



The Association for Overseas Technical Cooperation and Sustainable Partnerships
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C RTP Program

March 2018

(Tentative)

Program Outline

&

Participation Requirements

of

The Logistics Management Training Program

[LMTP]

(Carbon Reduction Technology Promotion Program)

28 May – 8 June 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 182,000 individuals from 171 countries have undergone our training in Japan, while the cumulative attendance at our overseas programs till the end of fiscal 2015 exceeded 197,000.

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

Open to all countries, this training program is designed so that the participants can study the concepts and practical methods of energy conservation and energy saving activities that leads to cost reduction as practiced at logistics companies in Japan. It also aims at helping managers engaged in logistics management to become aware of the importance of such management techniques, and to learn a concrete means of utilizing them in their corporate management.

2. COUNTRY:

All Countries and Regions

3. NUMBER OF PARTICIPANTS:

25 participants

4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, middle/senior-level managers who are engaged in logistics management in their companies/organizations.
- (2) Participants should be 20 years old 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 and CRTP Programs) organized in Japan are not entitled to apply for any program which starts within six months (183 days) after they returned home.

Notes:

- (1) Participants shall attend all the events in the curriculum provided for each management training program.
- (2) Family members are not allowed to accompany participants on their journey in Japan.
- (3) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional programs, and shall leave Japan and return to their home country soon after the completion of the program.
- (4) In the case of applications from other than Japanese-affiliated companies or local companies that hold local capital, the priority for selection may become lower.
- (5) Those who work in the national government (agency) or the local government (agency) are not eligible to participate in the AOTS management training programs, since the programs are mainly targeted at the

people working in the companies/organizations in the private sector.

- (6) The number of participants from the same host company in Japan or the same sending company from overseas may be limited if there are more applicants than AOTS can accept.

5. APPLICATION PROCEDURE:

The application procedures differ depending on whether an overseas company makes the application directly or a Japanese host company in Japan makes the application. Please see below for details.

5-1) Application from overseas countries

Individual applicants should ensure the delivery of the following application documents to the Management Training Administration Group of AOTS listed in Item 10, **no later than 12 April 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 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 12 April 2018**.

[Screening Committee Meeting]

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **19 April 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 12 April 2018, AOTS may postpone or cancel this program.

6. OUTLINE OF THE PROGRAM:

- OBJECTIVES

The objective of the program is to improve the capabilities of managers who are involved in logistics management that helps to promote energy conservation through a better understanding of the environmentally conscious as well as high-quality and efficient logistics management in Japan.

- KEY BENEFITS

- (1) To deepen understanding of energy-saving logistics management as practiced at logistics companies in Japan.
- (2) To deepen understanding of the efficient logistics system essential to energy saving in logistics management, productive maintenance as well as its improvement methods and promotion, and
- (3) To perform a re-study of the plausibility of accomplishing the targets set before coming to Japan, and to create action plans to be followed after returning home for solving problems at the company or departmental level by introducing, promoting and implementing management techniques suitable for the participants' companies.

- DURATION

28 May – 8 June 2018 (2 weeks)

- CONTENTS

Preparatory Step

Participants will prepare for their presentations on the final day by referring to the descriptions of the “Pre-training Report (1) and (2)” (e.g., your company’s present situation, challenges, problems, and *Kaizen* numerical targets). Participants thus need to prepare and bring with them 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.

First Step

Participants will review the concept of logistics and become acquainted with environmentally conscious logistics management in Japan through the introductory lectures.

Second Step

Participants will study through lectures and company visits each function of logistics. They will also learn practices and useful management techniques related to the logistics functions in order to improve the efficiency and quality of logistics for the purpose of energy conservation. Participants will learn how to identify the problems related to logistics and consider countermeasures through tackling a case study (improvement of logistics management).

Third Step

Based on the knowledge, experience, and information gained from the program, participants will identify the problems that hinder efficient logistics at their own companies, summarize how to solve the problems and, on the final day, make a presentation. Participant will also re-examine the feasibility of numerical goals in energy saving.

A typical daily schedule consists of a 3-hour morning session and a 3-hour afternoon session. Some evening sessions may also be organized after dinner, as per necessary, dependent upon the initiatives of the participants in each group.

Refer to the Tentative Schedule for further details.

- LANGUAGE

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

- PROGRAM DIRECTOR

Mr. Yasuo SHIGETA,
Advisor, Tokyo Logistics Institute
Chairman, Japan Logistics Fellowships Society
Member, Japan Logistics Society

In Shiseido Company Limited, Mr. Shigeta successively held various important posts related to logistics such as Head of the Logistics Division and Chief of Marketing Headquarters. He also fulfilled the position of President of Shiseido Logistics Service Ltd. After he retired from Shiseido, he established the Tokyo Logistics Institute and became president of the company. He now serves as the advisor to the Tokyo Logistics Institute. At the same time, Mr. Shigeta plays an active role in both business and academic circles with his expertise on logistics. He serves as chairman or prominent member of various committees such as Vice Chairman of the Capacity Development Committee, the Japan Institute of Logistic Systems, and teaches at the Faculty of Economics, Kanagawa University.

-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 Logistics Management Training Program
[LMTP]**

28 May – 8 June 2018

AOTS Tokyo Kenshu Center (TKC) < To be determined >

Date	Morning Session	Afternoon Session
27 May (Sun)	(Arrival in Japan)	
28 (Mon)	Orientation/Opening Ceremony	Lecture: Introduction to Logistics in a Low Carbon Society -Concept of Logistics -Five Basic Activities -Energy Conservation in Logistics
29 (Tue)	Lecture: Logistics Management -Importance of Logistics Management in Business -Environmentally Conscious Logistics Management -Inventory Management, Customer Service, Quality, Cost, Environmental Measures, Management of Logistics Centers	
30 (Wed)	Lecture: Inventory Management and Supply Chain Management -Procedures of Inventory Management -Purpose of Environmentally Conscious SCM	Company Visit: Supply Chain Management
31 (Thu)	Lecture: Cost Management and ABC in Logistics -Cost Management Techniques in Logistics -Activity Based Costing -Cost and Environmental Measures	Lecture: Transportation and Delivery Management -Mode, Efficiency, Cooperation, Environmentally Conscious Transportation and Delivery
1 June (Fri)	Lecture and Exercises: <i>Kaizen</i> for Logistics System - <i>Kaizen</i> Activities for Efficient Logistics -Energy Saving through <i>Kaizen</i>	
2 (Sat)	Day off	
3 (Sun)	Day off	
4 (Mon)	Study Tour	Company Visit: Material Handling and Logistics System (Method for Energy Saving)
5 (Tue)		Company Visit: Logistics Management in a Low Carbon Society
6 (Wed)	Lecture: Environmental Management in Logistics -Environmental Issues Facing Logistics -Logistics and Environmental Policy in Japan	
7 (Thu)	Lecture: Logistics and Packaging -Functions, Efficient Packaging, Quality, Environment Responsive Packaging	Preparation for Presentations
8 (Fri)	Final Report Presentation	Closing Ceremony
9 (Sat)	(Departure from Japan)	

Remarks:

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

7. Arrival and Departure Dates:

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

8. TRAINING COSTS (Application from overseas countries):

The training costs and the procedures for the settlement differ depending on whether an overseas company makes the application directly or a Japanese host company in Japan makes the application. The following is an explanation of the case of application directly from an overseas country. In the case of application from a Japanese host company in Japan, please contact the 'Training Administration Group' listed in 10. FURTHER INFORMATION.

8-1) Outline

AOTS training programs are financed by Japanese government subsidy from the Japanese Ministry of Economy, Trade and Industry (METI) together with the Participation Fee from the participants themselves.

The Training Costs will vary in accordance with the actual airfare and participants' staying days. Therefore, the Participation Fee will be finalized after their arrival in Japan by submitting the actual air ticket and the receipt. The international Travel Expenses have an upper limit called Standard Airfare Limits, which depend on the country and the region as shown in Table 2.

The Estimate of the Participation Fee is shown in Tables 1.

***There is NO difference between "Developing Countries" and "Least Developed Countries in accordance with the DAC (Development Assistance Committee) list for CRTP Programs.** Therefore, only one Estimate of the Participation Fee is listed here.

Participants will be requested to pay the Participation Fee in Japanese Yen in cash to AOTS after their arrival in Japan.

*Please note that the subsidy from the Japanese government will be applicable from the day before the commencement of the training program to the final day of the training program in principle.

8-2) Breakdown

The Training Costs are the total amount of expenses to invite a participant to a training program in Japan. It is the sum of 1. Allowance Costs, 2. Course Implementation Costs, and 3. Domestic Travel Allowance. The Participation Fee, the amount that participants should bear, consists of Contribution to Allowance Costs and Contribution to Course Implementation Costs.

Attention: The contents of this column are rules for FY2017, so it may be changed in FY2018.

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 FY2017 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 a 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 a 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 a 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 ¥311,000 and the Contribution to Course Implementation Costs (the amount participants should bear) is ¥122,000.

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 (To be changed)**Country: Thailand****International Travel Expenses: Bangkok - 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 <Breakdown of Allowance Cost>	<u>211,690</u> <Breakdown>	141,126 [2/3]	70,564 [1/3]
(1) International Travel Expenses	80,400		
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 8,030 x 1 day (Arrival Day) =	8,030		
@ 8,850 x 11 days = [during the study tour]	97,350		
b. Meal Allowance			
@ 2,570 x 1 day(s) =	2,570		
c. Accommodation Allowance			
@ 10,080 x 1 day(s) =	10,080		
(3) Personal Allowance			
@ 1,020 x 13 days =	13,260		
2. Course Implementation Costs	<u>311,000</u>	189,000	122,000
3. Domestic Travel Allowance (Narita Airport - TKC)	<u>5,260</u>	5,260	
Total	<u>527,950</u>	<u>335,386</u>	<u>192,564</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 (FY 2017) (To be changed)

					Unit: Japanese Yen						
Area	Country	Place of Departure	Place of Arrival	Airfare Limit	Area	Country	Place of Departure	Place of Arrival	Route	Airfare Limit	
South East Asia	Indonesia	Jakarta	Tokyo/ Osaka/ Nagoya	124,500	Oceania	Samoa	Apia	Tokyo/ Osaka/ Nagoya	EH	111,800	
		Surabaya	Tokyo/ Osaka/ Nagoya	127,700		Vanuatu	Port Vila	Tokyo/ Osaka/ Nagoya	EH	155,200	
		Manado	Tokyo/ Osaka/ Nagoya	133,400		Papua New Guinea	Port Moresby	Tokyo/ Osaka/ Nagoya	EH	183,400	
		Medan	Tokyo/ Osaka/ Nagoya	117,700		Fiji	Nadi	Tokyo/ Osaka/ Nagoya	EH	105,100	
	*Cambodia	Phnom Penh	Tokyo/ Osaka/ Nagoya	120,200		Central and South America	Argentina	Buenos Aires	Tokyo/ Osaka/ Nagoya	PA	305,700
	Singapore	Tokyo/ Osaka/ Nagoya	77,300	Uruguay			Montevideo	Tokyo/ Osaka/ Nagoya	PA	217,700	
	Thailand	Chiang Mai	Tokyo/ Osaka/ Nagoya	124,900			Ecuador	Quito	Tokyo/ Osaka/ Nagoya	PA	262,400
		Bangkok	Tokyo/ Osaka/ Nagoya	80,400			El Salvador	San Salvador	Tokyo/ Osaka/ Nagoya	PA	258,600
	Philippines	Cebu	Tokyo/ Nagoya	63,100			Guatemala	Guatemala City	Tokyo/ Osaka/ Nagoya	PA	258,600
			Osaka	60,800			Costa Rica	San Jose	Tokyo/ Osaka/ Nagoya	PA	258,600
		Manila	Tokyo/ Nagoya	61,300	Colombia		Bogota	Tokyo/ Osaka/ Nagoya	PA	258,600	
	Vietnam	Da Nang	Tokyo/ Osaka	107,500	Chile		Medellin	Tokyo/ Osaka/ Nagoya	PA	258,600	
			Nagoya	110,000	Jamaica		Kingston	Tokyo/ Osaka/ Nagoya	PA	368,100	
		Hanoi	Tokyo/ Osaka	107,500	Montego Bay		Tokyo/ Osaka/ Nagoya	PA	368,100		
	Malaysia	Kuala Lumpur	Tokyo/ Osaka/ Nagoya	66,800	Chile		Santiago	Tokyo/ Osaka/ Nagoya	PA	318,300	
			Osaka	60,800	Dominican Republic		Santo Domingo	Tokyo/ Osaka/ Nagoya	PA	368,100	
		Penang	Tokyo/ Osaka/ Nagoya	80,000	Nicaragua		Managua	Tokyo/ Osaka/ Nagoya	PA	258,600	
	Myanmar	Yangon	Tokyo/ Osaka/ Nagoya	114,600	Haiti		Port Au Prince	Tokyo/ Osaka/ Nagoya	PA	368,100	
	Laos	Vientiane	Tokyo/ Osaka/ Nagoya	110,100	Panama		Panama City	Tokyo/ Osaka/ Nagoya	PA	258,600	
	Northeast Asia	Mongolia	Ulaanbaatar	Tokyo	134,500		Paraguay	Asuncion	Tokyo/ Osaka/ Nagoya	PA	269,500
			Osaka	120,500	Brazil		Sao Paulo	Tokyo/ Osaka/ Nagoya	PA	321,800	
		China	Shanghai	Tokyo	106,500		Venezuela	Caracas	Tokyo/ Osaka/ Nagoya	PA	307,200
				Osaka	88,500		Peru	Lima	Tokyo/ Osaka/ Nagoya	PA	206,900
				Nagoya	101,600		Bolivia	La Paz	Tokyo/ Osaka/ Nagoya	PA	293,400
			Shenzhen	Tokyo	131,400		Honduras	Tegucigalpa	Tokyo/ Osaka/ Nagoya	PA	258,600
Osaka				130,300	Mexico		Mexico City	Tokyo/ Osaka/ Nagoya	PA	160,600	
Beijing			Tokyo	147,100	Guadalajara		Tokyo/ Osaka/ Nagoya	PA	183,800		
			Osaka	132,200	Cancun		Tokyo/ Osaka/ Nagoya	PA	184,800		
Guangzhou			Tokyo	136,200	San Luis Potosi		Tokyo/ Osaka/ Nagoya	PA	183,800		
			Osaka	130,800	Mazatlan	Tokyo/ Osaka/ Nagoya	PA	183,800			
Nanjing			Tokyo	145,400	Morelia	Tokyo/ Osaka/ Nagoya	PA	183,800			
			Osaka	122,900	Monterrey	Tokyo/ Osaka/ Nagoya	PA	183,800			
Chongqing			Tokyo	188,500	Algeria	Algiers	Tokyo/ Osaka/ Nagoya	EH	162,100		
			Osaka	159,200	Uganda	Entebbe	Tokyo/ Osaka/ Nagoya	EH	169,700		
Chengdu			Tokyo	138,700	Egypt	Alexandria	Tokyo/ Osaka/ Nagoya	EH	63,700		
			Osaka	131,500	Cairo	Tokyo/ Osaka/ Nagoya	EH	84,100			
Dalian		Tokyo	126,400	Ethiopia	Addis Ababa	Tokyo/ Osaka/ Nagoya	EH	159,800			
		Osaka	107,000	Ghana	Accra	Tokyo/ Osaka/ Nagoya	EH	181,500			
Tianjin		Tokyo	160,700	Cameroon	Douala	Tokyo/ Osaka/ Nagoya	EH	221,500			
		Osaka	125,300	Yaounde	Tokyo/ Osaka/ Nagoya	EH	224,100				
Liuzhou		Tokyo	128,000	Kenya	Nairobi	Tokyo/ Osaka/ Nagoya	EH	282,800			
		Osaka	120,800	Zambia	Lusaka	Tokyo/ Osaka/ Nagoya	EH	186,000			
Nagoya		Tokyo	118,800	Ndola	Tokyo/ Osaka/ Nagoya	EH	196,000				
		Osaka	118,800	Harare	Tokyo/ Osaka/ Nagoya	EH	146,500				
Middle Asia	Afghanistan	Kabul	Tokyo/ Osaka/ Nagoya	334,900	Sudan	Khartoum	Tokyo/ Osaka/ Nagoya	EH	176,700		
	Uzbekistan	Tashkent	Tokyo	191,900	Sevshelles	Mahe Island	Tokyo/ Osaka/ Nagoya	EH	112,600		
		Osaka	177,900	Senegal	Dakar	Tokyo/ Osaka/ Nagoya	EH	228,200			
	Kazakhstan	Almaty	Tokyo	366,200	Tanzania	Dar es Salaam	Tokyo/ Osaka/ Nagoya	EH	132,600		
		Osaka	218,600	Tunisia	Tunis	Tokyo/ Osaka/ Nagoya	EH	233,600			
	South Asia	India	Kolkata	Tokyo/ Osaka/ Nagoya	99,700	Nigeria	Lagos	Tokyo/ Osaka/ Nagoya	EH	242,100	
			Chennai	Tokyo	93,700	Namibia	Windhoek	Tokyo/ Osaka/ Nagoya	EH	126,100	
			Coimbatore	Osaka/ Nagoya	104,400	Botswana	Gaborone	Tokyo/ Osaka/ Nagoya	EH	114,700	
			Kochi	Tokyo	101,900	Madagascar	Antananarivo	Tokyo/ Osaka/ Nagoya	EH	240,200	
				Osaka/ Nagoya	112,700	Mozambique	Maputo	Tokyo/ Osaka/ Nagoya	EH	110,700	
Thiruvananthapuram			Tokyo	102,100	Mauritius	Mauritius	Tokyo/ Osaka/ Nagoya	EH	157,000		
Hyderabad			Osaka/ Nagoya	112,900	Mauritania	Nouakchott	Tokyo/ Osaka/ Nagoya	EH	162,700		
			Tokyo	102,000	Morocco	Casablanca	Tokyo/ Osaka/ Nagoya	EH	352,300		
Bengaluru			Osaka/ Nagoya	112,700	South Africa	Johannesburg	Tokyo/ Osaka/ Nagoya	EH	142,600		
			Tokyo	98,800	Malawi	Lilongwe	Tokyo/ Osaka/ Nagoya	EH	190,900		
Delhi			Osaka/ Nagoya	109,600	Libya	Tripoli	Tokyo/ Osaka/ Nagoya	EH	174,100		
			Tokyo/ Osaka/ Nagoya	93,700	Azerbaijan	Baku	Tokyo/ Osaka/ Nagoya	EH	162,000		
Mumbai			Tokyo/ Osaka/ Nagoya	93,700	Yemen	Sanaa	Tokyo/ Osaka/ Nagoya	EH	174,800		
			Osaka/ Nagoya	108,600	Iran	Tehran	Tokyo/ Osaka/ Nagoya	EH	152,000		
Ahmadabad			Tokyo/ Osaka/ Nagoya	102,800	Saudi Arabia	Tabriz	Tokyo/ Osaka/ Nagoya	EH	155,500		
		Nagoya	117,800	Riyadh	Riyadh	Tokyo/ Osaka/ Nagoya	EH	236,300			
Pune		Tokyo/ Osaka/ Nagoya	120,800	Jordan	Amman	Tokyo/ Osaka/ Nagoya	EH	192,500			
		Nagoya	139,500	Lebanon	Beirut	Tokyo/ Osaka/ Nagoya	EH	238,900			
Sri Lanka		Colombo	Tokyo	62,000	Ukraine	Kiev	Tokyo/ Osaka/ Nagoya	TS	126,100		
Nepal		Kathmandu	Osaka	57,000	Serbia	Belgrade	Tokyo/ Osaka/ Nagoya	TS	191,300		
			Nagoya	67,200	Kosovo	Pristina	Tokyo/ Osaka/ Nagoya	TS	192,400		
Pakistan		Karachi	Tokyo	118,600	Montenegro	Podgorica	Tokyo/ Osaka/ Nagoya	TS	192,400		
			Osaka	115,500	Turkey	Istanbul	Tokyo/ Osaka/ Nagoya	TS	99,100		
		Nagoya	115,200	Antalya	Tokyo/ Osaka/ Nagoya	TS	106,400				
Bangladesh		Islamabad	Tokyo	118,600	Izmir	Tokyo/ Osaka/ Nagoya	TS	106,400			
	Osaka		115,500	Macedonia	Skopje	Tokyo/ Osaka/ Nagoya	TS	115,100			
	Nagoya	115,200	Bulgaria	Sofia	Tokyo/ Osaka/ Nagoya	TS	246,800				
Lahore	Tokyo/ Osaka/ Nagoya	167,000	Romania	Bucharest	Tokyo/ Osaka/ Nagoya	TS	169,600				
	Dhaka	Tokyo	127,900	Hungary	Budapest	Tokyo/ Osaka/ Nagoya	TS	116,100			
Chittagong	Osaka	111,400	Slovakia	Bratislava	Tokyo/ Osaka/ Nagoya	TS	313,500				
	Nagoya	144,800	Czech Republic	Prague	Tokyo/ Osaka/ Nagoya	TS	128,700				
Maldives	Male	Tokyo/ Osaka/ Nagoya	315,000	Poland	Warsaw	Tokyo/ Osaka/ Nagoya	TS	117,600			

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: Management Training Administration 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. Akira Kuriyama Office No. 504, 5th Floor, International Trade Tower, Block-E, Nehru Place, New Delhi, 110019 TEL: 91-11-4105-4504 E-mail: info@aots.org.in

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

PRE-TRAINING REPORT (1)

The Logistics Management Training Program
[LMTP]

(Carbon Reduction Technology Promotion Program)

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 a AOTS training program.**

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

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

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

Handwriting should be avoided.

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

<p>7. Present activities for logistics management in your company</p>	
<p>8. Most critical problems related to logistics you are now facing, indicating their causes from your viewpoints</p>	
<p>9. Possible measures to solve such problems together with limitation factors</p>	
<p>10 Your expectations of the program in relation to the described problems</p>	

Name	Country
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PRE-TRAINING REPORT (2)

Observed Data and Numerical Targets for Carbon Reduction at the Logistics Site

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

1	<p>What has been done toward realizing energy conservation at the company and/or departmental levels?</p> <p>NOTE: If there has been no action taken, please write this fact. Then, add something you want to take on for the future, and fill out the following sections.</p>	
2	<p>What types of measuring tools have you used to identify the results of the aforesaid actions (<i>e.g.</i>, failure rates, waste quantity, labor productivity per person, delivery error rate, package quality, logistics efficiency, logistics cost, accident rate in a warehouse, inventory rate)?</p>	

3	<p>What are the current values and target values (numerical data) 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>			
4	<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 ?</p> <p>If you are not able to indicate by yearly power consumption, indicate by carbon reduction target (CO2/year)..</p> <p>No need to fill in both A and B.</p>	Choose A or B	Current Values	Target Values
<p>A: Yearly power consumption of the whole of your company/organization/factory</p>		<p>_____</p> <p>(kWh/year)</p>	<p>_____</p> <p>(kWh/year)</p>	<p>_____</p> <p>(kWh/year)</p>
<p>B: Yearly power consumption of a process at your department/facility/factory</p>		<p>_____</p> <p>(kWh/year)</p>	<p>_____</p> <p>(kWh/year)</p>	<p>_____</p> <p>(kWh/year)</p>
<p>NOTE: If you choose B, write about the reduction process in the right column.</p>				

(Tentative)

2W English (CRTP Program)

About the Benefits of Management Training Program

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

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

(<http://www.aots.jp/jp/teitanso/training/doc01.html>)

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

Country:

Company name:

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

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

Names of participants of the training program:

Question 1:

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

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

Question 2:

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

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

Question 3:

(For a representative)

If you have ticked “Yes, I am” in the above Question 2, please answer the following question. When you use what is learned from the AOTS training in your company, how many managers and workers would receive the benefits of this during the year after the training? Please provide your rough estimate below.

About _____ people

Question 4:

If you have ticked “Yes, I am” in the above Question 2, please answer the following question. When you use what is learned from the AOTS training, what benefits do you expect? Tick the following statement that applies to you (multiple answers allowed).

- A reduced load to the environment and energy saving will be realized.
- Technology development and product design and development will be possible in the home country.
- Production capacity will expand. [About _____] %
- Productivity will increase. [About _____] %
- Product and service quality will improve. [About _____] %
- Costs will be reduced. [About _____] %
- Market will be extended.
- Others [_____]

Question 5:

Please provide the sales amounts of your company.

Actual sales for the last fiscal year [_____] USD * 1 USD = 112JPY
 Estimated sales for this fiscal year [_____] USD * 1 USD = 112JPY

Question 6:

The AOTS training program costs about 5,100 USD per person to run the course. Do you think the AOTS training programs produce enough benefits to justify the expense (5,100 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 (5,100 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