



**The Association for Overseas Technical Cooperation and Sustainable Partnerships**  
**Hakutsuru Bldg. 4F, 12-5, Ginza 5-chome, Chuo-ku, Tokyo 104-0061**

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**ODA Program**

**August 2018**

**Program Outline**  
**&**  
**Participation Requirements**  
**of**  
**The Logistics Management Training Program for South Asia**  
**[SALM]**

**6 – 19 December 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 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.

The Logistics Management Training Program for South Asia (SALM) 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:

Bangladesh, India, Iran, Nepal, Pakistan, and Sri Lanka

## 3. NUMBER OF PARTICIPANTS:

22 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 or older.
- (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 Bangladesh, India, Iran, Nepal, Pakistan, and Sri Lanka.
- (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.

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 8 October 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>

### [Screening Committee Meeting]

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **1 November 2018**, for official approval of participation. Those who have successfully passed the screening process will be notified when they receive the invitation documents.

Notes: If the number of participants is less than 11 as of 8 October 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

6 – 19 December 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 for South Asia**  
**[SALM]**

6 – 19 December 2018

AOTS Tokyo Kenshu Center (TKC) &lt; To be determined &gt;

Date	Morning Session	Afternoon Session
5 December (Wed.)	(Arrival in Japan)	
6 (Thu.)	Orientation/Opening Ceremony	Lecture: Introduction to Logistics in a Low Carbon Society -Concept of Logistics -Five Basic Activities -Energy Conservation in Logistics
7 (Fri.)	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	
8 (Sat.)	Day off	
9 (Sun.)	Day off	
10 (Mon.)	Lecture: Inventory Management and Supply Chain Management -Procedures of Inventory Management -Purpose of Environmentally Conscious SCM	Company Visit: Supply Chain Management
11 (Tue.)	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
12 (Wed.)	Lecture and Exercises: <i>Kaizen</i> for Logistics System - <i>Kaizen</i> Activities for Efficient Logistics -Energy Saving through <i>Kaizen</i>	
13 (Thu.)	Study Tour	Company Visit: Material Handling and Logistics System (Method for Energy Saving)
14 (Fri.)		Company Visit: Logistics Management in a Low Carbon Society
15 (Sat.)	Day off	
16 (Sun.)	Day off	
17 (Mon.)	Lecture: Environmental Management in Logistics -Environmental Issues Facing Logistics -Logistics and Environmental Policy in Japan	
18 (Tue.)	Lecture: Logistics and Packaging -Functions, Efficient Packaging, Quality, Environment Responsive Packaging	Preparation for Presentations
19 (Wed.)	Final Report Presentation	Closing Ceremony
20 (Thu.)	(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):

### 8-1) Outline

AOTS training programs are financed by Japanese government subsidy from the Japanese Ministry of 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, which depend on the country and the region as shown in Table 2.

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 refer to Table 3 "List of Target Countries and Regions" for the classification of category 1 and category 2.

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 from the countries in Category 1 is 1/3 of the Allowance Costs. Participants from the countries in Category 2 do not have to pay the Contribution to Allowance Costs.

##### **(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.

**(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 ¥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 1-1] Estimate of the Fees and Costs [Category 1 Country]****Country: India****International Travel Expenses:****Delhi - Narita /Japan, Roundtrip****Management Training Course:****2 -week Course**

(Japanese Yen)

<i>Training Costs</i>	Total Amount	ODA Subsidy	Participation Fee
1. Allowance Costs	<u>242,830</u>	161,886	80,944
<Breakdown of Allowance Cost>	<Breakdown>	[2/3]	[1/3]
(1) International Travel Expenses	<b>91,800</b>		
(2) Accommodation and Meal Allowances			
a. [at the HIDA Kenshu Center]			
@ 8,030 x 1 day (Arrival Day) =	8,030		
@ 8,850 x 13 days =	115,050		
[during the study tour]			
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 15 days =	15,300		
2. Course Implementation Costs	<u>393,000</u>	245,000	148,000
3. Domestic Travel Allowance	<u>5,260</u>	5,260	
(Narita Airport - KKC)			
Total	<u>641,090</u>	<u>412,146</u>	<u>228,944</u>

\* The maximum amount of airfare claimable to subsidize the air ticket's purchase. The air ticket should be purchased by the participant. HIDA 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 HIDA [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 1-2] Estimate of the Fees and Costs [Category 2 Country]****Country: Bangladesh****International Travel Expenses:****Dhaka - Narita /Japan, Roundtrip****Management Training Course:****2 -week Course**

(Japanese Yen)

<i>Training Costs</i>	Total Amount	ODA Subsidy	Participation Fee
1. Allowance Costs	<u>271,730</u>	271,730	0
<Breakdown of Allowance Cost>	<Breakdown>	[3/3]	[None]
(1) International Travel Expenses	<b>120,700</b>		
(2) Accommodation and Meal Allowances			
a. [at the HIDA Kenshu Center]			
@ 8,030 x 1 day (Arrival Day) =	8,030		
@ 8,850 x 13 days =	115,050		
[during the study tour]			
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 15 days =	15,300		
2. Course Implementation Costs	<u>393,000</u>	245,000	148,000
3. Domestic Travel Allowance	<u>5,260</u>	5,260	
(Narita Airport - TKC)			
Total	<u>669,990</u>	<u>521,990</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. HIDA 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 HIDA [1.-(1) /1.-(2)-b. /1.-(3) /3.]

\* International travel expenses subsidy will be provided if the air ticket and its receipt satisfy the required conditions; they are not provided if the conditions are not satisfied or the participant is travelling on a free ticket.

In the event that the international travel expenses subsidy will not be provided, the amount of 1.-(1) in the above figure will be zero and therefore, the "Allowance Costs" and "Total Cost" will change accordingly.

**[Table 2] Standard Airfare Limits (FY 2018)**

(Unit: Japanese Yen)

Area	Country	Place of Departure	Place of Arrival	Airfare Limit	
South Asia	Bangladesh (Category2*)	Dhaka	Tokyo	120,700	
		Chittagong	Tokyo	98,000	
	India (Category 1*)	Kolkata	Tokyo	97,700	
		Chennai	Tokyo	93,900	
		Coimbatore	Tokyo	100,600	
		Kochi	Tokyo	102,000	
		Thiruvananthapuram	Tokyo	102,200	
		Hyderabad	Tokyo	102,100	
		Bengaluru	Tokyo	99,000	
		Delhi	Tokyo	91,800	
		Mumbai	Tokyo	93,900	
		Ahmadabad	Tokyo	101,400	
		Pune	Tokyo	121,100	
		Iran (Category 1)	Tehran	Tokyo	131,900
			Tabriz	Tokyo	134,900
	Nepal (Category 2)	Kathmandu	Tokyo	118,800	
	Pakistan (Category 1)	Karachi	Tokyo	112,600	
		Islamabad	Tokyo	112,600	
		Lahore	Tokyo	125,100	
	Sri Lanka (Category 1)	Colombo	Tokyo	55,000	

\* Category 1 (Developing Countries): According to the DAC list of ODA recipients effective for reporting on 2018, 2019 and 2020 flows, 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.

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

### ***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](mailto: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:

**AOTS Training Administration Department**

Overseas Cooperation Group	Hakutsuru Bldg. 4F, 12-5, Ginza 5-chome, Chuo-ku, Tokyo 104-0061, JAPAN	
	Tel:	81-3-3549-3052
	E-mail:	shouhei-au@aots.jp

**AOTS New Delhi Office**

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

PRE-TRAINING REPORT (1)

*The Logistics Management Training Program for South Asia*  
[SALM]

The form of “Pre-Training Report” for this training program is composed of two documents: (1) and (2). These documents will be used as a reference material in 1) the screening process of applicants and 2) the group discussion and the presentation to be held during the program by sharing with lecturers and other participants. Therefore, the applicant is requested to fill in all of the items clearly and concretely.

**\*AOTS will not use this information for any other purposes other than an AOTS training program.**

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

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

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

Handwriting should be avoided.

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

<p>7. 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>				



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 = 107JPY  
 Estimated sales for this fiscal year [\_\_\_\_\_] USD \* 1 USD = 107JPY

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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