



**The Association for Overseas Technical Cooperation and Sustainable Partnerships**  
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# ODA Program

**July 2023**

**Program Outline**  
**&**  
**Participation Requirements**  
**of**  
**The Program on Innovation Management for Africa**  
**[AFIM]**

**6 – 19 December 2023**  
**21 February 2024**

## 1. BACKGROUND OF THE PROGRAM:

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

AOTS was established in 1959 with the support of the Ministry of International Trade and Industry (which is the present Ministry of Economy, Trade and Industry: METI) as Japan's first technical cooperation organization on a private sector basis. More than 200,000 individuals from 198 countries and regions have undergone our training in Japan, while the cumulative attendance at our overseas programs till the end of fiscal 2021 exceeded 230,000.

AOTS organizes and develops a various range of training courses based on requests from returning participants and industry in developing countries.

In fast-growing Africa, startups and innovation creation are gaining momentum against the backdrop of the need to break away from resource-dependent economies and the difficulty in drawing growth models for manufacturing industry clusters. This training program focuses on innovation as a method of solving social issues, and participants learn through lectures, exercises, and case studies of Japanese companies how to discover business opportunities, create new value, and formulate business models that are not bound by existing systems and common sense, The program aims to nurture human resources capable of planning innovative new businesses.

## 2. COUNTRY:

Please refer to the below "List of Target Countries and Regions" of this program outline.

**List of Target Countries and Regions (2023-2024)**

<i>Category 2</i>		
Algeria	Eswatini	Niger
Angola	Ethiopia	Nigeria
Benin	Gabon	Rwanda
Botswana	Gambia	Sao Tome and Principe
Burkina Faso	Guinea	Senegal
Burundi	Guinea-Bissau	Sierra Leone
Cabo Verde	Kenya	Somalia
Cameroon	Lesotho	South Africa
Central African Rep.	Liberia	South Sudan
Chad	Madagascar	Sudan
Comoros	Malawi	Tanzania
Côte d'Ivoire	Mali	Togo
Democratic Republic of the Congo	Mauritania	Tunisia
Djibouti	Mauritius	Uganda
Egypt	Morocco	Zambia
Equatorial Guinea	Mozambique	Zimbabwe
Eritrea	Namibia	

Note:

The above table is arranged in alphabetical order, and names of countries and regions are given in general terms.

## 3. NUMBER OF PARTICIPANTS:

18 participants

## 4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) In principle, business owners, executives, senior and middle-level managers, and others who are willing to develop new businesses.
- (2) Participants should be, in principle, more than 20 years old and over.
- (3) Participants should have a high working knowledge of English. The ability to discuss in English is given great importance in our screening process.
- (4) Participants should be university graduates and/or have equivalent professional experience.
- (5) Participants should be healthy enough to undergo an intensive training program in Japan.
- (6) Participants should be residing in the countries and/or regions on “List of Target Countries and Regions”.
- (7) Participants should not be students or armed forces personnel.
- (8) Former participants of AOTS training programs (ODA-funded programs) organized in Japan are not entitled to apply for any program which starts within six months (183 days) after they have returned home countries from Japan.

Notes:

- (1) Participants shall attend all the events in the curriculum including the online training provided for the 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 countries soon after the completion of the program.

Preferential Selection:

- (1) Participants from Japanese companies, business partners of Japanese companies, companies planning to deal with Japanese companies are most desirable. (In the case of applications from Japanese companies, business partners of Japanese companies, companies planning to deal with Japanese companies, the priority for selection becomes higher.)
- (2) In the case of applications from non- Japanese affiliated companies that do not have any business relations with Japanese companies, the priority for selection becomes lower.
- (3) In addition, applications from companies with capital from developed countries will be given lower priority in the selection process than applications from local companies that hold local capital.
- (4) Those who work in the national government (agency) or the local government (agency) have lower priority to participate in this training programs, since the programs are mainly targeted at the people working in the companies/organizations in the private sector.
- (5) 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:

### (Application from host companies in Japan)

- (1) **Advance application:** The Japanese host company should contact the training and expert dispatch administration group of AOTS, the address of which appears in Item 12, by telephone or e-mail with an outline of the training plan (e.g., duties and background of the participants, whether practical training is required or not, etc.).

Please submit the following application documents to the training and expert dispatch administration group by **no later than 20 September 2023**.

1. AOTS Training Application Form (outline)
2. The trainee's personal record and enquiry into training contract
3. Pre-training report

- (2) **Formal application:** After receiving notification of acceptance of the advance application, the host company will be informed about the preparation of the necessary documents and arrangements for the formal application.

\*If you have any questions, please contact the training and expert dispatch administration group (see Item 12).

\*The above-mentioned AOTS prescribed forms can be downloaded from the website below.

<https://www.aots.jp/hrd/technology-transfer/download/#kanri-shinkokoku> (Japanese).

### **(Application from overseas countries)**

Individual applicants should ensure the delivery of the following application documents in both PDF and Excel format through Overseas Collaborating Organizations to the Overseas Cooperation Group of AOTS listed in Item 12, no later than **20 September 2023**.

As the deadline for the submission of the application documents differs for each organization, please ask the Overseas Collaborating Organizations. Please contact the Overseas Cooperation Group of AOTS listed in Item 12 for the contact address of the Overseas Collaborating Organization.

Applicants will be interviewed by the Overseas Collaborating Organizations.

#### **[Application Documents]**

- (1) AOTS Training Application Form and Applicant's Personal Record  
(AOTS official form: Handwriting should be avoided.)  
\*Soft copies of both PDF and Excel file will be required to submit.
- (2) Enquiry about your Interest in doing business with Japanese companies and/or Entry into Japanese market  
\*Excel file
- (3) Medical Check Sheet (AOTS official form: Handwriting should be avoided.) \*PDF file
- (4) About the handling of Personal Information Concerning Trainees (AOTS official form) \*PDF file
- (5) Overseas Travel Insurance Consent Form \*PDF file
- (6) Enquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises) \*PDF file  
\*For application forms (1) and (3) and (4) to (6) above 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.
- (7) A brochure of the applicant's company/organization \*PDF file
- (8) Digital image of face photo (Please enter your name in the data title.)
- (9) Photocopy of the applicant's passport \*JPEG or PDF file  
\*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 letters) and date of birth should be submitted instead.
- (10) Pre-Training Report \*Word

Notes:

\*\*AOTS may ask the applicants to submit additional documents such as an official registration document and the latest financial statement of the company/organization, etc., other than the above listed, if necessary.

\*\* The formats are available from the Overseas Collaborating Organizations. Please ask them.

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#### **[Screening Committee Meeting]**

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **19 October 2023**, for official approval of participation. Those who successfully pass the screening process will be notified when they receive the invitation documents.

Notes: If the number of participants is less than 18 as of the application deadline, AOTS may cancel or postpone this program.

## 6. OUTLINE OF THE PROGRAM:

### - OBJECTIVES

This course is designed for those who are willing to develop new businesses in Africa. Through lectures, exercises, and case studies of Japanese companies, participants will learn how to discover business opportunities, create new value, and formulate business models outside the framework of existing systems and common sense, with the aim of developing human resources capable of planning innovative new businesses.

### - DURATION

6 – 19 December 2023 (2 Weeks / AOTS Tokyo Kenshu Center (TKC))  
21 February 2024 (1 day/ Online)

### - CONTENTS

#### [1<sup>st</sup> Step]

Participants will deepen their understanding of what innovation is and why it is necessary. Participants will be formed into several groups. In each group, participants will share the challenges facing their company or country and as a group will agree on a social issue they wish to address.

#### [2<sup>nd</sup> Step]

Through lectures, exercises, and group work, participants will learn about the concepts, methods, and applications of business opportunity discovery, business idea generation, product/service design, business model design, marketing strategy determination, and their validation, which constitute the business design flow. In addition, through case studies of innovations in Japanese companies, participants will further deepen their understanding of how to construct innovative business ideas.

#### [3<sup>rd</sup> Step]

While applying what they have learned in previous lectures and company visits, students will develop a business plan for a new business to solve a social issue agreed upon by each group on the first day of the course, and each group will make a presentation on the last day.

#### [4<sup>th</sup> Step] (online training after returning home)

Participants will present how they have applied what they have learned in Japan to their work after returning to their home countries. The presentations and the lecturer's comments on them will serve as a bridge to connect what they learned in Japan to their work in Japan.

*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 initiatives of participants of group.*

Refer to the Tentative Schedule for further details.

\*A lot of time is spared in this program for well-focused group discussion.

Participants will be required to examine how they should integrate what they will learn in the lectures, company visits, and exercises into their own companies. They will also be requested to review their corporate management strategies, by considering how to cope with an environmental change around their companies through the active discussions with other participants from overseas as well as lecturers.

### - LANGUAGE

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

- PROGRAM DIRECTOR

**Dr. Koichi NAKAGAWA Ph.D** President of Yasashii Business School

Graduated from the University of Tokyo, Faculty of Economics in 2004, and completed the doctoral program at the Graduate School of Economics, University of Tokyo in 2008. D. in Economics from the University of Tokyo. After working as an associate professor at the Graduate School of Economics, Osaka University, he became independent. With the motto "Bringing the power of the academy to society," he aims to raise the level of Japan's business capabilities and solve social issues through academic knowledge. Specializes in innovation management and management strategy.

-TRAINING LOCATION AND ACCOMMODATION

**AOTS Tokyo Kenshu Center (TKC) <may change in consideration of various factors>**

<http://www.aots.jp/jp/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 Program on Innovation Management for Africa [AFIM]**

6 – 19 December 2023  
AOTS Tokyo Kenshu Center (TKC)

L: Lecture, E: Exercise, V: Visit

Month/Date	AM (9 : 30-12 : 30)	PM (13 : 30-16 : 30)	Evening (16 : 30-17 : 30)
6 Dec (Wed)	Orientation / Opening Ceremony Lecture : Entrepreneur Lecture	Lecture/Workshop : Discovering Business Opportunities	Discussion : Group discussion (1)
7 Dec (Thu)	Visit : Case of Innovation in a Japanese Company	Visit: Case of Innovation in a Japanese Company	Discussion : Group discussion (2)
8 Dec (Fri)	Lecture/Workshop : Idea Generation	Lecture/Workshop : Developing new product	Discussion : Group discussion (3)
9 Dec (Sat)	Day off		
10 Dec (Sun)	Day off		
11 Dec (Mon)	Lecture/Workshop : Method of creating business model		Discussion : Group discussion (4)
12 Dec (Tue)	Study Tour	Visit : Case of Innovation in a Japanese Company	-
13 Dec (Wed)		Visit : Case of Innovation in a Japanese Company	-
14 Dec (Thu)		Visit : Case of Innovation in a Japanese Company	-
15 Dec (Fri)	Lecture/Workshop : Marketing Strategy -3C	Lecture/Workshop : Marketing Strategy -4P	Discussion : Group discussion (5)
16 Dec (Sat)	Day off		
17 Dec (Sun)	Day off		
18 Dec (Mon)	Lecture/Workshop : Method to verify business model	Lecture/Workshop : First step to realize a business model	Discussion : Group discussion (6)
19 Dec (Tue)	Final Presentation	Final Presentation / Closing Ceremony	-

21 February 2024  
Online

Month/Date	AM (9 : 30-12 : 30)	PM (13 : 30-16 : 30)	Evening (16 : 30-17 : 30)
21 Feb (Wed)	-	Presentation of participants of their activities upon returning to their home countries and follow-up lecture	

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



## 7. ARRIVAL AND DEPARTURE DATES:

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

Current Japanese Boarder Measures are as follows. Please check.

<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

## 8. TRAINING COSTS (Application from overseas countries):

The training costs and the procedures for their settlement differ depending on whether an overseas company makes the application via the Overseas Collaborating Organization or a Japanese host company in Japan makes the application. The following is an explanation of the case of the application from an overseas country via a Collaborating Organization.

### 8-1) Outline

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

- The Training Costs will vary in accordance with the actual airfare and participants’ staying days.
- Participants shall purchase their air tickets by themselves. For information on how to purchase tickets, please refer to page 13 and 14 ' Guidelines for Purchase of Air Tickets by the Participant And method of reimbursement by AOTS '.
- In principle, the subsidy from the Japanese Government applies from the day before the start of the training until the last day of the training.
- Sample estimates of the Participation Fee is shown in Table 1 “Estimate of the Fees and Costs” on page 12.
- Participants are encouraged to enter the round-trip amount of the airline ticket they intend to purchase in order to ascertain the approximate amount of the participation fee when applying for training.
- The participation fee is 133,000 yen, 2. Course Implementation Costs minus ODA Subsidies on Table 1 on page 12. (1. Allowance Costs are fully subsidized.)
- Participants will pay the participation fee upon arrival in Japan.
- AOTS will reimburse the international travel expenses to the participant (the amount will be finalized based on the AOTS rules and regulations after checking the evidence documents for the purchase of the ticket submitted by the participant when he/she arrives in Japan).
- The amount the participant actually pays after arrival in Japan is the participation fee minus the international travel expenses.
- In principle, payment is accepted by credit card.  
AOTS Tokyo Center (Tokyo): Visa and Mastercard can be accepted.  
AOTS Kansai Kenshu Center (Osaka): Visa, Mastercard, JCB, American Express, Diners Club, and Discover can be accepted.
- If it is difficult to pay by credit card, payment in cash will be accepted. In such case, please contact AOTS before coming to Japan.

### 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 and 2. Course Implementation Costs on Table1 on page 12. The Participation Fee, the amount that participants should bear, consists of “Contribution to Allowance Costs” and “Contribution to Course Implementation Costs” [A] on Table 1 on page 12.

#### 1. Allowance Cost

The allowance cost is composed of the following items.

Participants from the countries in Category 2 do not have to pay the Contribution to Allowance Costs.

**(1) International Travel Expenses**

- International travel expenses are provided if an air ticket and its evidence document for purchase of the air ticket 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 round-trip air tickets by themselves. Please refer to “Guidelines for Purchase of Air Tickets by the Participant and method of reimbursement by AOTS” listed on page 13 and 14 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 the participant’s 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 ¥9,900 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 ¥9,020 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 ¥2,750 in cash per day for meals to cover the days of closure.

**During the study tour**

- When a study tour is implemented during the training program, a participant will be provided with accommodation to the value of ¥12,100 (the upper limit) per day, and the meal allowance (¥2,750 per day) will be provided to participants in kind or paid in cash by AOTS.

**(3) Personal Allowance**

- AOTS will pay ¥1,040 per day in cash to a participant.

**(4) Domestic Travel Allowance**

- AOTS will arrange for the participants a chartered bus or other means of transport from the international airport to the AOTS training center on arrival in Japan, or provide part of the transport costs in cash, as per the table below.

**【Train】**

Airport of arrival in Japan	Training Center	Standard Amount (Round trip)	Standard Route
Narita International Airport (Tokyo)	AOTS Kenshu Center (TKC)	5,480JPY	Narita international Airport (Tokyo)－AOTS Tokyo Kenshu Center (TKC)
Kansai International Airport (Osaka)	AOTS Kenshu Center (KKC)	1,800JPY	Kansai International Airport (Osaka)－AOTS Kansai Kenshu Center (KKC)

**【Bus】**

Airport of arrival in Japan	Training Center	Standard Amount (One way)	Standard Route
Narita International Airport (Tokyo)	AOTS Kenshu Center (TKC)	3,900JPY	Narita international Airport (Tokyo)－AOTS Tokyo Kenshu Center (TKC)
Kansai International Airport (Osaka)	AOTS Kenshu Center (KKC)	3,000JPY	Kansai International Airport (Osaka)－AOTS Kansai Kenshu Center (KKC)

- In either case, AOTS will arrange a meeting service at the arrival airport in Japan for ¥4,500.

**(5) Welfare costs (Overseas Travel Insurance premiums)**

- These are the costs of overseas travel insurance insured by AOTS for the participants.

**2. Course Implementation Costs**

The Contribution to Course Implementation Costs for a two-week course (the amount participants should bear) is ¥133,000.

**Contribution to AOTS's Administration Cost**

AOTS would like to ask the participants to support us by offering ¥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. AOTS will issue the receipt for the participants.

**[Table 1] Estimate of the Fees and Costs [Category 2 Country]**

Country: **Egypt**  
 International Travel Expenses: **Egypt ⇄ Japan, Roundtrip**  
 Management Training Course: **AFIM (14-day Course)**

**1. Overview of the Estimate of the Training Costs**

(Japanese Yen)

Training Costs	Total Amount	ODA Subsidies	Participation Fee
1. Allowance Costs <Breakdown of Allowance Cost>	<Breakdown>		
(1) International Travel Expenses	395,580 [B]		
(2) Accommodation and Meal Allowances a. [at the AOTS Kenshu Center] @ 9,020 x 1 day (Arrival Day) =	9,020		
@ 9,900 x 12 days = [during the study tour]	118,800		
b. Meal Allowance @ 2,750 x 2 day(s) =	5,500		
c. Accommodation Allowance @ 12,100 x 2 day(s) =	24,200		
(3) Personal Allowance @ 1,040 x 15 days =	15,600		
(4) Domestic Travel Allowance (Narita Airport - TKC)	5,480		
(Meeting Service)	4,500		
(5) Welfare Costs Overseas Travel Insurance	1,800		
Subtotal (1)~(5)	580,480	580,480 [3/3]	[NONE] 0
2. Course Implementation Costs <Breakdown of Course Implementation Costs>	<Breakdown>		
(1) Direct Course Implementation Cost	176,300	176,300	0
(2) Personnel expenses, Miscellaneous costs	368,700	235,700	133,000
Subtotal (1)~(2)	545,000	412,000	133,000
<b>Total</b>	<b>1,125,480</b>	<b>992,480</b>	<b>133,000</b> [A]

The amount of International Travel Expenses shown here is for reference only. Please put the airfare you plan to purchase and make calculation by yourself. Please also see 3. Notes at the bottom of the page.

Grey colored column = The amount paid in kind to participant by AOTS.

Yellow colored column = The amount paid in cash to participant by AOTS during the training.

**2. Settlement Method and Breakdown**

After arrival in Japan, the participant and AOTS shall make a settlement  $[C]=[A]-[B]$  shown below.

If the difference [C] is negative (-), it means that the amount will be paid from AOTS to the participant.

	Item	Amount (Japanese Yen)	Note
[A]	Participation Fee (Participation Fee consists of 2. Course Implementation Costs minus ODA Subsidies.)	133,000	This is the amount participants should bear.
[B]	International Travel Expenses paid back from AOTS to participant during the training.	395,580	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan $[C]=[A]-[B]$	-262,580	-

(Japanese Yen)

Amount paid to participants from AOTS to participant in cash during the training.	26,580	Total amount of yellow colored column in the table.
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\*In the case that participants travel to the Kenshu (Training) Center by bus, the transportation is provided in kind and not by cash.

**3. Notes**

Air ticket will be purchased by participant. AOTS will subsidize the amount in accordance with rules & regulations.

International travel expenses subsidy will be provided if an air ticket and its receipt satisfy required conditions; not provided if unsatisfying conditions or for a free ticket.

In case 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 be changing accordingly.

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

**1. Arrival and Departure Dates:**

In principle, arriving in Japan **on the day before** the commencement of the program and departing on the day after the closing day of the program.

**2. Method of Reimbursement:**

When purchasing an air ticket, participants are requested to submit purchase evidence documents to show that participants have **purchased a discount economy air ticket.**

**(1) International Travel Expenses eligible to be Subsidized (Reimbursement)**

During the training program in Japan, participants should present to AOTS their air tickets and submit purchase evidence documents (2) (i) to (iii) below. AOTS finalizes the travel expenses based on these documents and will reimburse the participant in cash (JPY) the amount eligible for subsidy out of the sum of the following items (i) and (ii).

(i) In principle, the actual round-trip airfare for a discounted economy class flight on a direct flight or a connecting flight on a reasonable route.

\* The round-trip airfare arranged up to a ceiling of the amount listed on the following page will be eligible for subsidy.

\*If the participant purchases a ticket that does not satisfy the above (i) required conditions, such as business class, the subsidized amount for travel expenses will not be reimbursed.

\* A participant is not allowed to overstay at city(ies) of a third country between the participant's home country and Japan for any reason other than flight convenience. In such a case, AOTS might not reimburse the International Travel Expenses to the participant.

(ii) The departure tax, airport tax and security insurance fees, other taxes and actual costs of ticketing fees by travel agents indispensable to above (i) flight.

**(2) Evidence Documents of Purchasing of Air Ticket**

When purchasing air tickets, participants are requested to arrange an air ticket that meets the conditions in (1) (i) above, then obtain an quotation issued by travel agents or obtained via an Internet service for purchasing air tickets. The participants should then submit the payment evidence documents in (i) to (iii) below.

Purchase Evidence Documents	Details	
(i) Evidence Documents confirming the amount quoted at the time of ticket purchase.	-Estimate obtained by any of the methods a) to c) listed on the right must be submitted.	a) Quotation issued by the travel agency. b) An email with the quoted price sent by the travel agency (copy) c) A screenshot of website displaying the prices of the air ticket on the Internet.  *The quotations in a) to c) above, (quotation) or a screenshot of a price on the Internet shall contain the following information. (The conditions such as date of travel and seat classes (e.g., economy class))
(ii) Receipt	-Receipts issued by travel agencies. -If purchased via the internet, a screenshot of the credit card authorization screen or a copy of the credit card statement is acceptable. -E-tickets with the word 'receipt' and statement of the actual purchase price are also acceptable).	
(iii) E ticket		

## &lt; Upper limit for round-trip airfare to Japan eligible for subsidy &gt;

**Reference:** This table is applicable to participants in training programs starting between July 1 and October 31, 2023. Please note that an updated upper limit for round-trip airfare to Japan eligible for subsidy will be announced and applied for those travelling November 2023 onwards.

Departing from		Upper Limit for Round-trip (JPY)
Africa	Egypt	395,580
	Ghana	606,590
	Kenya	318,590
	Morocco	527,340
	Nigeria	447,230
	South Africa	320,580
	Tanzania	494,040
	Zambia	548,080

## 9. VISA ACQUISITION PROCEDURES:

### (1) Status of Residence:

The status required for your training in Japan is a “Trainee.”

### (2) Visa Acquisition

A participant shall apply for and obtain a “Trainee” visa at a Japanese embassy or a 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. Please note that it is strongly recommended to apply well in advance as the application documents may be referred to the ministry in Japan, which can take time.

### (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.

## 10. OVERSEAS TRAVEL INSURANCE COVERAGE:

AOTS provides participants with travel insurance from the time of departure from their home country until the time of return to their home country. The cover consists of medical expenses for medical treatment at a medical institution for injuries and illnesses, as well as liability and rescue costs. Please refer to “Overseas Travel Insurance Consent Form” and submit a signed agreement to confirm your agreement with the overseas travel insurance coverage when you apply for the training.

## 11. 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 and Personnel 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>

## 12. FURTHER INFORMATION:

<b>AOTS (Japan)</b>	
<b>Application from overseas countries:</b>	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan
<b>Overseas Cooperation Group, Operations Management Department</b>	Tel: 81-3-3888-8256
	Fax: 81-3-3888-8242
	E-mail: <a href="mailto:shouhei-au@aots.jp">shouhei-au@aots.jp</a>
<b>Application from host companies in Japan:</b>	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan
<b>Training &amp; Expert Dispatch Administration Group, Corporate Liaison Department</b>	Tel: 81-3-3888-8221
	Fax: 81-3-3888-8428
	E-mail: <a href="mailto:kigyo-inquiry-az@aots.jp">kigyo-inquiry-az@aots.jp</a>

\*The requirements written in this program outline are based on the Japanese Government's border measures as of 9 May 2023. The requirements may change due to changes in the Japanese Government's border measures and conditions for the termination of isolation.

## PRE-TRAINING REPORT

### –The Program on Innovation Management for Africa – [AFIM]

Please fill in the following items by using a personal computer or similar equipment in English. Handwriting should be avoided. AOTS will duplicate and distribute it to lecturers and other participants as a reference material for the group discussion and the presentations to be held during the program.

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 department  (preferably attach an organizational chart, indicating your position)	
6. Your duties in detail	
7. What is your image of “Innovation”? How would you define it?	



<p>8. What do you think are necessary elements for “Innovation” in your company/organization? If there are any difficulties in fulfilling those elements, please explain.</p>	
<p>9. Please describe your new business idea if any. Please elaborate with the schedule. If no, please tell us your area of interest if you were to launch a new business.</p>	
<p>10. How can your ideas improve the world? Please write about how you would make the changes. Please be as specific as possible.</p>	
<p>11. What are your expectations of the program?</p>	