

# Guide to AOTS Japanese Government Funded Program



2024.4.1



-Live in Harmony Together, Grow Together-



The Association for Overseas Technical Cooperation and Sustainable partnerships

The **A**ssociation for **O**verseas **T**echnical Cooperation and **S**ustainable Partnerships(AOTS)

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# 1. Overview of the Organization

# Overview of the Organization



<b>Established</b>	<b>August 10, 1959 (establishment date of the surviving merging corporation (former AOTS))</b>
<b>Aims</b>	To promote mutual economic development of Japan and other countries and friendly relationships between them by conducting activities to facilitate industrial globalization, trade, investment, and international economic cooperation.
Endowment of the organization	JPY 700,000,000
<b>Main activities</b>	Training, experts dispatch, internship, business promotion, etc.
Scale of operations	Approximately JPY 5,400,000,000 (FY2024budget)
<b>Offices</b>	Domestic bases: Kitasenju Office, Tokyo Training Center, Kansai Training Center Overseas bases: Bangkok, Jakarta, New Delhi
Number of staff	116(as of April 2024)
<b>Results</b>	Training of overseas industrial human resources: 400,000 persons; Dispatch of Japanese experts: 10,000 persons Japanese internship in overseas countries: 1,000 persons
<b>Brief history</b>	<p>  From the establishment in 1959, implementing training in Japan and overseas countries to engineers, administrators, etc. in the industry of developing countries (170 countries and regions, total 360,000 persons)         </p> <p>  From the establishment in 1970, dispatching Japanese experts to the industry of developing countries to implement technical guidance (60 countries and regions, total 7,100 persons)         </p> <p>  AOTS and JODC merged on March 30, 2012, and the Overseas Human Resources and Industry Development Association (HIDA) was established and approved as a general foundation on April 1, 2013.         </p> <p>  Its English name has been changed to AOTS, effective July 1, 2017. Expanding technical cooperation globally combining training and experts dispatch programs by utilizing public funds of the Japanese government in order to respond to diversified needs of the industry of developing countries for technical transfer, including Japanese local corporations, promptly and intensively.         </p>



## 2. Program Outline

# Japanese Government Funded Program



## ■ Article 3-2 of the Act on Regulation of Execution of Budget Pertaining to Subsidies, etc.

A program that is carried out by local governments such as prefectures, and local public bodies, foundations, special corporations, etc. and of which costs are partially borne by the Japanese government. With respect to the government fund, it shall be endeavored to conduct the funded program faithfully in accordance solely with the purpose of accommodation based on the Act on Regulation of Execution of Budget Pertaining to Subsidies, etc.

## ■ Japanese government funded programs adopted by AOTS in FY2024

- Technical cooperation utilization type/emerging market development program (training/experts dispatch / Industry-Academia collaborative programs) \* ODA Program
- Human Resource Development Program towards Zero Emission in Asian Countries/Regions \* Zero Emission Program

# Program Outline

- Technical cooperation utilization type/emerging market development program (training/experts dispatch / Industry-Academia collaborative programs) \* ODA Program

## 【Aims】

Factors such as maturation of the domestic market and economic globalization have made it essential for Japanese companies to enter international markets to capture overseas demand to drive further growth. In doing so, development of local human resources is a pressing issue. The aims of this program are to develop local human resources of private companies, etc. in developing countries through public-private partnership in order to support the reinforcement of local bases required for overseas expansion of Japanese companies and to improve the standard of local industry technology and develop the economy.

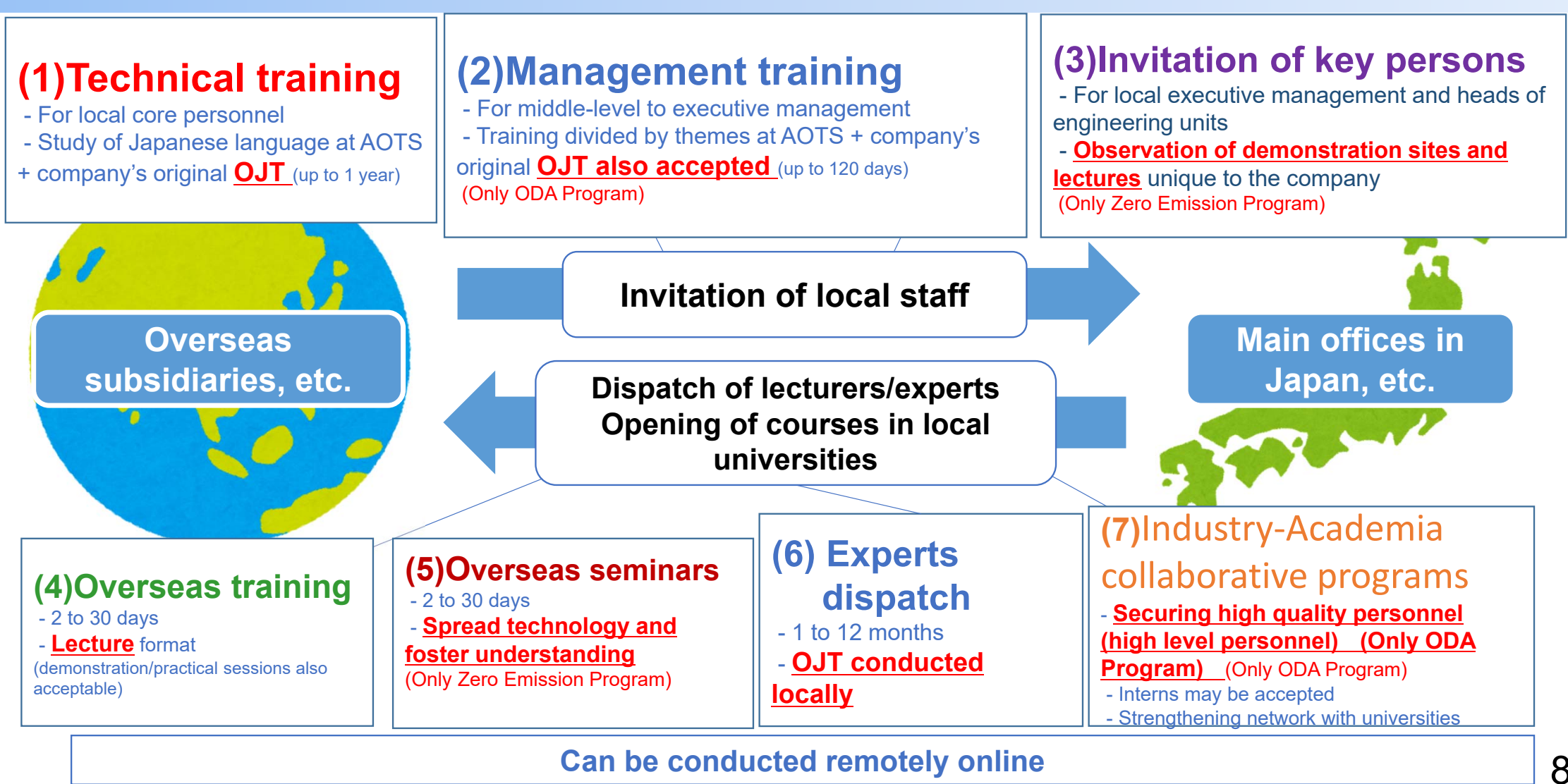
- Human Resource Development Program towards Zero Emission in Asian Countries/Regions

## 【Aims】

\* Zero Emission Program

The aim of this program is to achieve carbon neutrality together with emerging Asian countries through 1) promoting efficient energy uses and reductions of CO<sub>2</sub> emissions by transferring Japan's energy-saving technologies to the industrial sector of each target country of this program and 2) reinforcing the environment for local human resource development and bilateral cooperation towards practical applications of advanced technologies that are required for the achievement of carbon neutrality by holding events to spread these technologies.

# Human Resource Development Scheme at AOTS





# AOTS Human Resource Development Scheme

## (1) Program held in Japan



Scheme	Project	Summary
Technical training	ODA Program Zero Emission Program	<ul style="list-style-type: none"> <li>- Invitation of local personnel (local staff, particularly core personnel) affiliated with Japanese companies (dispatching companies) located in developing countries to Japan for encouraging them to acquire the technique that can only be learnt in Japan (up to 1 year).</li> <li>- Some training through practical work may be conducted although this is “training” for visa qualification.</li> <li>- A part of the expenses required for training may be subsidized by the Japanese government.</li> </ul>
Management training	ODA Program	<ul style="list-style-type: none"> <li>- Invitation of local personnel (local staff, particularly management) affiliated with Japanese companies (dispatching companies) located in developing countries to Japan for lectures contributing to corporate management (about 2 weeks)</li> <li>- Additional training may be conducted by the Japanese company after the lecture above as necessary.</li> <li>- A part of the expenses required for training may be subsidized by the Japanese government.</li> </ul>
Invitation of key persons	Zero Emission Program	<ul style="list-style-type: none"> <li>- Invitation of key persons from around Asia such as business owners and heads of engineering units to Japan to provide them with explanations of Japan’s new carbon neutral technologies and opportunities to observe demonstration sites.</li> <li>- A part of the expenses required for the invitation may be subsidized by the Japanese government.</li> </ul>

# AOTS Human Resource Development Scheme

## (2) Overseas Program



Scheme	Project	Summary
Overseas training	ODA Program  Zero Emission Program	<ul style="list-style-type: none"> <li>- AOTS collects inquiries from Japanese companies, and Japanese companies conduct training at overseas subsidiaries.</li> <li>- Effective for education of many local personnel (local staff, etc.) over a short period.</li> <li>- A part of the expenses required for training may be subsidized by the Japanese government.</li> <li>- Training may be conducted online.</li> </ul>
Overseas seminars	Zero Emission Program	<ul style="list-style-type: none"> <li>- AOTS collects inquiries from Japanese companies, and Japanese companies, organizations, and higher education institutions hold seminars to explain and promote Japan's carbon neutral technologies.</li> <li>- A part of the expenses required for the seminars may be subsidized by the Japanese government.</li> </ul>
Experts dispatch	ODA Program  Zero Emission Program	<ul style="list-style-type: none"> <li>- Employees of companies in Japan (dispatching companies) in investment or partnership relationship with Japanese companies located in developing countries (dispatched companies) are dispatched as AOTS experts for technical guidance and human resource development.</li> <li>- A part of the expenses for experts dispatch may be subsidized by the Japanese government.</li> <li>- Technical guidance may be conducted online from Japan.</li> </ul>
Industry-Academia collaborative programs	ODA Program	<ul style="list-style-type: none"> <li>- Courses will be established in local universities at developing countries and providing internship according to the application of Japanese companies or overseas Japanese companies to some of these attendees as necessary.</li> <li>- Lectures and internship intended to improve the attendee's capabilities required at Japanese companies or overseas Japanese companies and to lead to employment at such companies.</li> <li>- A part of the expenses required for lecture or internship may be subsidized by the Japanese government.</li> <li>- Lecture may be applied to online guidance, and participation in internship is optional.</li> </ul>

# Eligible Areas, Objectives, Companies and Subsidy Rate by Scheme



Project	Objectives	Country area	scheme	Subsidy Rate		
				Small and medium-sized	Large enterprise	Non-Profit Corporation
ODA Program	Technical cooperation must contribute to the industrial development of developing nations/regions (e.g. Purpose of project is introduction of novel technology with no history in local corporates and model change to products/services with higher performance than previous model)	Developing nations/ regions	Technical training	2/3 Africa1	1/3 Key area 1/2 Africa2/3	2/3 Africa4/4
			Management training	2/3 Africa1	1/3 Key area 1/2 Africa2/3	2/3 Africa4/4
			Overseas training	2/3	2/3	2/3
			Experts dispatch	2/3 Africa 1	1/3 Key area 1/2 Africa,etc.1	2/3 Africa,etc. 1
			Industry-Academia collaborative programs	2/3	2/3	2/3

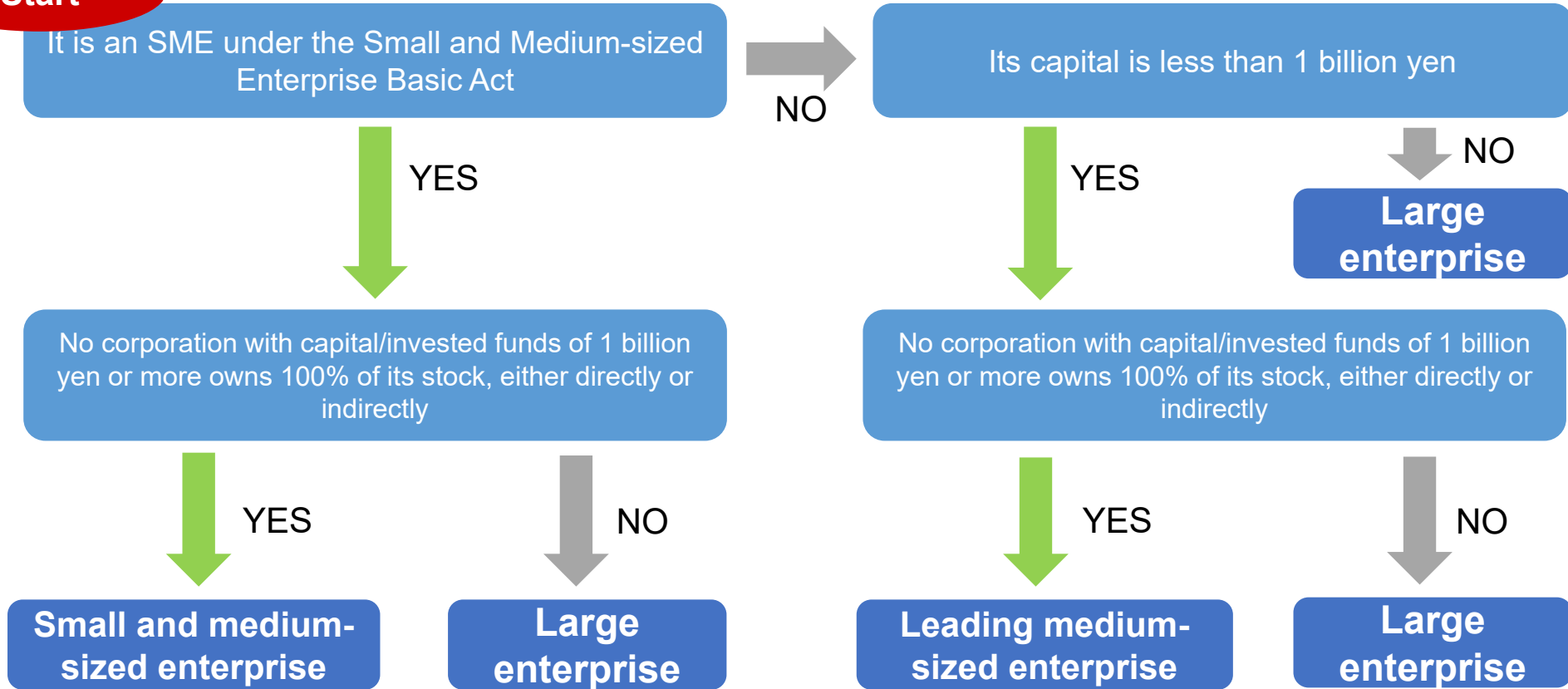
# Eligible Areas, Objectives, Companies and Subsidy Rate by Scheme



Project		Objectives	Country area	scheme	Subsidy Rate		
					Small and medium-sized	Large enterprise	Non-Profit Corporation
Zero Emission Program	energy-saving effect at the local site through production processes	Develop foreign engineers to work on manufacturing processes in the manufacturing industry. Fields related to increasing energy consumption efficiency and greenhouse gas reduction aimed at reducing power consumption for production processes in factories	Countries/regions in Asia/Middle East *2	Technical training	1/2	1/3	-
				Overseas training			-
				Experts dispatch			-
	introducing and maintaining energy-saving equipment	Human resource development program for introducing and maintaining energy-saving equipment and robots and automated factories		Technical training	1/2	1/3	-
				Overseas training			-
	Green Growth Strategy	Develop local human resources to deepen the understanding on and promote R&D of industrial technologies concerning fields designated as priorities by the Green Growth Strategy and the Asia Energy Transition Initiative (AETI), as well as to nurture international awareness on carbon neutrality.  ○Offshore wind, solar, geothermal industries ○Hydrogen and fuel ammonia industries ○Next-generation energy industry ○Nuclear industry ○Car and storage cell industries ○Semiconductor and IT industries ○Airplane industry ○Carbon recycling and material industries ○Next-generation power management industry ○Greenhouse gas emission level visualization technology		Technical training	1/2	1/3	3/4
				Invitation of key persons			
				Overseas Seminars			

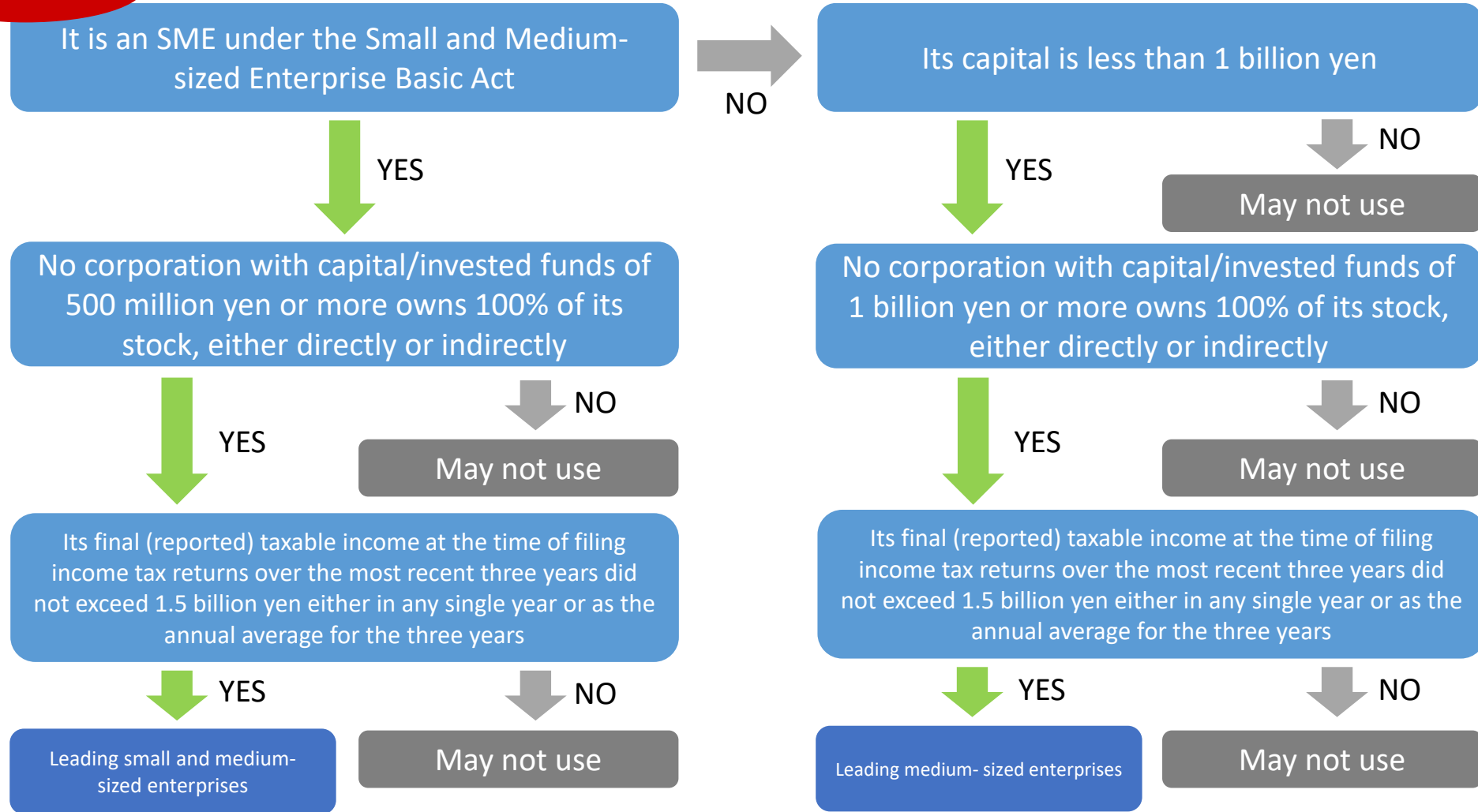
# [Supplement] Leading medium-sized and small and medium-sized enterprise in ODA Program

**Start**



# ※4 Leading medium- sized and small and medium-sized enterprises in Zero Emission Program

Start



# 3. Technical Training

# Technical Training



## Technical Training

- Before arriving in Japan
  - Selection
  - Planning
  - Prior explanation
  - Preparation for Japanese language lessons
- \* Also may be conducted partially online

- After returning home
  - Submission of a report
  - Transfer of knowledge and technology
  - Cooperation in survey
- \* Also may be conducted partially online

- General orientation course(AOTS training center in Tokyo or Osaka)
  - Japanese language
  - Japanese culture
  - Guidance about social life
- ※Non-attendance can be also selected(requirements apply)

- Practical training(receiving company)
  - Training on company-specific technologies
  - Training through practice (Available up to 2/3 of the whole in principle)
  - Up to one year from arrival in Japan to return to home country



# Benefits of Technical Training



- Enables on-the-job training (OJT) with visa status of “Trainee”
- Subsidies available for costs of reception and training
- Visa can be obtained using AOTS-issued ID
- AOTS provides introductory training on Japanese language, guidance for living in Japan, etc.
- Safe residence in Japan throughout the entire training period (overseas travel insurance coverage)
- Advising on receiving trainees

# Technical Training: Main Requirements for Applications (i)

	ODA Program	Zero Emission Program		
		production processes	energy-saving equipment, FA	Green Growth Strategy
Eligible country/area	Developing nations/regions *1	Countries/regions in Asia/Middle East *2		
Areas of application	Technical cooperation must contribute to the industrial development of developing nations/regions (e.g. Purpose of project is introduction of <b>novel technology with no history in local corporates</b> and model change to products/services with higher performance than previous model)	Expectation for energy-saving effect at the local site through production processes (energy saving by line/process improvement, and production technology/control technology introduction) through the implementation of cases in manufacturing industry and this can be explained/presented in a quantitative manner.	1) Introduction of highly energy-efficient utility and production facilities manufactured by Japanese companies; maintenance technologies  2) Introduction of robots and factory automation; maintenance technologies	Technologies concerning the carbon neutrality of sectors described in the Green Growth Strategy and AETI (including greenhouse gas emission level visualization technology)
	Must include perspective of problem solving according to the actual circumstance of the developing nations/regions			

\*1 This information is based on the DAC list by Development Assistance Committee (DAC) of Organisation for Economic Co-operation and Development (OECD). However, countries/regions not approved for cooperation under the ODA budgets of Chinese and Japanese governments are excluded.

\*2 Countries and regions defined as “Asia” and “Middle East” in the Ministry of Foreign Affairs of Japan website (<https://www.mofa.go.jp/mofaj/area/index.html>)

# Technical Training: Main Requirements for Applications (ii)



	ODA Program	Zero Emission Program
Japanese company (accepting companies)	Corporate entity in Japan, more than 50% capitals on Japan side	corporate entity in Japan
	Capable of taking burdens of various costs in accepting trainees	
	Capital or business relationship with the local corporate	
	About 1 trainee to be accepted for 20 staff members in the Japanese company	
	Instructors must have at least 5 years of actual operation in the applicable technique	
	No contract is signed for provision of paid technical services with the local company OR the cost of training in Japan is not included in the said contract amount.	
Local companies (dispatching company, trainees)	Less than 50% investment from advanced country (excluding Japan)	—
	—	Has corporate entities in eligible countries and regions (For branches and representative offices, please consult with us.)
	Employment contract is signed with the local company	
	Age of 20 to 50 years inclusive	
	Academic capability at tertiary level or equivalent (= graduation from vocational/junior college) as a principle, or history of employment	
	Management/supervision or advisor position in local site or are expected to play these roles	Industrial engineer with a central role in adoption of carbon neutral technologies
	Not on military register	
Training in Japan	Technology appropriate for training in Japan (= intended for trainees' acquisition of knowledge/techniques that cannot be or are difficult to be acquired locally)	
	Technology that cannot be transferred to military purposes, such as armory and weapons	
	As a principle, training through practical work (practical training) must be not more than 2/3 of the entire training period	
	Simple operations and repetition of the same work are not acceptable	

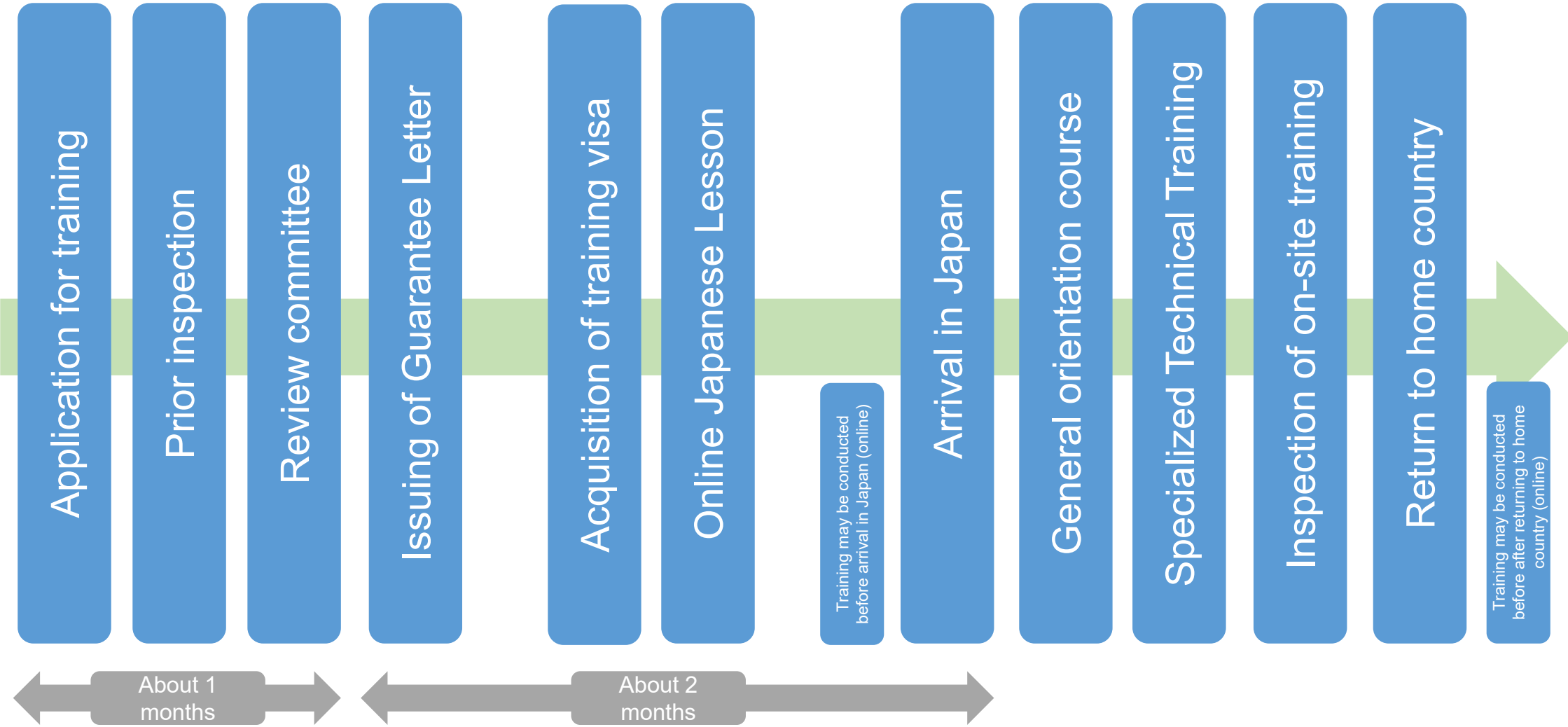
# Technical Training: Main Requirements for Applications (iii)



The required number of days for Specialized Technical Training and upper limit for number of days for the entire training period vary by type of general orientation course.

General orientation course		Duration of Specialized Technical Training	Total duration of training	Eligibility and requirements
Course	Duration			
J13W	13 weeks	25 days or longer	Up to 1 year	Trainees who need advanced Japanese language proficiency for Specialized Technical Training
J6W	6 weeks			Trainees who need to acquire the minimum required level of Japanese language proficiency for living and training in Japan
A9D	9 days			Trainees who have at least the level of Japanese language proficiency stipulated by the Association
9D		10 days or longer	Up to 120 days	The training program is designed to provide training instruction in a language other than Japanese that trainees can understand
Non-participation		10 days or longer	Up to 120 days	Trainees who have at least the level of Japanese language proficiency stipulated by the AOTS or the training program is designed to provide training instruction in a language other than Japanese that trainees can understand
			Depends on the type of general orientation course joined in the past.	Trainees who have participated in a general orientation course in the past five years

# Technical Training (General + Specialized Technical Training): Application to Return to Home Country



# Technical Training: Subsidy Rate

		ODA Program				Zero Emission Program		
Company scale	Leading medium-sized/ small and medium-sized enterprises	Large enterprise				Leading medium-sized/ small and medium-sized enterprises	Large enterprise	nonprofit corporation
		Africa		Key area *	Africa			
Percentage of national subsidy	2/3	1	1/3	1/2	2/3	1/2	1/3	3/4
Company burden	1/3	0	2/3	1/2	1/3	1/2	2/3	1/4
	Paid by	Paid by the Japanese company in principle				Paid by the Japanese company in principle		

\* Eligible for large enterprises only, regarding cases where percentage of national subsidy can be increased from 1/3 as the normal rate to 1/2. This must meet any of the following conditions:  
 Technical cooperation projects that are thought to have a major contribution to the industrial development of developing nations/regions (e.g. Starting new companies or new plant, initiation of innovative new products/services)  
 (including cases with major contribution to multiplication and reinforcement of supply chains)

# Technical Training Expenses subject to a subsidy



				ODA Program		Zero Emission Program	
Company scale				Leading medium-sized/small and medium-sized enterprises	Large enterprise	ALL	
Expenses for receiving a trainee (base amount)	Expenses during the stay	Accommodation expenses	During the general orientation course (AOTS)	<b>7,150</b> yen / night (actual cost in the case of a plant visit in a remote area)		<b>7,150</b> yen / night (actual cost in the case of a plant visit in a remote area)	
			During practical training	AOTS	<b>7,150</b> yen/night		<b>7,150</b> yen/night
				Company facility	<b>1,570</b> yen/night		<b>1,570</b> yen/night
				External accommodation facility	Actual cost (up to 6,280 yen/night at the maximum)		Actual cost (up to 6,280 yen/night at the maximum)
	Meal expenses	Arrival day	<b>1,870</b> yen/day		<b>1,870</b> yen/day		
		After that	<b>2,750</b> yen/day		<b>2,750</b> yen/day		
	Miscellaneous expenses			<b>1,040</b> yen/day		<b>1,040</b> yen/day	
	Practical training expenses			<b>5,190</b> yen/day	<b>3,360</b> yen/day	<b>5,190</b> yen/day	
	Travel expenses			Not covered by a subsidy (only applicable for acceptance from Africa)		Actual cost (based on the AOTS standards)	
	Domestic transportation expenses (partial)			Actual cost (based on the AOTS standards)		Actual cost (based on the AOTS standards)	
	Medical expenses/overseas travel insurance premium			Actual cost (purchased by AOTS)		Actual cost (purchased by AOTS)	
Incidental training costs				Actual cost (Implemented by AOTS)		Actual cost (Implemented by AOTS)	

# Technical Training corporate share of expenses



		ODA Program					Zero Emission Program		
Company scale		Leading medium-sized/small and medium-sized enterprises		Large enterprise			Leading medium-sized/small and medium-sized enterprises	Large enterprise	nonprofit corporation
			Africa		Key area	Afric			
Subsidy rate for receiving expenses		2/3	1	1/3	1/2	2/3	1/2	1/3	3/4
① Share of expenses for receiving a trainee		Expenses that are eligible for a receiving expenses subsidy × (1 – subsidy rate)							
② Burden shared for implementation of training	J13W	617,000 yen/person	377,000 yen/person	798,000 yen/person	731,000 yen/person	617,000 yen/person	731,000 yen/person	798,000 yen/person	595,000 yen/person
	J6W	359,000 yen/person	219,000 yen/person	474,000 yen/person	420,000 yen/person	359,000 yen/person	420,000 yen/person	474,000 yen/person	343,000 yen/person
	9D、A9D	167,000 yen/person	122,000 yen/person	214,000 yen/person	189,000 yen/person	167,000 yen/person	189,000 yen/person	214,000 yen/person	156,000 yen/person
	nonparticipation	122,000yen/person		122,000yen/person			122,000yen/person*1		

\*1: Among Zero Emission Programs, for the Green Growth Strategy program only: 8% of subsidized expenses with an upper limit of 122,000 yen.

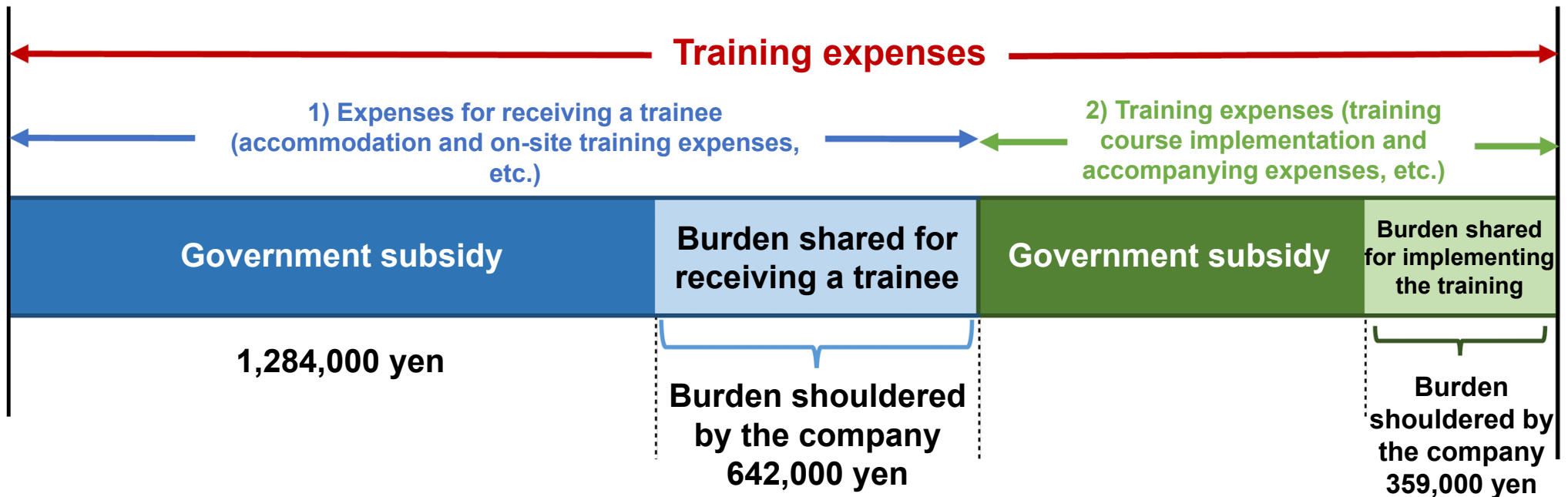
◆ We are asking for your cooperation in the separate payment of expenses related to the operation of the AOTS organization (management contribution.)



# Technical Training: Sample Estimate

[Calculation conditions]

- Use of the emerging market development program
- Company scale is SME
- Participants stay in a facility owned by the applicant company during the period of training
- Participation in the J6W course
- Six-month training for one person



**Total amount shouldered by a Japanese company: 1,001,000 yen**

◆ We are asking for your cooperation in the separate payment of expenses related to the operation of the AOTS organization (management contribution.)

# 4. Management Training

# Management Training



The diagram illustrates the Management Training process. A central orange oval labeled 'Management Training' is connected by a blue line to four callout boxes. The line starts at a pink circle on the left, passes through a globe, then curves to a pink circle on the right, then down to a pink circle on the Japanese map, and finally left to a pink circle on the globe. The globe is on the left, and a green map of Japan is on the right. The callout boxes contain the following text:

## Management Training

- Before arriving in Japan
  - Selection
  - Preparation and submission of an advance report

- After returning home
  - submission of report
  - Transfer of knowledge and technology
  - Cooperation in Survey

- Practical training(receiving company)
  - Training on company-specific technologies
  - Training through practice

(In principle, Available up to 2/3 of the whole)

  - Up to 120 days from arrival in Japan to return to home country

※May be conducted optionally only when applied for by a company on the Japanese side

- Management Training(AOTS Training center)
  - Two-week training on a specific theme

(Production control、Quality control、Energy conservation etc.)

# Benefits of Management Training



- Lectures on specific themes by instructors including renowned experts in their fields
- Localization of management of overseas subsidiaries
- Encouraging understanding of Japanese ways of thinking about work
- Japanese government subsidies apply to costs of trainees' stays in Japan etc.
- Visa can be obtained using AOTS-issued ID

# Management Training: Main Requirements for Application (i)



	Technical cooperation utilization type, emergent nations market development projects (training/expert dispatching projects)
Eligible nations/regions	Developing nations/regions *1
Areas of application (for on-site training)	Technical cooperation must contribute to the industrial development of developing nations/regions (e.g. Purpose of project is introduction of <b>novel technology with no history in local corporates</b> and model change to products/services with higher performance than previous model)
	Must include perspective of problem solving according to the actual circumstance of the developing nations/regions

\*1 This information is based on the DAC list by Development Assistance Committee (DAC) of Organisation for Economic Co-operation and Development (OECD). However, countries/regions not approved for cooperation under the ODA budgets of Chinese and Japanese governments are excluded.

\*2 **Management training is not conducted for Human Resource Development Program towards Zero Emission in Asian Countries/Regions.**

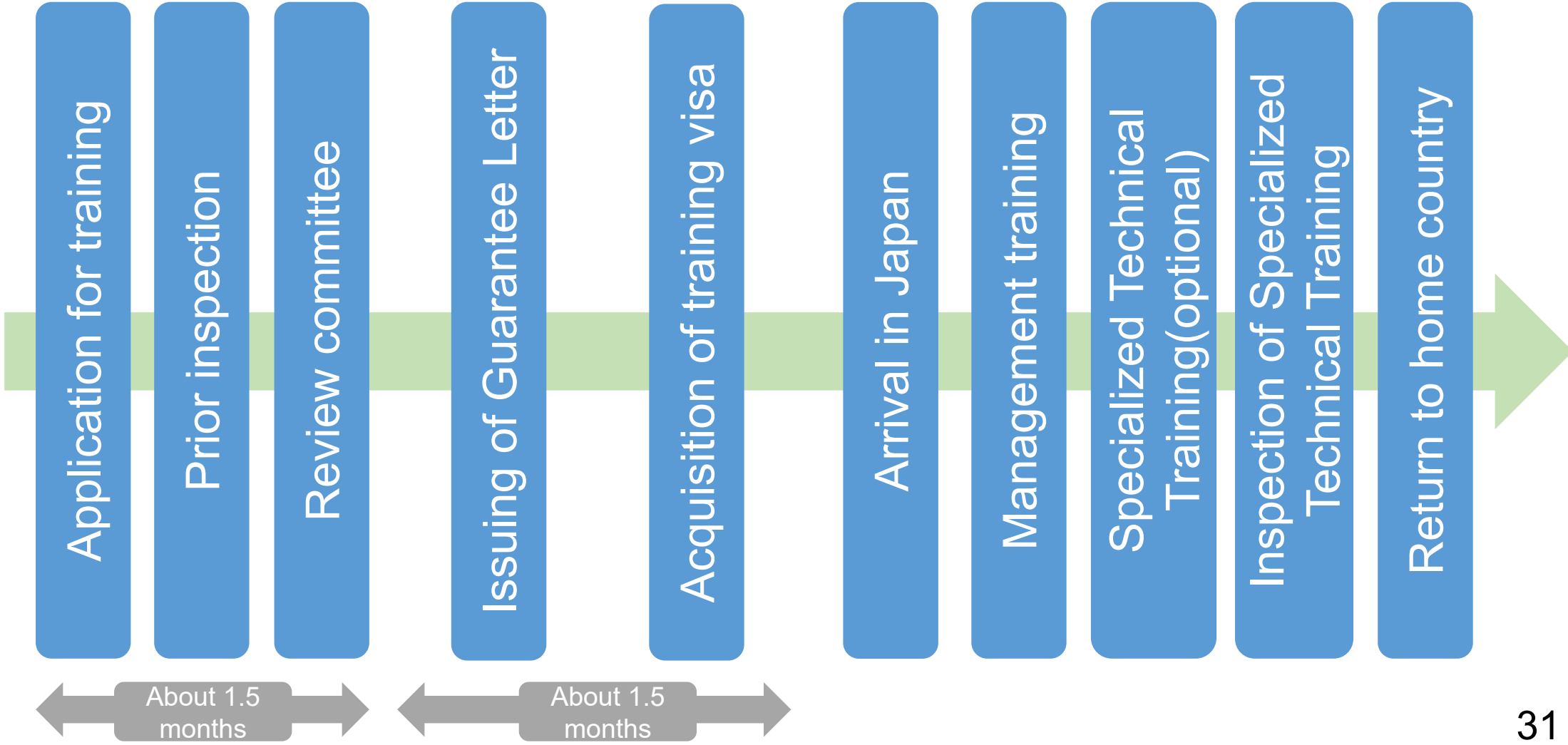
# Management Training: Main Requirements for Application (ii)



	Technical cooperation utilization type, emergent nations market development projects (training/expert dispatching projects)
Japanese company (accepting companies)	Corporate entity in Japan, more than 50% capitals on Japan side
	Capable of taking burdens of various costs in accepting trainees
	Capital or business relationship with the local corporate
	About 1 trainee to be accepted for 20 staff members in the Japanese company
	Instructors must have at least 5 years of actual operation in the applicable technique
	No contract is signed for provision of paid technical services with the local company OR the cost of training in Japan is not included in the said contract amount.
Local companies (dispatching company, trainees)	Less than 50% investment from advanced country (excluding Japan)
	Able to receive lectures, conduct debate and presentations, and prepare reports in the language of training
	Meets the separate qualifications for each course (number of years of experience, basic knowledge, etc. *)
	Not students
	Not on military register
Training in Japan (only for on-site training)	Technology appropriate for training in Japan (= intended for trainees' acquisition of knowledge/techniques that cannot be or are difficult to be acquired locally)
	Technology that cannot be transferred to military purposes, such as armory and weapons
	As a principle, training through practical work (practical training) must be not more than 2/3 of the entire training period
	Simple operations and repetition of the same work are not acceptable

\* Examples: Management and executives in companies; age of 20 year or over with academic capability at tertiary level or equivalent

# Management Training: Application to Return to Home Country



# Management Training: Subsidy Rate

		ODA Program			
Company scale	Leading medium-sized/ small and medium-sized enterprises	Large enterprise			
		Africa		Key area *	Africa
Percentage of national subsidy	2/3	1	1/3	1/2	2/3
Company burden	1/3	0	2/3	1/2	1/3
Paid by		Paid by the Japanese company in principle			

\* Eligible for large enterprises only, regarding cases where percentage of national subsidy can be increased from 1/3 as the normal rate to 1/2. This must meet any of the following conditions:

- Technical cooperation projects that are thought to have a major contribution to the industrial development of developing nations/regions (e.g. Starting new companies or new plant, initiation of innovative new products/services)  
(including cases with major contribution to multiplication and reinforcement of supply chains)

**◆ We are asking for your cooperation in separate payment of expenses related to the operation of the AOTS organization (management contribution.)**



# Management Training: Expenses for Subsidy

				ODA Program		
Company scale				Leading medium-sized/ small and medium-sized enterprises	Large enterprise	
Acceptance cost (standard expense)	Expenses during stay	Accommodation expense	During general training (AOTS)	<b>7,150</b> yen/night (actual cost for remote plant inspection)		
			During on-site training	AOTS	<b>7,150</b> yen/night	
				Company facility	<b>1,570</b> yen/night	
				External accommodation	Actual cost (however, maximum is 6,280 yen/night)	
		Food expenses	Day of arrival in Japan	<b>1,870</b> yen/day		
	Subsequent period		<b>2,750</b> yen/day			
	Miscellaneous expenses		<b>1,040</b> yen/day			
	On-site training expense		<b>5,190</b> yen/day	<b>3,360</b> yen/day		
	Travel expenses		Not subsidized (only applicable for acceptance from Africa)			
	Expenses for transfer within Japan (partial)		Actual cost (according to AOTS standard)			
	Medical care expense, overseas travel insurance cost		Actual cost (covered through AOTS)			
Training contribution	Management training			Actual cost (Implemented by AOTS)	Actual cost (Implemented by AOTS)	

# Management Training corporate share of expenses

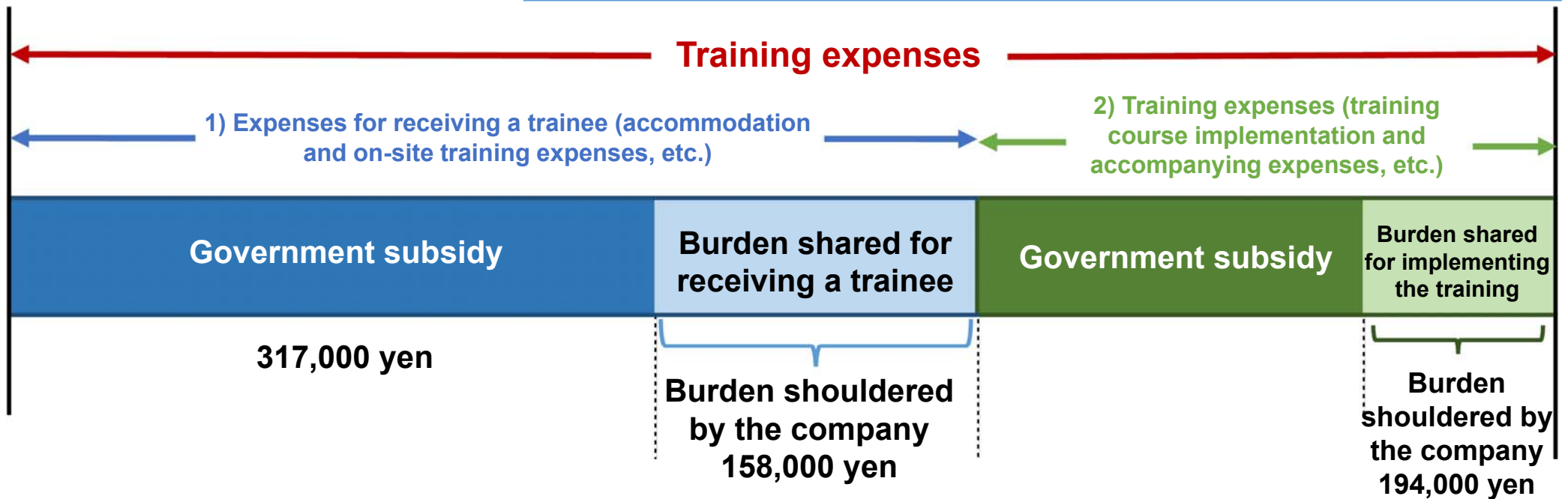


	ODA Program				
Company scale	Leading medium-sized/small and medium-sized enterprises		Large enterprise		
		Africa		Priority projects	Africa
Subsidy rate for receiving expenses	2/3	1	1/3	1/2	2/3
① Share of expenses for receiving a trainee	Expenses that are eligible for a receiving expenses subsidy × (1 - subsidy rate)				
② Burden shared for implementation of training	194,000円/名	148,000円/名	254,000円/名	223,000円/名	194,000円/名

# Management Training: Sample Estimate

[Calculation conditions]

- Use of the emerging market development program
  - Two-week management training for one person
  - Option of 30-day on-site training available
  - Participants stay in a facility owned by the applicant company during the period of training
- Company scale is SME



**Total amount shouldered by a Japanese company: 352,000 yen**

◆ We are asking for your cooperation in the separate payment of expenses related to the operation of the AOTS organization (management contribution.)

# 5. Invitation of Key Persons

# Invitation of Key Persons



## Invitation of key persons

- **Before arriving in Japan**
  - Selection
  - Planning
  - Prior explanation

- **Before arriving in Japan (receiving company)**
  - Program creation
  - Coordination with relevant organizations such as ones being visited
  - Assistance with preparations for coming to Japan such as applying for and obtaining visas
  - Arrangement of travel and accommodation logistics

- **Holding the program (receiving company)**
  - Explanation of technologies, etc.
  - Observation of demonstration sites, etc.
  - About one week

- **After returning home**
  - Submission of a report
  - settlement
  - Cooperation in Survey

# Invitation of Key Persons: Main Requirements for Application

Targeted Fields and Objectives	Technologies concerning the carbon neutrality of sectors described in the Green Growth Strategy* and AETI  * Main eligible fields: ○Offshore wind, solar, geothermal industries ○Hydrogen and fuel ammonia industries ○Next-generation energy industry ○Nuclear industry ○Car and storage cell industries ○Semiconductor and IT industries ○Airplane industry ○Carbon recycling and material industries ○Next-generation power management industry ○Greenhouse gas emission level visualization technology
Eligible country/area	Countries/regions in Asia/Middle East
Japanese company (accepting companies)	corporate entity in Japan No contract is signed for provision of paid technical services with the local company OR the cost of training in Japan is not included in the said contract amount.
Local companies (dispatching company, participants)	Age of 20 to 65 years inclusive Good mental and physical health
	Nationality, residence, and work site are located in the applicable country/region
	Academic capability at tertiary level or equivalent (= graduation from vocational/junior college) as a principle, or history of employment
	Working for a company or organization such as an overseas subsidiary or partner or a potential partner that can expand future business opportunities Not on military register
Percentage of national subsidy	Leading medium-sized/small and medium-sized enterprises 1/2 Large enterprise 1/3 Schools and non-profit corporations 3/4
Payment by the company	Payment by the company: The accepting company is asked to cover subsidized expenses × (1 – subsidy rate) and 8% of the total subsidized expenses as an invitation program management contribution

# Invitation of Key Persons: Eligible Expenses



## 1. Eligible expenses

- (1) Travel expenses
- (2) Expenses during the stay (accommodation, food, miscellaneous)
- (3) International travel insurance
- (4) Honorarium for lecturer
- (5) Honorarium for interpreter
- (6) Travel expenses for lecturers, interpreters, and others involved
- (7) Expenses for Plant visit in Japan
- (8) Expenses for education materials
- (9) Expenses for equipment procurement and organization of environment
- (10) Expenses for expendable supplies
- (11) Facility lease expenses

# Invitation of Key Persons: Eligible Expenses



## 2. Unit price for expenses during stay

	Position of participant			Airfare	Accommodation expenses among expenses during stay (per day) Includes tax and service charges			Food and miscellaneous expenses among expenses during stay (per day)		
	Public corporation or organization	Private company	University		Using external accommodation facilities		Using a training center (fixed rate)	Using external facilities (fixed rate)	Using a training center (fixed rate)	Miscellaneous expenses (fixed amount)
					Area A (Upper limit)	Area B (Upper limit)				
Special arrangements needed	President Vice President Director etc.	Vice President and higher (Chairperson, President, Representative Director, Vice President) Director etc.	President (If they are deemed a director level or higher, for example loaned from the central government) etc.	Business class	<b>26,180 yen</b>	<b>21,900 yen</b>	<b>6,920 yen</b>	<b>Total 4,590 yen</b> • Breakfast 1,020 yen • Lunch 1,530 yen	<b>Total 2,750 yen</b> • Breakfast 660 yen • Lunch 880 yen	<b>1,040 yen</b>
Other	General Manager Division Manager Other	General Manager, Division Director, Division Manager, Other	Other	Economy class	<b>19,660 yen</b>	<b>16,400 yen</b>	<b>6,920 yen</b>	• Dinner 2,040 yen	• Dinner 1,210 yen	



# 6. Overseas Training

# About Overseas Training



## Overseas Training

### ■ Overseas Training (Local side company)

- Lectures and practical exercises based on the training plan, practical training
- In principle, the period between 2 and 30 days

※ Also may be conducted online

※ For third-country type, focusing on on-the-job training (OJT), up to up to 120 days

### ■ Before dispatch

- Appointment of a lecturer
- Planning of a training program
- Preparation for implementation of training

### ■ After returning home

- Submission of a report
- settlement
- Cooperation in Survey

# Benefits of Overseas Training



- **Japanese government subsidies apply** to costs of instructors' stays overseas etc.
- **Short-term intensive** training can be conducted overseas
- Lectures may include practical **exercises and practical training**
- Subsidies are relatively high for **online training**
- Makes it possible to develop **large numbers of human resources at once**

# Overseas Training: Main Requirements for Applications (i)



	ODA Program	Zero Emission Program	
		production processes	energy-saving equipment, FA
	normal type / third-country type / third-country type(OJT)	normal type	
Eligible country/area	Developing nations/regions *1	Countries/regions in Asia/Middle East *2	
Areas of application	Training must be conducted for <b>transfer of technology unique to Japanese companies</b> to promote the development of human resources at the local sites required for business development in developing nations	Expectation for energy-saving effect at the local site through production processes (energy saving by line/process improvement, and production technology/control technology introduction) through the implementation of cases in manufacturing industry and this can be explained/presented in a quantitative manner.	<ul style="list-style-type: none"> <li>• Introduction of highly energy-efficient utility and production facilities manufactured by Japanese companies; maintenance technologies</li> <li>• Introduction of robots and factory automation; maintenance technologies</li> </ul>

\*1 This information is based on the DAC list by Development Assistance Committee (DAC) of Organisation for Economic Co-operation and Development (OECD). However, countries/regions not approved for cooperation under the ODA budgets of Chinese and Japanese governments are excluded.

\*2 Countries and regions defined as “Asia” and “Middle East” in the Ministry of Foreign Affairs of Japan website (<https://www.mofa.go.jp/mofaj/area/index.htm>)

# Overseas Training: Main Requirements for Applications (ii)



	ODA Program	Zero Emission Program
Applicant company (cooperating institution)	Corporate entity in Japan, more than 50% capitals on Japan side. Also, local Japanese corporate with more than 50% investment from these companies/organizations	corporate entity in Japan
	Capable of taking burdens of various costs in accepting trainees	
	Company/organization in charge of preparing/implementing training (overseas cooperating institutions) are located locally *1	
	No contract is signed for provision of paid technical services with the local company OR the cost of training in Japan is not included in the said contract amount.	
Local company (overseas cooperating institution, trainee)	Less than 50% investment from advanced country (excluding Japan)	—
	Nationality, residence, and work site are located in the applicable country/region	
	Affiliated with company/organization ( <b>including potential future business partners</b> )	
	Aged 18 to 60 years inclusive as a principle	
	Have language capability and history sufficient for the understanding the details of training	
	Not on military register	

\*1 Operations conducted by overseas cooperating institution: Recruitment of trainees, cooperation in selection, preparation of texts and teaching materials, arrangement, and general management/operation for training as local office, etc.

# Overseas Training: Main Requirements for Applications (ii)

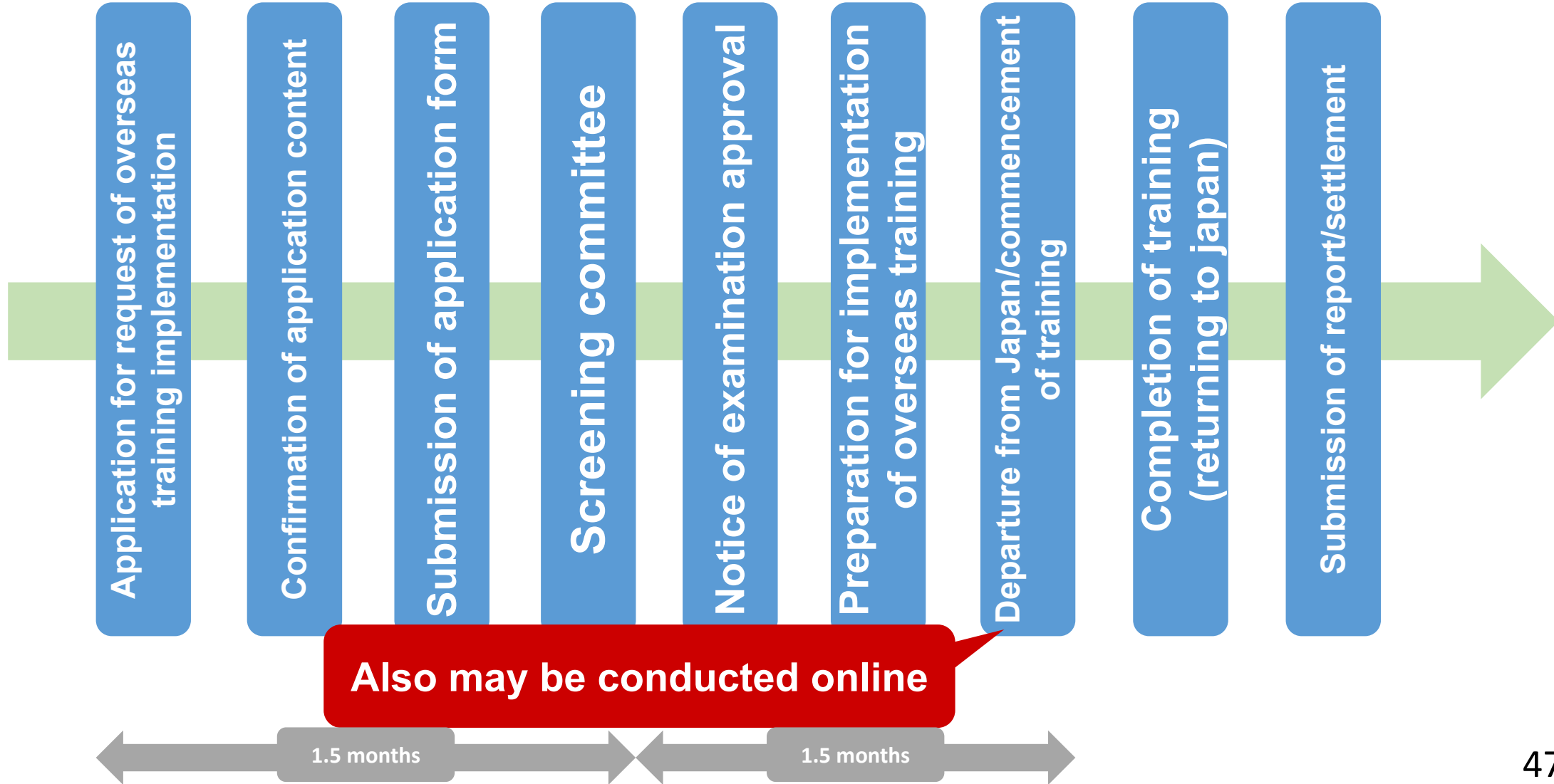


	ODA Program		Zero Emission Program
	normal type / third-country type	third-country type(OJT)	
On-site training	Training period is 2 to 30 days consecutive (inclusive) as a principle (may be not consecutive for online training) *2	Training period is 5 to 120 days consecutive (inclusive) as a principle	Training period is 2 to 30 days consecutive (inclusive) as a principle
	Number of trainees is 10 to 50 inclusive as a principle (5 to 50 inclusive for leading medium-sized and small and medium-sized Japanese enterprise) ※For African projects, there is a relaxation of requirements	Number of trainees is at least one. General upper limit is acceptance of around one trainee for every 20 full-time employees.	Number of trainees is 5 to 50 inclusive as a principle
	Technology that cannot be transferred to military purposes, such as armory and weapons		
	Up to 2 lecturers each from the country of training and from Japan or outside country of training are subsidized *3		
	Lecturers must be 69 years old or younger at the commencement of training (age not considered for online) with at least 5 years of experiences in the actual operation in the area of training		
<b><u>Training at a third country or online training may be conducted as necessary</u></b>			

\*2 First day to last day of training is maximum 30 calendar days, In the case of online Technical cooperation utilization type, emergent nations market development projects, the actual training period may exceed 30 calendar days, as long as the actual training period is 20 days or less.

\*3 For lecturers from countries outside Japan, affiliation are limited to relationship to the applicant company in capital/technical collaboration or business activities as agents. For training conducted by local lecturers only, the staff/employee affiliated with the company of the local lecturer are not able to participate.

# Overseas Training Application to returning home



# Overseas Training: Subsidy Rate



	ODA Program		Zero Emission Program	
Company scale	Leading medium-sized/ small and medium-sized enterprises	Large enterprise	Leading medium-sized/ small and medium-sized enterprises	Large enterprise
Percentage of national subsidy	2/3		1/2	1/3
Company burden	1/3		1/2	2/3
Paid by	Applicant company (cooperating institution)		Applicant company (cooperating institution)	

• In addition to the burden of payment above, applicant company (cooperation institution) will be asked to separately pay 10% of the total subsidized expenses as overseas training project management contribution.

◆ We are asking for your cooperation in separate payment of expenses related to the operation of the AOTS organization (management contribution.)



# Overseas Training principal expenses subject to a subsidy



## Subsidized expense

- ① Honorarium for lecturer    ② Honorarium for Interpreter
- ③ Travel costs for lecturers, interpreters (Travel expense, Daily allowance, Accommodation expense)    ④ Plant visit costs
- ⑤ Training facility leasing costs    ⑥ Training material costs
- ⑦ Costs for equipment procurement and organization of environment,    ⑧ Document/device transportation costs,
- ⑨ Costs for support of remote guidance instruction (only for On-line training),
- ⑩ Trainee-related costs (Travel expense, Daily allowance, Accommodation expense)    ⑪ Local management-related costs

\* As to the training program of third-country type, Honorarium for local lecturer are not subsidized.

## Unit Price

<b>Honorarium for lecturer</b>	Lecturers whose workplaces are in Japan or other developed countries		7,900 yen/h		
	Lecturers whose workplaces are in developing countries		6,000 yen/h		
<b>Travel expenses for lecturers, interpreters</b>	Designated cities *1	Area A *2	Area B *3	Area C *4	
	Daily allowance	6,200 yen	5,200 yen	4,200 yen	3,800 yen
	Accommodation expense	19,300 yen	16,100 yen	12,900 yen	11,600 yen
	Travel expense	discount economy class			

# Overseas Training: Main Expenses for Subsidy (ii)



Category of overseas training sites		Designated cities *1	Area A *2	Area B *3	Area C *4
Subsidized expense					
Overseas trainees	Travel expense	Actual cost (discount economy class)			
	Daily allowance (upper limit)	6,200 yen/day	5,200 yen/day	4,200 yen/day	3,800 yen/day
	Accommodation expense (upper limit)	19,300 yen/night	16,100 yen/night	12,900 yen/night	11,600 yen/night

\*1 Singapore, Los Angeles, New York, San Francisco, Washington, Paris, Moscow, Geneve, London, Abu Dhabi, Jeddah, Riyadh, Kuwait, and Abidjan

\*2 Following regions excluding the designated cities

(1) North America: North American continent (excluding Mexico and southward regions), Greenland, Hawaii Islands, Bermuda Islands, and Guam

(2) Europe: Europe continent (excluding the countries listed as Area A), Iceland, Ireland, Great Britain, Malta, and Cyprus

(3) Middle and Near East: Arabian Peninsula, Afghanistan, Israel, Iraq, Iran, Kuwait, Jordan, Syria, Lebanon, and Turkey

\*3 Following regions:

(1) Asia: Thailand, Malaysia, Cambodia, Myanmar, Vietnam, Laos, Indonesia, East Timor, Brunei, the Philippines, Hong Kong, South Korea

(2) Oceania: Australia, New Zealand, Polynesian/Micronesian/Melanesian nations

(3) Europe: Albania, Azerbaijan, Armenia, Ukraine, Uzbekistan, Estonia, Kazakhstan, Kyrgyzstan, Georgia, Croatia, Slovenia, Tajikistan, Turkmenistan, Belarus, Bosnia and Herzegovina, Macedonia, Moldova, Serbia, Montenegro, Latvia, Lithuania, Russia, Czech Republic, Slovakia, Hungary, Bulgaria, Poland, and Romania

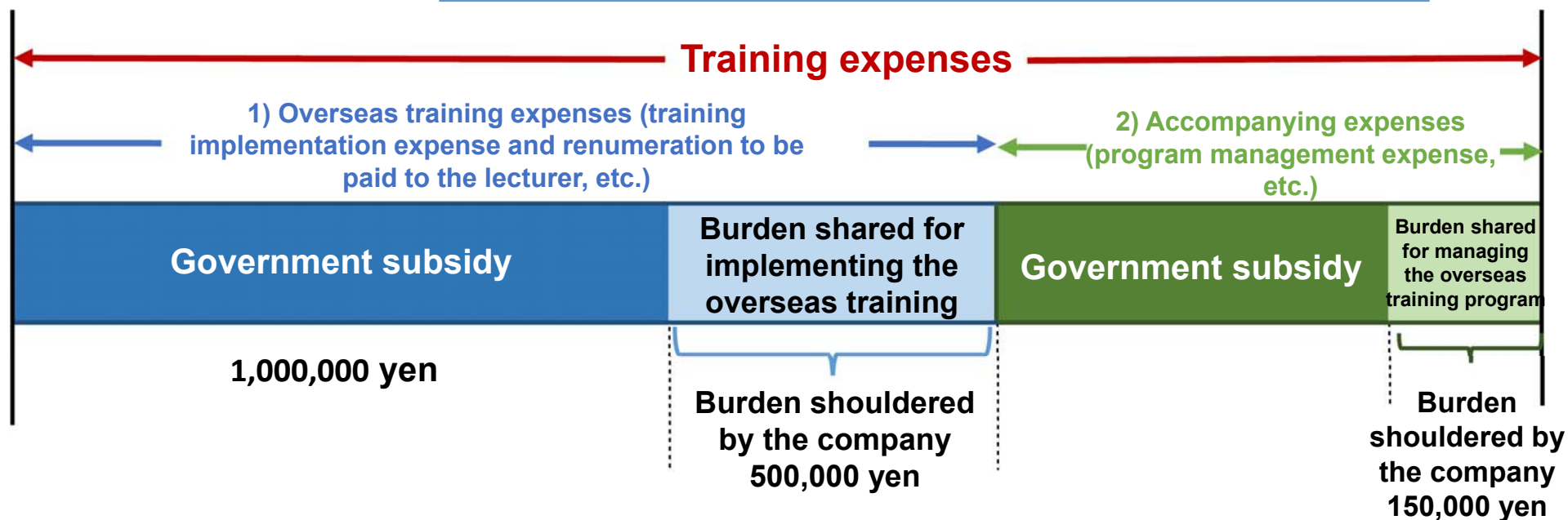
\*4 Nations/regions other than those listed as designated cities, Area A, and Area B (China, Taiwan, Macau, Mongolia, North Korea, South Asia, South and Central America, and African Nations)

◆Other expenses may be eligible for subsidy, please contact us for details.

# Overseas Training (Face-to-Face): Sample Estimate

[Calculation conditions]

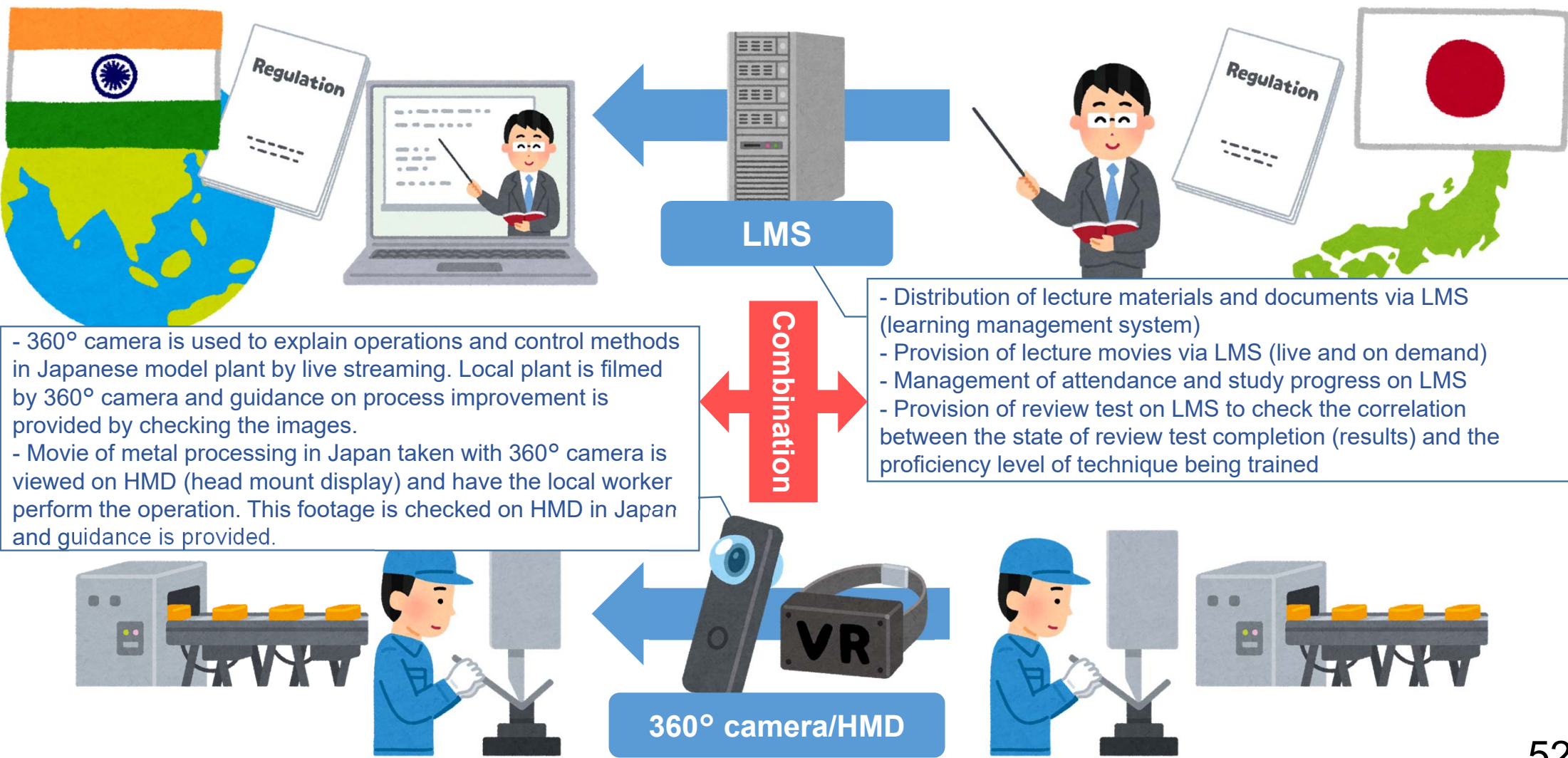
- Use of the emerging market development program
- One local interpreter    • Training in Thailand
- Three-day training (six hours/day)
- Lecturer whose workplaces is in Japan or other developed countries
- Ten trainees



**Total amount shouldered by a Japanese company: 650,000 yen**

◆ We are asking for your cooperation in the separate payment of expenses related to the operation of the AOTS organization (management contribution.) 51

# Online Overseas Training: Example of Utilization



- 360° camera is used to explain operations and control methods in Japanese model plant by live streaming. Local plant is filmed by 360° camera and guidance on process improvement is provided by checking the images.  
 - Movie of metal processing in Japan taken with 360° camera is viewed on HMD (head mount display) and have the local worker perform the operation. This footage is checked on HMD in Japan and guidance is provided.

- Distribution of lecture materials and documents via LMS (learning management system)
- Provision of lecture movies via LMS (live and on demand)
- Management of attendance and study progress on LMS
- Provision of review test on LMS to check the correlation between the state of review test completion (results) and the proficiency level of technique being trained

# 7. Overseas Seminars

# About Overseas Seminars



## Overseas Seminars

### ■ Overseas Seminars

Seminars aimed at helping to explain and promote the pioneering carbon neutral technologies of Japanese companies

- From at least two hours a day

\* Can also be held online.

### ■ Before dispatch

- Appointment of a lecturer
- Planning of a training program
- Preparation for implementation of training

### ■ After returning home

- Submission of a report
- settlement
- Cooperation in Survey

# Overseas Seminar: Main Requirements for Application



Eligible country/area	Seminars to deepen understanding of the activities of Japanese companies conducting research and development on industrial technologies (new and advanced technologies) concerning fields designated as priorities by the Green Growth Strategy and the Asia Energy Transition Initiative (AETI) with the aim of real-world application, to promote new and advanced technologies, and to increase international awareness about carbon neutrality (including greenhouse gas emission level visualization technology)
Eligible country/area	Countries/regions in Asia/Middle East
Applicant company (cooperating institution)	corporate entity in Japan
	Capable of taking burdens of various costs
	If necessary, can secure the aid of a local company/organization in charge of preparing/implementing the seminar (overseas cooperating institutions)
	No contract is signed for provision of paid technical services with the local company OR the cost of training in Japan is not included in the said contract amount.
seminars	From at least two hours a day
	Technology that cannot be transferred to military purposes, such as armory and weapons
	Up to 2 lecturers each from the country of holding seminars and from Japan or outside country of seminars are subsidized
	Lecturers must be 69 years old or younger at the commencement of seminars with at least 5 years of experiences in the actual operation in the area of seminars
Percentage of national subsidy	Subsidy rate: Leading medium-sized/ small and medium-sized enterprises 1/2 Large enterprise 1/3 Schools and non-profit corporations 3/4
Payment by the company	Payment by the company: The applicant company (cooperating institution) is asked to cover subsidized expenses $\times$ (1 - subsidy rate) and 8% of total subsidized expenses as a seminar project management contribution.

Subsidized expenses and the procedure from application to returning home are the same as for overseas training.

# 8. Experts Dispatch



# About Experts Dispatch



The diagram features a central blue oval with the text 'Experts Dispatch'. To the left is a stylized globe with green and yellow continents and blue oceans. To the right is a green map of Japan. Two blue arrows originate from the globe: one points to a pink circle in the upper right, and the other points to a pink circle in the lower right. Three white callout boxes with black borders are connected to these circles by thin lines. The top box is connected to the upper pink circle, the bottom box to the lower pink circle, and the left box to the globe. The central oval is also connected to the bottom box.

## Experts Dispatch

- Experts Dispatch(Local side company )
    - Technical guidance based on the guidance plan
    - (In the case of emerging country program) additional guidance
      - one month at the minimum and 12 months at the maximum
- ※Also may be conducted online

- Before dispatch
  - Appointment of an expert
  - Planning of guidance
  - Pre-dispatch orientation
  - Conclusion of a contract
  - Enrollment in industrial accident insurance
  - Acquisition of a working visa

- After returning home
  - Debriefing session after returning home
  - Cooperation in Survey

# Benefits of Experts Dispatch

- **Subsidies apply** to travel costs, costs of stay overseas etc.
- AOTS provides a **risk-management structure** for experts
- Pre-dispatch orientation includes **lectures on risk management, health management**, etc.
- Mutual confirmation of the guidance content and **clarification of issues and goals can be conducted** during the related procedures
- Through management of achievement of goals using monthly reports

# Experts Dispatch : Main Requirements for Applications (i)

	ODA Program	Zero Emission Program
Eligible country/area	Developing nations/regions *1	Countries/regions in Asia/Middle East *2
Areas of application	Technical cooperation must contribute to the industrial development of developing nations/regions (e.g. Purpose of project is introduction of <b>novel technology with no history in local corporates</b> and model change to products/services with higher performance than previous model)	Expectation for energy-saving effect at the local site through production processes (energy saving by line/process improvement, and production technology/control technology introduction) through the implementation of cases in manufacturing industry and this can be explained/presented in a quantitative manner.
	Must include perspective of problem solving according to the actual circumstance of the developing nations/regions	

\*1 This information is based on the DAC list by Development Assistance Committee (DAC) of Organisation for Economic Co-operation and Development (OECD). However, countries/regions not approved for cooperation under the ODA budgets of Chinese and Japanese governments are excluded.

\*2 Countries and regions defined as “Asia” and “Middle East” in the Ministry of Foreign Affairs of Japan website (<https://www.mofa.go.jp/mofaj/area/index.html>)

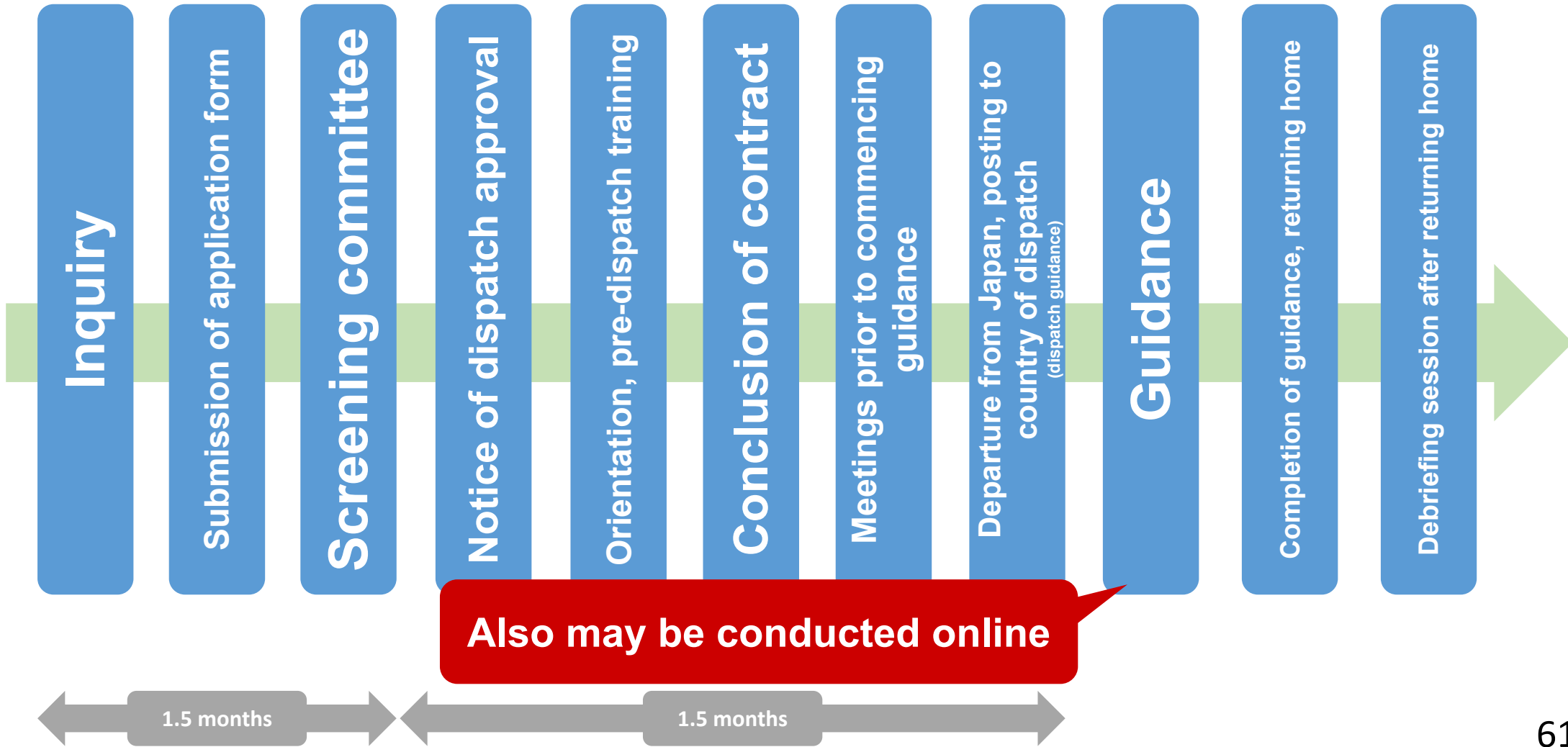
# Experts Dispatch: Main Requirements for Applications (ii)



	ODA Program	Zero Emission Program
Japanese company (dispatching company)	Corporate entity in Japan, more than 50% capitals on Japan side	corporate entity in Japan
	Experts must meet the following requirements: (i) Age of 25 to 69 years inclusive (no upper limit for online) (ii) Must have address in Japan and have lived in Japan for at least 10 years (iii) At least 5 years of experience in operations within Japan in the area of guidance (iv) Directly employed by Japanese company (dispatching company) (advisory contract and service contract are not acceptable) (v) Capability in foreign languages (local language, English, etc.) necessary for technical guidance (guidance may be provided via an interpreter, however only online guidance is subsidized)	
	Capital or business relationship with the local corporate	
Local companies ) (accepting companies)	Less than 50% investment from advanced country (excluding Japan)	—
	Capable of taking burdens of various costs in accepting trainees	
	Availability of sites and machines/facilities for technical guidance	
	Staff members subject to guidance are being employed	
Guidance in local site	If the contract is signed for provision of paid technical services with the local company, no overlapping with guidance is allowed.	
	Concentrating on local technical guidance (operations other than technical guidance are not allowed)	
	Period of dispatch is 1 to 12 months inclusive for each expert (same for online)	
	<b>Additional guidance *</b> also conducted (additional guidance not required for online)	—

- \* (i) If investment of the Japanese company to the local company is 50% to less than 100%, technical guidance, intern acceptance, at local companies with less than 50% Japanese investment suppliers/delivery destination or at vocational schools and colleges must consist of 1/8 of the entire number of days
- (ii) If the investment by Japanese company is 100%, additional guidance similar to that described above must consist of 1/4 of the entire number of days of guidance
- (iii) In the case of implementation in Africa, it is possible to waive the additional guidance depending on the circumstances, please contact us.

# Experts Dispatch: From Application through Returning Home



# Experts Dispatch: Subsidy Rate

## ●ODA Program

Dispatching company is a Japanese company (with Japanese investment)				Dispatching company is a local company (100% local capital) ※3		
Company scale	Leading medium-sized/ small and medium-sized enterprises	Large enterprise	Key area *1	Country/Region of dispatching company	Developing nations	Least Developed Countries Or Africa
Percentage of national subsidy	2/3	1/3	1/2	Percentage of national subsidy	2/3	4/4
Company burden *2	1/3	2/3	1/2	Company burden *2	1/3	-

\*1 Eligible for large enterprises only, regarding cases where percentage of national subsidy can be increased from 1/3 as the normal rate to 1/2. This must meet any of the following conditions:  
 (i) Technical cooperation projects that are thought to have a major contribution to the industrial development of developing nations/regions (e.g. Starting new companies or new plant, initiation of innovative new products/services)  
 (including cases with major contribution to multiplication and reinforcement of supply chains)  
 (ii) Projects with African countries/regions as overseas destination

\*2 In principle Company burden is to be paid by Japanese companies. If it is to be paid by the local company, MOU must be signed between Japanese company and the Local company.

\*3 The scale of the company can be any size.

## ●Zero Emission Program

Japanese company scale	Small and medium-sized enterprises	Leading medium-sized enterprises
Percentage of national subsidy	1/2	1/3
Company burden *2	1/2	2/3

- In addition to the burden of payment above, applicant company (cooperation institution) will be asked to separately pay 10% of the total subsidized expenses as overseas training project management contribution.

◆ We are asking for your cooperation in separate payment of expenses related to the operation of the AOTS organization (management contribution.)



# Experts Dispatch expenses subject to a subsidy

ODA Program / Zero Emission Program													
Expert rating		No. 1			No. 2			No. 3-1			No. 3-2		
Academic career		University graduate	Junior college graduate	High school graduate	University graduate	Junior college graduate	High school graduate	University graduate	Junior college graduate	High school graduate	University graduate	Junior college graduate	High school graduate
Work history for teaching		30 years or more	34 years or more	38 years or more	18 years or more	22 years or more	30 years or more	10 years or more	14 years or more	22 years or more	<10 years	<14 years	<22 years
Airfare		Actual cost (discounted business class; payment in kind)			Actual cost (as a principle, discounted economy class; payment in kind)			Actual cost (as a principle, discounted economy class; payment in kind)			Actual cost (as a principle, discounted economy class; payment in kind)		
Visa fees		Actual cost (the minimum required visa according to the dispatch period)			Actual cost (the minimum required visa according to the dispatch period)			Actual cost (the minimum required visa according to the dispatch period)			Actual cost (the minimum required visa according to the dispatch period)		
Vaccination fees		Actual cost (up to 100,000 yen at the maximum)			Actual cost (up to 100,000 yen at the maximum)			Actual cost (up to 100,000 yen at the maximum)			Actual cost (up to 100,000 yen at the maximum)		
Expense s during the stay ※1	Daily allowance	5,000 yen/day			5,000 yen/day			4,200 yen/day			4,200 yen/day		
	Accommodation expenses	15,100 yen/night			15,100 yen/night			12,900 yen/night			12,900 yen/night		
Preparation fee	1 to 3 months	94,910 yen/time			85,090 yen/time			75,270 yen/time			75,270 yen/time		
	3 to 10 months	111,650 yen/time			100,100 yen/time			94,330 yen/time			94,330 yen/time		
Overseas travel insurance premium		Actual cost (purchased by AOTS; payment in kind)			Actual cost (purchased by AOTS; payment in kind)			Actual cost (purchased by AOTS; payment in kind)			Actual cost (purchased by AOTS; payment in kind)		
Technical cooperation expenses※2		6,000 yen/day			6,000 yen/day			6,000 yen/day			6,000 yen/day		

※1 It varies depending on the region (the above chart shows standards in Thailand, Vietnam, Indonesia, Philippines, etc.); The base amount gradually decreases according to the dispatch period (31 to 60 days: 90%, 61 days or more: 80%).

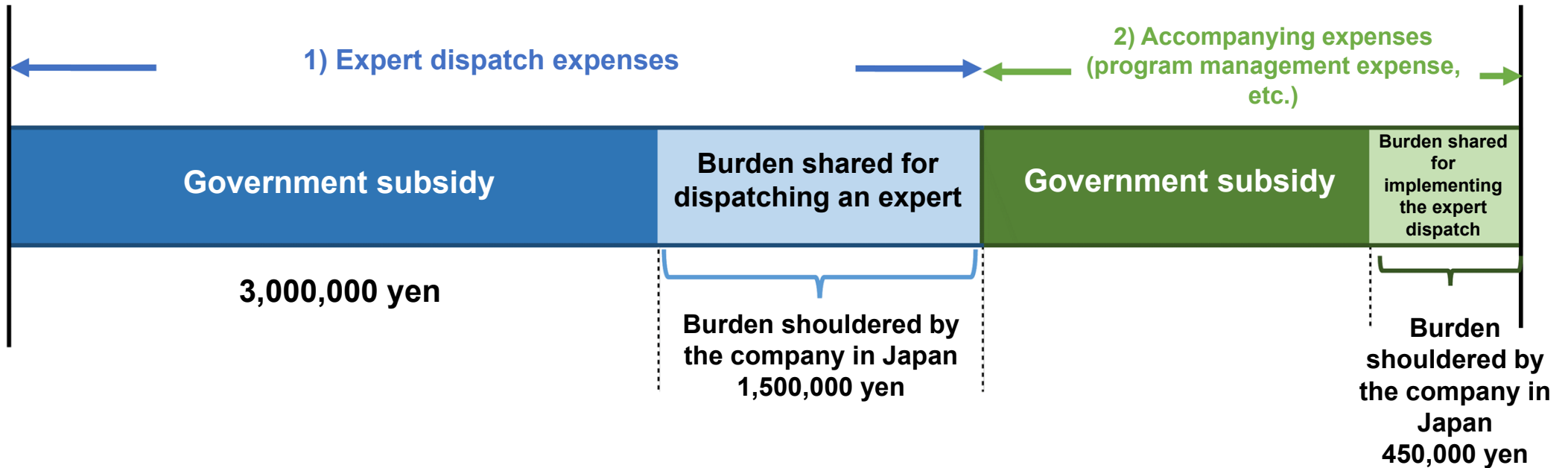
※2 To be paid to a dispatching company as considerations to technologies and expertise held by the dispatching company as well as cooperation for the expert dispatch program.

※3 Other safety costs are also eligible for subsidy, please contact us for details.

# Experts Dispatch: Sample Estimate (SME)



[Calculation conditions]  
 • Use of the emerging market development program  
 • One second-grade expert • Company scale is SME  
 • Six-month instructions  
 • Dispatch to an ASEAN country



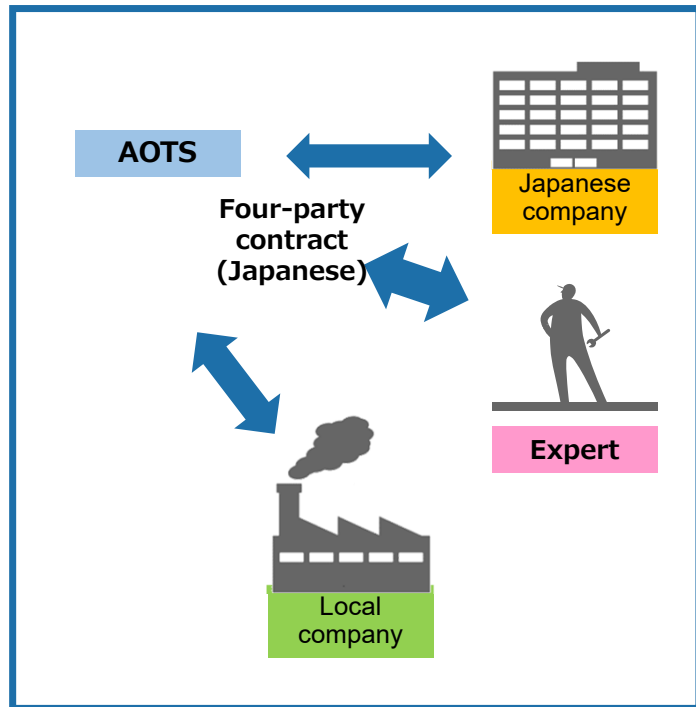
◆ We are asking for your cooperation in the separate payment of expenses related to the operation of the AOTS organization (management contribution.)



# Experts Dispatch: Contract, Payment Flow

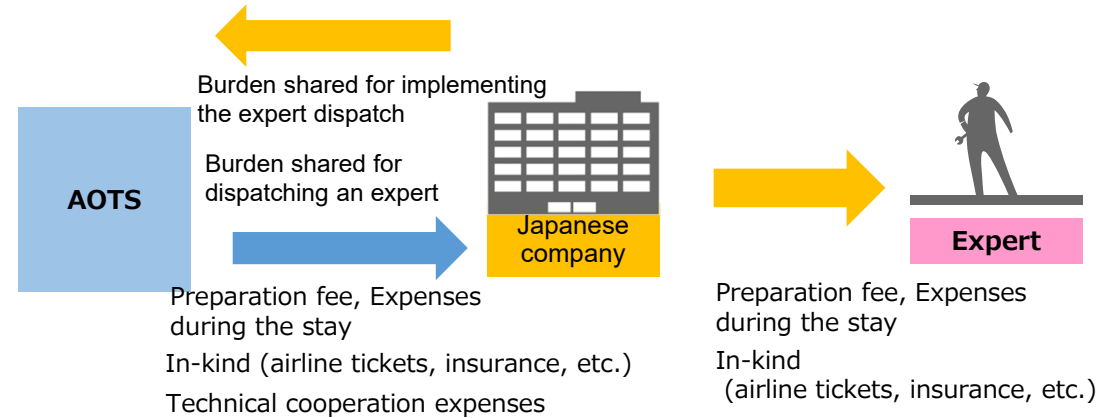
## Contract

four-party Contract  
( Japanese original, English supplementary )



※ The contract is electronic contracting via the DocuSign system

## Payment Flow



### AOTS ⇔ Japanese company

Payment month  
 July : Dispatch fee from April to June  
 October: July-September dispatch fee  
 January: Dispatch fee from October to December  
 March: Dispatch fee from January to March  
 ( Paid at the end of the month in principle )

AOTS will offset the payment from AOTS to the Japanese company and the payment from the Japanese company to AOTS for reimbursement.

### Japanese company ⇒ Expert

⇒Expert

The Japanese company should provide the standard amount to the expert monthly in advance.

If a MOU is signed, it is possible to have the local company pay its share of the cost, but AOTS will only settle with the Japanese company.

# 9. Industry-Academia collaborative programs

# Industry-Academia collaborative programs Project objectives and overview

## Objectives

### ODA Program

Industry-Academia collaborative programs on subjects such as advanced technical fields will be organized by Japanese companies and/or local Japan-affiliated companies at higher educational institutions in developing countries or in Japan with the aim of helping local students or international students from developing countries to acquire knowledge and skills needed by the companies and encouraging them to seek their employment at the companies. The purpose of the programs is to facilitate business activities and to deepen cooperation between Japan and the relevant countries.

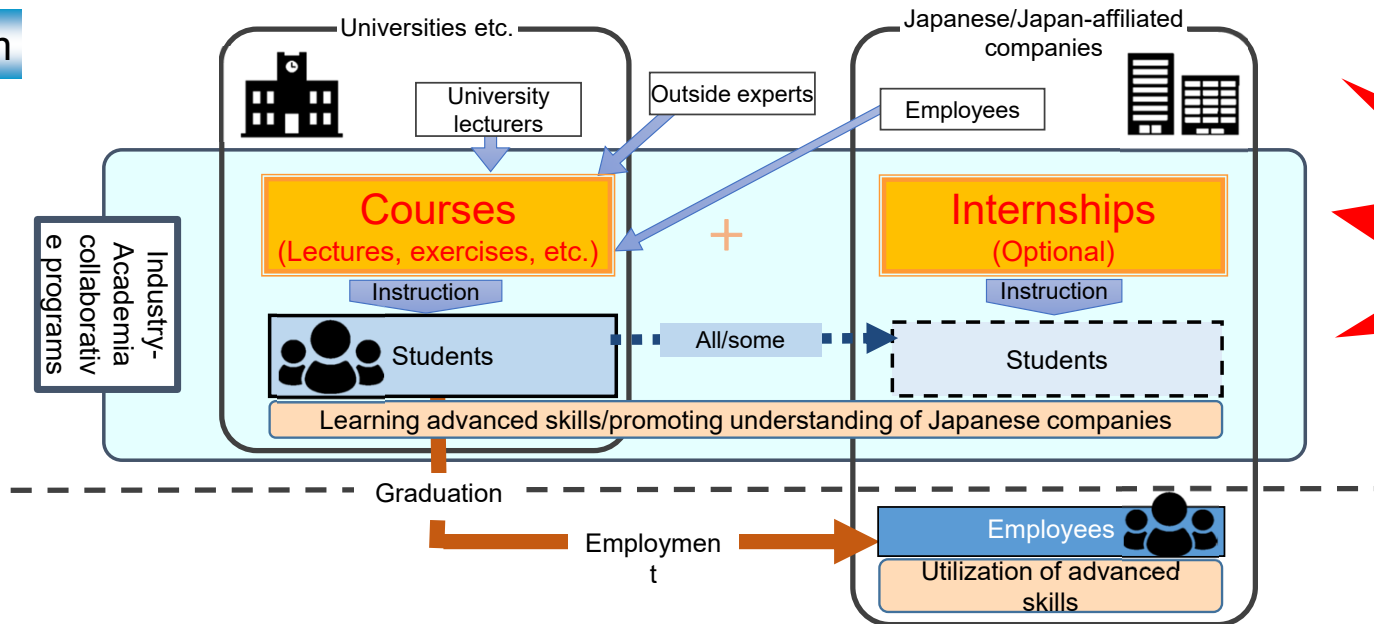
## Project overview

- Courses: Lectures, exercises, workshops, tours, etc.
- Internships: Work experience with cooperating companies and organizations in Japan or locally

\* Internships are optional

Subsidy provided for 2/3 of subject costs

## Project diagram



# Benefits of Industry-Academia collaborative programs

- Makes it possible to **secure outstanding human resources**  
(advanced human resources)
- **Reduces the burden of lecture costs**
- **Strengthens network with universities** through implementation
- Development of corporate staff (instructor side) through teaching students
- Contributes to development of local industrial human resources

# Industry-Academia collaborative programs main requirements for application ①



## Applicant companies(Japanese or local Japan-affiliated companies)

- Companies and organizations with corporate status in Japan (with more than 50% Japanese ownership), or local Japan-affiliated corporations in which such companies and organizations have invested more than 50% of equity or representative offices of such companies and organizations
- Those with plans to hire students from local universities etc. in developing countries that are eligible for Industry-Academia collaborative programs
- Those with the abilities to implement and manage courses and internships and to pay associated costs
- Those able to arrange companies and organizations to assist with preparation and implementation of Industry-Academia collaborative programs in the countries and regions where they are conducted, as necessary

## Courses and internships at local universities (Industry-Academia collaborative program universities)

### Courses

- Lectures, seminars, exercises, practical training and experiments, research, etc. at subject universities etc.
- Rough target for total course hours: 450 minutes or longer (ex.: 90 minutes x 5 sessions)
- Number of students: 5 or more
  - \* Content must concern advanced technical fields directly related to company activities
  - \* Must include content to encourage promotion of employment with Japanese or local Japan-affiliated firms

Note: Online remote courses also are eligible

### Internships (optional)

- Work experience and/or practical experience at the applicant company or its affiliates, for all or some of the students attending courses

## Course content

Course content will include the following subjects, to contribute to learning and improving abilities in the advanced knowledge and technologies that Japanese and Japan-affiliated companies demand when hiring human resources overseas and lead to employment of students at Japanese and Japan-affiliated companies:

1. Key technical fields etc. directly related to company activities

(Ex.) Automation, AI, IoT, robotics, information security, big-data processing, next-generation automotive technologies, mechatronics, carbon recycling, clean energy, optics/quantum technology, biotechnology, nanotechnology/materials, etc.

2. Contents related to recruitment for businesses that contribute to technology transfer that contributes to industrial development in developing countries and regions

\* Please consult with us regarding specific subject fields etc.

• In addition to 1. or 2. above, the program includes content to encourage employment with Japanese and Japan-affiliated companies

(Ex.) Introductions to companies and products, advantages of employment with Japanese and Japan-affiliated companies (career development, advantages in treatment), language skills for communication after employment

## Schools and institutions where courses are held

• Schools and other educational institutions in developing countries or in Japan that are providing education\* on above mentioned technical fields to students from developing countries.

\* This may be education in basic or peripheral fields related to the content of the courses to be provided as Industry-Academia collaborative programs.

• Schools and other educational institutions that have established and operate programs awarding degrees of the level of Associate Degree or Foundation Degree, or higher

• Schools and other educational institutions that graduate human resources who can be expected to play active role at Japanese companies or local Japan-affiliated companies

\* Multiple specific local universities and other institutions may be identified as eligible for setting up courses.

# Industry-Academia collaborative programs: from start of recruitment through completion

Two to five months are required from the date of submitting the application until the lectures are conducted.

Recruitment of implementing companies begins

Consultation and confirmation with AOTS

Submittal of application form for implementation

Screening committee

Preparations for dispatch of instructors  
Finalization of implementation schedule,  
recruitment of students  
Sending approval notification

Selection and finalization of students

Start of Industry-Academia collaborative program

Course implementation

Arrangement of internship schedule and participating students

Internship implementation (Optional)

Completion of Industry-Academia collaborative program

Completion report, claim for settlement payment

Also may be conducted online

# Industry-Academia collaborative programs Subsidy Rates



Technical cooperation/emerging market development projects (training, dispatch of experts)			
Applicant company	Japanese companies		Local Japan-affiliated companies
	Leading medium-sized and small and medium-sized enterprises <small>*1</small>	General companies	
Subsidy rate from Japanese government subsidy	2/3		
Corporate cost burden	1/3		
Bearers	Applicant company (Japanese or local Japan-affiliated company)		

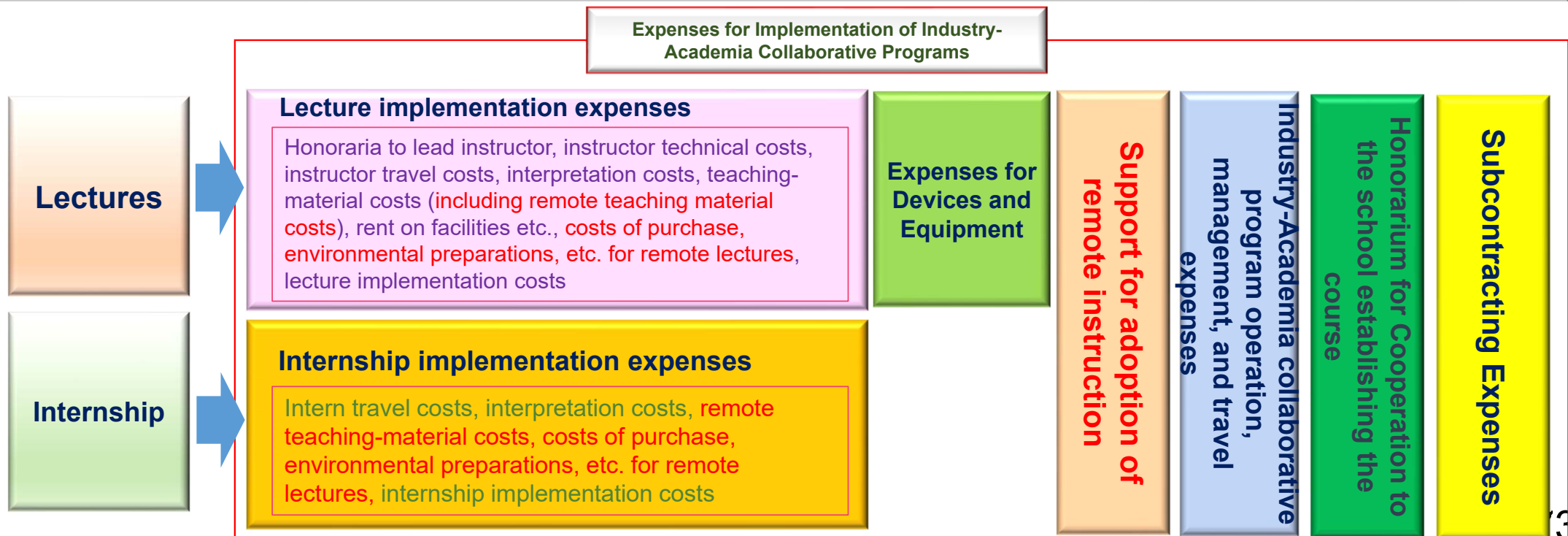
• In addition to the cost burden above, the applicant company (Japanese or local Japan-affiliated company) also will cover 10% of the total amount of costs eligible for assistance separately, as its share of program management costs.

※We ask for your cooperation for expenses incurred in the operation of AOTS organization separately.



# Structures of Industry-Academia collaborative programs and implementation expenses

- Point 1: Industry-Academia collaborative programs may be implemented through a combination of lectures and internships (not required).
- Point 2: Lectures may be taught by local instructors or foreign instructors (residing in Japan or other countries), or a combination of both. They also may be taught online without going to the university or other institution.
- Point 3: Internships may be conducted locally, in Japan, in other countries, or in combinations of the three. They also may be conducted online as long as they can provide work experience.
- Point 4: Materials and equipment needed for course instruction that are lacking at the university or other institution may be purchased (up to a maximum limit).
- Point 5: **The scope eligible for subsidy has been expanded to include costs related to preparation for an implementation of online instruction.**



# Base Amounts of Main Costs Eligible for Subsidies for Industry-Academia Collaborative Programs



Instructor category	Position with affiliated institution or position authorized by the university where the program is conducted (if affiliated with a company etc. with no particular position authorized by the university where the program is conducted: Instructor)	Professor	Associate professor	Instructor, Assistant	
Instructor technical costs	Per day of course instruction	① For technical guidance: 17,500 yen/人/day ② For Japanese language instruction: 6,600 yen/人/day			
Cost of preparing teaching materials ※1	Writing the text ※2	4,000 yen/枚	3,500 yen/枚	3,000 yen/枚	
	Writing narration for recordings for teaching materials for learning outside of class hours	2,000 yen/枚	1,800 yen/枚	1,500 yen/枚	
Instructor travel costs	Japan	Daily allowance ※3	2,724 yen/day	2,514 yen/day	
		Accommodation expenses(Region B) ※3	12,362 yen/night	11,314 yen/night	
	Overseas: Region B ASEAN countries other than Singapore, etc.	Daily allowance ※3	5,000 yen/day		
		Accommodation expenses ※3	15,100 yen/night		
	Overseas: Region C Mongolia, South Asia, Central and South America, Africa, etc.	Daily allowance ※3	4,500 yen/day		
		Accommodation expenses ※3	13,500 yen/night		
Airfare		Actual cost (discounted business class)		Actual cost (discounted economy class)	
Lead instructor honorarium ※4	Maximum total amount per Industry-Academia collaborative program	Actual cost up to: 200,000 yen/program			

※1 Japanese, Chinese and Korean: 400 words/piece; Other than those: 200 words/piece

※2 PPT: 3 slides/piece (maximum number of slides: 30 slides per 3 hours (with interpretation), 60 slides per 3 hours (without interpretation))

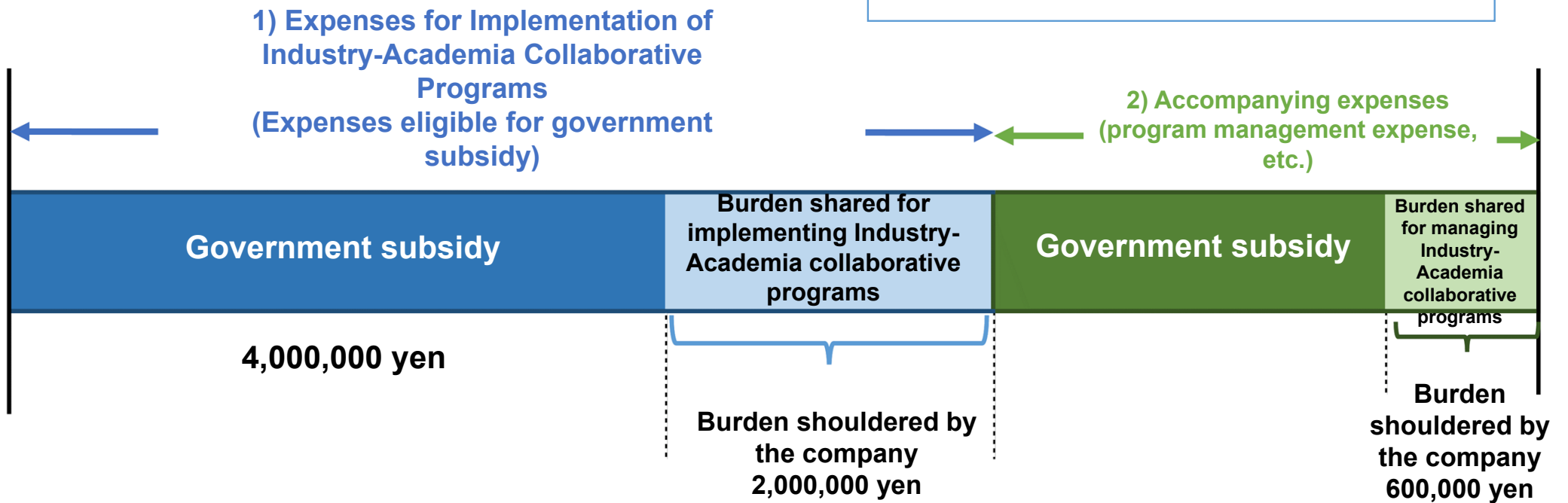
※3 The base amount will decrease gradually with the continuous period of stay (31-60 days: 90%; 61 days or longer: 80%)

※4 Available only for payment to an instructor other than an employee of the applying corporation

# Industry-Academia collaborative programs Example of trial calculation



Example of trial calculation:  
 ▪ Total cost of holding Industry-Academia collaborative program: 6,000,000 yen



**Total amount shouldered by a Japanese company: 2,600,000 yen**

◆ We are asking for your cooperation in the separate payment of expenses related to the operation of the AOTS organization (management contribution.)

# Contact List for Inquiries



- Address(Kitasenju Office)

30-1, Senju-Azuma 1-chome, Adachi-ku, Tokyo 120-8534, JAPAN

- URL

<https://www.aots.jp>

- Training in Japan (technical training), training in Japan (management training; application from Japan), overseas training (project inviting type), Experts Dispatch

Corporate Liaison Department, Training & Expert Dispatch Administration Group

TEL : 03-3888-8221

E-mail : [kigyo-inquiry-az@aots.jp](mailto:kigyo-inquiry-az@aots.jp)

- Industry-Academia collaborative programs

Corporate Liaison Department, Endowed Program Group

TEL : 03-3888-8238

E-mail : [indus-acad-collab-pg@aots.jp](mailto:indus-acad-collab-pg@aots.jp)

# 10. Reference Data

# Feedback from Companies that Have Used Training in Japan System



Industry type	Country	Training content	Results
Automobile component manufacturing	Mexico	Manufacturing of die for die casting	At the beginning, questions, etc. were hardly made while trying to keep up appearances out of pride as an experienced person in business, however, after one month, questions through investigation started arising gradually to explore something they didn't know. The results of AOTS Japanese language program are also great such as exchanging opinions in Japanese not only with Japanese staff but also with Thai technical interns.
Design and production of construction machinery	Vietnam	Design of framework for tunnel	Through continued implementation of training in Japan over several years, we have promoted local human resources to an administrative position and management to let them handle all matters including hiring of employees, etc. While they are in Japan, Japanese employees make it a rule to teach trainees Japanese proactively, and operations are also conducted in Japanese. After they return home, operations such as drawing a blueprint, holding a meeting with a customer and apologizing when any error occurs are conducted in Japanese, trying to keep their Japanese language ability also after returning home.
Surface treatment processing	Philippines	Manufacturing and inspection techniques for plating	We had them learn how to maintain water temperature, judging of the optimum temperature according to materials and product inspection techniques. They have also acquired viewpoints that how much cost reduction can be made and how it leads to energy conservation from the difference in the defect rate between Japan and Philippines. We hope them to act as an intermediary between the local side and Japan.
Automobile component manufacturing	Mexico	Manufacturing techniques for piston-ring for automobiles	They have acquired not only techniques but also a way of working (punctuality, discipline and 5S). Preparation of standard work instructions for local are being advanced mainly by trainees with a plan to train workers who are employed locally. Once mass production commences, it is expected that the production will start smoothly due to techniques acquired by the trainees and guidance to the workers and that sales will increase.
Apparel manufacturing	Cambodia	Apparel manufacturing techniques	Trainees started showing proactive attitudes to work such as a greeting and teaching other people as a leader. The monthly turnover rate that had been 5% on average improved to 2%, which led to the retention of human resources. Further, during the training in Japan, they transmitted the situation of the training immediately to their colleagues on the Facebook, conveying its impact instantly. Trainees transmitted their surprise when they actually saw their products being sold in stores, etc. (delivered to leading men's apparel stores) to their colleagues simultaneously.

# Feedback from Companies that Have Used Experts Dispatch System



Industry type	Country	Guidance content	Results
Automobile component manufacturing	Indonesia	Reduction of the defect rate in cast parts manufacturing	Guidance about methods of analysis of defect causes and how to utilize data recorded in daily reports were provided to local managers. We had them understand the necessity of permanent measures based on QC methods, which is not by intuition instead of data every time and which is not emergency measures. Experts also studied well and prepared for the guidance in advance because they were selected in the company to be dispatched, and they further studied and improved themselves by organizing their own knowledge through guidance to other people and questions asked by them.
Automobile component manufacturing	China	Technical guidance on quality control and productivity improvements in aluminum die casting	Expert guidance enabled the staff who received guidance to learn more practical methods of quality control and productivity improvements, such as thinking on their own about the causes of defects and running through the plan-do-check-act (PDCA) cycle. In addition, holding monthly quality meetings has fostered an attitude of taking on quality autonomously. Furthermore, holding a meeting every morning has made it possible to identify issues and proposed improvements in the workplace and to visualize matters through listing what needs to be done, by whom, and by when, to share information with employees other than those who received guidance. Guidance resulted in reductions of 2% in natural gas emissions and 3% in power consumption. The idea of thinking about countermeasures for problems instead of leaving them alone and taking action on one's own has permeated throughout the company that received guidance, and awareness of productivity and quality has improved as well.
Manufacturing of automobile interior and exterior parts	Thailand	Guidance for improvement of the defect rate in engine parts manufacturing and energy conservation	Although repaint of defect painting had occurred many times in touch-up painting, the defect rate of windshield painting decreased from 5% to 0.5%. Various indicators such as objectives of factory management, productivity, loss due to spoilage, electric power consumption and transportation costs came to be documented as data, and benchmarks and the current situation came to be visualized. Results of <i>Kaizen</i> (improvement) are presented once a week by using such data.
Silk lining product development and manufacturing	Myanmar	Techniques for reeling by hand and floss silk manufacturing	Guidance was provided using a manual containing not only writing but also understandable illustrations. Since many of employees are young women, the quality of silk thread was improved to the level of manufacturing a roll of cloth in Japan by paying attention to giving advice to them after praising them and to being fair. Young women in Myanmar found a place to work in their hometown and started working proactively with pride through their job and experience.

# Frequently Asked Questions (Technical Training)



## 1. Is it possible to participate in the general orientation course without studying Japanese at all before coming to Japan?

Yes, it is possible, but for the J13W and J6W courses it is required to learn Japanese and pass a test on reading and writing of hiragana and katakana before coming to Japan, through e-learning. J13W and J6W courses are designed for new learners of Japanese, when considering the effect of learning, it may be advisable to start learning Japanese such as reading and writing of *hiragana* and *katakana* before coming to Japan.

## 2. Is it possible to start practical training in companies directly without participating in the general orientation course of AOTS?

It is possible. However, the existence of language environment that enables implementation of training is required, and the training period is within 120 days at the maximum. In addition, a person who has participated in the general orientation course within the past five years is entitled to receive training for one year at the maximum as far as certain conditions are fulfilled.

## 3. I cannot decide which I should take either J13W or J6W for the type of general orientation course.

In J6W, about 800 basic vocabularies, 75 basic sentence patterns, and about 100 characters of *kana* and *kanji* are learned with an objective of acquisition of simple daily conversation ability, and in J13W, about 1,400 basic vocabularies, 150 basic sentence patterns, and about 300 characters of *kana* and *kanji* are learned with an objective of acquisition of Japanese ability that is useful in practical training and life in Japan. Further, in both courses, understanding of Japanese society, culture and industries is deepened through lectures and inspections.

\* The above objectives are target numbers for people who learn Japanese for the first time.

## 4. Is it possible to let trainees be employed?

No, it is not possible. Trainees are staying with the eligibility of “training” under the Immigration Control and Refugee Recognition Act (Immigration Control Act), and work for consideration, so called employment activity, is not permitted with this eligibility.

## 5. Do you arrange trainees and receiving companies?

AOTS is not introducing or arranging trainees and receiving companies.

## 6. Do trainees have to be university or higher graduates because the system is for development of core human resources?

People who fall under junior college and technical college graduates are also targets of this system. For other cases, in the case of a person who has enough experience and career in the field of training as well as assumes administrative and supervising roles in the relevant department of a dispatching company, such person can be also a target of this system.



# Frequently Asked Questions (Experts Dispatch)



## 1. Is there any eligibility for dispatched experts?

People whose age is between 25 and 69 and who has a domicile in Japan (living in Japan for 10 years or more). In addition, five-year or more operational experience in Japan for the guidance field is required.

## 2. Is it possible to appoint our company's employee who has been assigned in the guidance receiving company as an expert?

Experts are dispatched as the Association's experts to provide guidance and advice, and therefore, they are not allowed to assume a responsible post such as a manager or factory director at the guidance receiving company. Further, expatriate employees who have been transferred to the guidance receiving company are not the subject of this expert dispatch system either.

## 3. Is it possible to dispatch experts to a company before starting operation?

It is required that operation has been started, equipment has been operated and employees of the target of guidance have been hired.

## 4. Which should apply for the usage of system, headquarters in Japan or an overseas corporation?

We accept an application from a domestic corporation in Japan. Further, in the case of a local company in an overseas country, it is possible if they make an application through a domestic corporation in Japan with which they have a financial and/or business relationship.

## 5. Are experts to be dispatched limited to our company's employees? Is it possible to dispatch external experts?

It is possible if they conclude an employment agreement such as a temporary employee contract with a dispatching company.

## 6. How long can experts be dispatched?

As a rule, from 1 to 12 months. However, the period may be adjusted depending on the condition of budget.

## 7. Is it possible to dispatch multiple experts from one company?

It is possible up to 20 man-months (e.g. 10 months x 2 persons) for the emerging country program and up to 25 man-months (e.g. 5 months x 5 persons) for the carbon reduction program within the relevant year. However, it is necessary to sort the guidance content and the objective setting by dispatched expert. Please consult with us for details.

## 8. Is it possible to dispatch an expert to a Ministry of Foreign Affairs' infectious disease risk level 3 country?

It is possible only if there is appropriate reasons of urgency and irreplaceability (reasons why face-to-face instruction with dispatch rather than online is strictly necessary at this time). In addition to the above, it will take time to confirm the emergency response system in the event of a specialist contracting an infectious disease, etc., so please contact us as soon as possible.