division (preferably by attaching an organizational chart indicating your position)	
6. Your duties in detail	

<p>7. Present activities for quality improvement in your organization</p>	
<p>8. Most critical problem you are now facing in your quality improvement activities</p>	
<p>9. Your expectations of the program</p>	<ol style="list-style-type: none"> 1. 2. 3.

Name	Country
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Questionnaire Level of Comprehension

This questionnaire is not used as a criterion for the selection of participants but to adjust the program to the knowledge of participants. Please indicate the level of your comprehension by checking the appropriate boxes.

Level a : You have ever applied it in your work.

Level b : You know what it is. Or you have ever learned it in school or by yourself.

Level c : You do not know it well. Or you have never heard of it.

No.	Subject	Comprehension			No.	Subject	Comprehension		
		a	b	c			a	b	c
1	Pareto diagram				17	PDCA cycle			
2	Histogram				18	QC circle			
3	Cause & Effect diagram				19	QC story problem solving			
4	Scatter diagram				20	Quality deployment/ Quality function deployment			
5	\bar{X} -R control chart, \bar{X} -Rs control chart				21	Quality table			
6	p chart, pn chart				22	FMEA/FTA			
7	u chart, c chart				23	Design review			
8	Stratification				24	QC process chart			
9	Relation diagram				25	Work (operation) standard			
10	Tree diagram				26	Process capability			
11	Matrix diagram				27	Cost of quality			
12	Normal distribution				28	Management by Policy (Hoshin Kanri)			
13	Standard deviation				29	Daily (work) management			
14	3-Sigma rule				30	Cross Functional management			
15	SQC				31	ISO9001			
16	TQM								

WBT CD- ROM	<h1>Practical Tools for QC 1</h1>	English	
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Objectives

1. To master the basic concepts of quality control.
2. To learn basic statistical quality control techniques, such as the 7 QC tools.
3. To solve problems relating to quality on the manufacturing floor, by mastering the aforementioned concepts and techniques, and to develop the ability to contribute to quality improvements.

Features

1. There are check tests at the beginning of each chapter and proficiency tests at the end, enabling you to check your own ability.
2. You can learn the basics from explanations that use specific case studies and detailed explanations of how to compile graphs.

Content

Chapter	Program	Chapter	Program	Chapter	Program
1	Quality Control Outline	5	Graphs	9	Histograms
2	QC Mind Set	6	Check Sheets	10	Scatter Diagrams
3	Collection of Data for QC	7	Pareto Diagrams	11	Control Charts
4	Stratification	8	Cause-and-Effect Diagrams		

Prerequisites for Participation

Course participants: Those who plan to participate in the QCTC course

Course period : From one month before the course begins until the end of the course (estimated time to complete the course: 30 hours)

Course fee: Included in the QCTC course participation fee

How to Use the Course


Access the AOTS distance training homepage <http://d-training.aots.or.jp> and login at the menu screen

Sample Screenshots



For further details, please contact us:

THE ASSOCIATION FOR OVERSEAS TECHNICAL SCHOLARSHIP
Scholarship Administration Division, Scholarship Administration Group
Tel: 03-3888-8221 Fax: 03-3888-8242
E-mail: mmvtdc@aots.or.jp <http://d-training.aots.or.jp>

WBT CD- ROM	Management Technology Practical Tools for QC 2	English	
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Objectives

1. To learn what the Seven Management Tools for QC are, and what data expressed in word is.
2. To learn how to read, use, and make the Seven Management Tools for QC.

Features

1. There are "Review and Summary list" at the end of each chapter, enabling you to check how well you understood the contents of chapter.
2. There are comprehensive tests at the end, enabling you to check how well you have understood how to choose the most appropriate of the Seven Management Tools for QC.

Content

Chapter	Program	Chapter	Program
0	Introduction	4	Tree Diagram
1	The Seven Management Tools for QC	5	Matrix Diagram
2	Affinity Diagram	6	Comprehensive Test
3	Relation Diagram		

Prerequisites for Participation

Course participants: Those who plan to participate in the QCTC training course and understand the basic concept and terminology of Quality Control (QC).

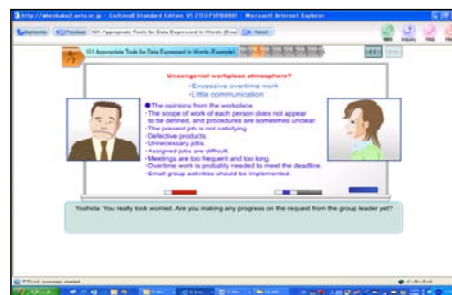
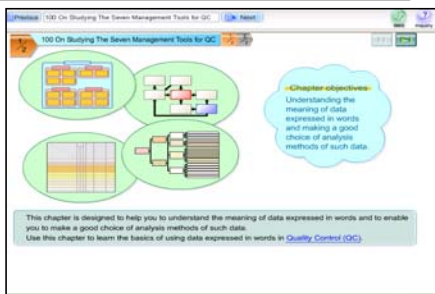
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Sample Screenshots



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