



ODA Program

August 2022

Program Outline

&

Participation Requirements

of

The Program on Business Innovation through AI&IoT for Indonesia

[IDAI]

The Country classified as Group “Blue”

24 October - 2 November 2022

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.

The Program on Business Innovation through AI&IoT for Indonesia (IDAI) is one of such management training programs conducted by AOTS in cooperation with the AI&IoT Promotions Association (AIPA), Japan. This program is designed for managers and executives of SMEs, etc., in Indonesia to learn the significance and effects of adoption of AI&IoT, the key to success of AI&IoT utilization, and the roles required of managers and executives through the case studies of business innovation through AI&IoT in SMEs in Japan.

2. COUNTRY:

Indonesia

3. NUMBER OF PARTICIPANTS:

20 participants

4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, owners, executives or senior managers of SMEs, etc., who are interested in adopting AI&IoT for business.
 - (2) Participants should be, in principle, 20 years old and over.
 - (3) Participants should be university graduates and/or have equivalent professional experience.
 - (4) Participants should have a sufficient working knowledge of Indonesian.
 - (5) Participants should be healthy enough to undergo an intensive training program in Japan.
 - (6) Participants should be residing in Indonesia.
 - (7) Participants should not be students or armed forces personnel.
 - (8) Former participants of AOTS training programs (ODA-funded and CRTP 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.
- * 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.)

Notes:

- (1) Participants shall attend all the events in the curriculum provided for each management training program.
- (2) Family members are not allowed to accompany participants on their journey in Japan.
- (3) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional programs, and

shall leave Japan and return to their home countries soon after the completion of the program.

- (4) In the case of applications from other than Japanese-affiliated companies or local companies that hold local capital, the priority for selection becomes lower.
- (5) Those who work in the national government (agency) or the local government (agency) have lower priority for selection to participate in this training programs, since the programs are mainly targeted at the people working in the companies/organizations in the private sector.
- (6) The number of participants from the same host company in Japan or the same sending company from overseas may be limited if there are more applicants than AOTS can accept.

5. APPLICATION PROCEDURE:

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

- (1) If participants apply to take part in practical training (on-site training) at a Japanese host company after participating in management training, they must apply through a legal entity in Japan (e.g., parent company) that will be their host company in Japan.
- (2) If participants apply through a Japanese host company, international travel expenses are not eligible for subsidy. Only in the case of participants from African countries, international travel expenses are eligible for subsidy.

(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 14, 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 8 September 2022**.

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 14).

*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 through AOTS Overseas Collaborating Organization (HAAI) in Item 13 to the Overseas Cooperation Group of AOTS **no later than 8 September 2022**. AOTS will not accept any application documents directly sent from individual applicant. It is therefore recommendable to ask HAAI as to the deadline for the submission of the application documents. Applicants will be interviewed by the staff of HAAI.

[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
- (7) Pledge to Comply with the COVID-19 Disease Control Measures Specified by AOTS *PDF file
*For application forms (1) and (3) and (4) to (7) 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.
- (8) A brochure of the applicant's company/organization *PDF file
- (9) Digital image of face photo (Please enter your name in the data title.)
- (10) 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.
- (11) Pre-Training Report and Questionnaire *Word
- (12) About the Benefits of the Management Training Program (AOTS official form) *Word
*In principle, a representative of the applicant's employer shall fill in the questionnaires.
*The form is attached to the end of the outline.

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.

[Screening Committee Meeting]

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **22 September 2022**, 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 20 as of the application deadline, AOTS may cancel or postpone this program.

6. OUTLINE OF THE PROGRAM:

- OBJECTIVES

This program is designed for managers and executives of SMEs, etc., in Indonesia to learn the significance and effects of AI&IoT, the key to success of AI&IoT utilization, and the roles required of managers and executives through the case studies of business innovation through AI&IoT in SMEs in Japan.

- KEY BENEFITS

- (1) To understand the basics of AI&IoT and the series of steps from data acquisition to analysis and utilization.
- (2) To understand the various applications and effects of AI&IoT utilization, such as productivity improvement, employee skill improvement, marketing, and new business development.
- (3) To understand the procedures and key points of AI&IoT implementation, as well as the roles required of executives and managers and how to develop human resources to achieve results.
- (4) To create an AI&IoT implementation plan that fits the company's issues and workflow, under the guidance of the instructors.

- CONTENTS

[1st Step]

Through lectures, participants will come to understand the concepts and relationships among IoT, BIGDATA, and AI. In addition, through exercises using actual IoT modules, participants will deepen their understanding of AI and IoT by experiencing a series of processes from data acquisition to data utilization.

[2nd Step]

Through lectures by and visits to SMEs, etc., in Japan, participants will learn about cases of business innovation through the adoption of AI&IoT and understand the significance and potential of AI&IoT utilization. In addition, the participants will learn how the managers and executives of these companies started to adopt AI&IoT, what efforts they made, and the factors of success and failure.

[3rd Step]

Participants will learn about the procedures and key points of adopting AI&IoT to their business and make an AI&IoT implementation plan for solving issues at their company/workplace by specifying the kinds of data to be used, purposes of utilizing the data, and expected effects.

- DURATION

From 24 October to 2 November 2022

- LANGUAGE

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

- PROGRAM DIRECTOR

Mr. Mitsuru Abe

Representative Director, AI&IoT Promotions Association

CEO, Bridge Solutions Co., Ltd.

IT Coordinator, promoted by Ministry of Economy, Trade and Industry

After working for a Fuji Xerox IT affiliate and a Kyocera-related IT company, he founded Bridge Solutions at the age of 40 after working as a staff member of the IT Coordinator Association. Since its establishment, he has provided advice to more than 1000 SMEs and supported IT introduction to 100 companies. Based on that experience, he has given practical and ready-to-use training and lectures nationwide, and has always been highly evaluated in participant questionnaires.

-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 Business Innovation through AI&IoT for Indonesia [IDAI]
 From 24 October to 2 November 2022
 AOTS Tokyo Kenshu Center (TKC) <To Be Determined>

Date	Morning	Afternoon
22-Oct (Sat)	(Arrival in Japan)	
23-Oct (Sun)	Participants are required to remain in a private room until they have undergone a PCR test and are confirmed negative. *For information on the obligation to undergo PCR testing, see the “Pledge of compliance with AOTS preventive measures against COVID-19” in the training application form.	
24-Oct (Mon)	Orientation & Opening session [Lecture] Basics of AI&IoT	[Lecture] -Technologies and tools of AI&IoT -Introduction to the cases of SMEs in Japan
25-Oct (Tue)	Study tour	[Visit] Case study of business innovation through AI&IoT
26-Oct (Wed)		[Visit] Case study of business innovation through AI&IoT
27-Oct (Thu)		[Visit] Case study of business innovation through AI&IoT
28-Oct (Fri)	[Lecture] -Domain for AI&IoT utilization (Value-up) -Process of AI&IoT application	[Workshop] Making an AI&IoT implementation plan
29-Oct (Sat)	Day off	
30-Oct (Sun)	Day off	
31-Oct (Mon)	[Lecture] Case study of business innovation through AI&IoT	[Lecture] Case study of business innovation through AI&IoT
1-Nov (Tue)	[Lecture & exercise] Hands-on exercise of acquiring and utilizing data with an IoT module	
2-Nov (Wed)	[Workshop] Making of AI&IoT implementation plan	[Workshop] Final Presentation Closing ceremony
3-Nov (Thu)	(Departure from Japan)	

- 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 **two days before** the commencement of the training program and leave Japan the day after the final day of the program. After arrival in Japan, participants will be required to undergo a PCR test and confirm the result before participating in the program.

*For information on the request and content to undergo PCR testing, see the “Pledge of compliance with AOTS preventive measures against COVID-19” in the training application form.

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 p.12 'Guidelines for participants' air travel and reimbursement by AOTS'.
 - In principle, the subsidy from the Japanese Government applies from two days before the start of the training until the last day of the training.
 - The Estimates of the Participation Fee is shown in Tables 1-1 listed on page 11.
 - 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 the sum of 1. 1/3 of the allowance cost and 2. Course Implementation Fee.

8-2) Advance payment of participation fees/ Reimbursement of International travel expenses and final settlement after arrival in Japan

- (1) Participants are required to pay in advance to AOTS, based on the invoice issued by AOTS, a fixed amount [B] of 150,000 yen as stated on p. 12, due one week prior to their arrival in Japan.
- (2) Advance payment can be made by 1) overseas remittance from a bank or 2) Paypal whichever method the participant prefers.

After submitting the payment method in the form specified by AOTS in advance, the participant should complete the payment procedures in their countries by the deadline of one week before their arrival in Japan.

*Advance payment fees are to be borne by the participant and are not subsidized. AOTS will invoice the participant for the fees incurred for the pre-payment procedures after the participant's arrival in Japan, and the fee amount will be deducted together with other expenses to be settled at the final settlement.

- (3) The amount of the subsidy [C] will be reimbursed to the participant after the participant has submitted the evidence documents for the purchase of the ticket and the amount of the travel expenses is finalized based on AOTS' rules and regulations.
- (4) In order to reduce the exchange of payments for final settlement between AOTS and the participant after arrival in Japan, AOTS will settle with the participant the difference [D] as shown below.

$$[D] = [A] - ([B] + [C])$$

[A]: The Participation Fee paid by the participant

[B]: The fixed amount of 150,000 JPY paid by the participant to AOTS in advance

[C]: The travel expenses reimbursed by AOTS to the participant.

8-3) 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. The Participation Fee, the amount that participants should bear, consists of “Contribution to Allowance Costs” and “Contribution to Course Implementation Costs” [A].

1. Allowance Cost

The allowance cost is composed of the following items.

The Contribution to Allowance Costs for the participants from Indonesia is 1/3 of the 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” listed on page 12 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 ¥9,440 per day with meals (lunch, dinner and breakfast), while the participant stays at an AOTS Kenshu Center.
- For the arrival day, AOTS will provide a participant with accommodation to the value of ¥8,600 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 ¥2,620 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 ¥10,267 (the upper limit) per day, and the meal allowance (¥2,620 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.

Airport of arrival in Japan	Training Center	Standard Amount (Round trip)	Standard Route
Narita International Airport (Tokyo)	AOTS Kenshu Center (TKC)	5,460JPY	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)

(5) Welfare costs (Overseas Travel Insurance premiums, PCR Test Fees)

- These are the costs of overseas travel insurance insured by AOTS for the participants and PCR tests taken

after their arrival in Japan, one day before the course starting day.

2. Course Implementation Costs

The Contribution to Course Implementation Costs for a two-week course (the amount participants should bear) is ¥168,000.

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 1-1] Estimate of the Fees and Costs

Estimate of the Training Costs

Country: **Jakarta-Indonesia**
 International Travel Expenses: **Jakarta-Indonesia ⇄ Narita-Japan, Roundtrip**
 Management Training Course: **IDAI(2-Week 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	160,000	[C]	
<div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> 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. </div>			
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 8,600 x 1 day (Arrival Day) =	8,600		
@ 9,440 x 9 days =	84,960		
[during the study tour]			
b. Meal Allowance			
@ 2,620 x 2 day(s) =	5,240		
c. Accommodation Allowance			
@ 10,267 x 2 day(s) =	20,534		
(3) Personal Allowance			
@ 1,040 x 12 days =	12,480		
(4) Domestic Travel Allowance (Narita Airport - TKC)	5,460		
(5) Welfare Costs			
Overseas Insurance	1,590		
PCR Testing Fee	7,700	[2/3]	[1/3]
Subtotal (1)~(5)	306,564	204,376	102,188
2. Course Implementation Costs	516,000	348,000	168,000
Total	822,564	552,376	270,188 ••• [A]

2. Settlement Method and Breakdown

After arrival in Japan, the participant and AOTS shall make a settlement $[D]=[A]-([B]+[C])$ shown below.
 If the difference [D] is negative (-), it means that the amount will be paid from AOTS to the participant.
 If the difference [D] is positive (+), it means that the amount will be paid from participant to AOTS.

	Item	Amount (Japanese Yen)	Note
[A]	Participation Fee (Participation Fee consists of one third of 1. Allowance Costs and 2. Course Implementation Costs)	270,188	This is the amount participants should bear, and the value of which varies with the International Travel Expenses amount, and participants' staying days. PCR testing fees may also vary.
[B]	Amount paid completed from participant to AOTS before coming to Japan (Fixed amount)	150,000	Payment due is one week before arrival in Japan.
[C]	International Travel Expenses paid back from AOTS to participant during the training.	160,000	The amount of International Travel Expenses shown here is for reference only.
[D]	Amount to be settled after coming to Japan $[D]=[A]-([B]+[C])$	-39,812	-

(Japanese Yen)

Amount paid to participants from AOTS to participant in cash during the training.	23,180	Total amount of yellow colored column in the table.
---	--------	---

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 **two days 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 compared prices with at least two companies under the same conditions, such as flight date, flight time, route and seat class (e.g., economy class), **and have purchased the ticket with the lower price.**

(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.

*If there is no discounted economy class on the flight, normal economy class is also eligible for the 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 at least two quotations issued by travel agents or obtained via an Internet service for purchasing air tickets. The participants should then compare the two quotations at least and then purchase the cheaper airline ticket and submit the payment evidence documents in (i) to (iii) below.

Purchase Evidence Documents	Details	
(i) Evidence Documents confirming the amount quoted by at least two companies at the time of ticket purchase.	<p>-Estimates from at least two companies obtained by any of the methods a) to c) listed on the right must be submitted.</p> <p>-Quotations may be submitted by combining quotations obtained by more than one method, e.g., a) for one company and b) for one company.</p>	<p>a) Quotation issued by the travel agency. b) An email with the quoted price sent by the travel agency (copy) c) A screenshot of websites comparing the prices of two or more companies on the Internet.</p> <p>*The quotations in a) to c) above, (quotation) or a screenshot of a price comparison screen on the Internet shall contain the following information. (The conditions such as date of travel and seat classes (e.g., economy class) and flight no. must be the same)</p>
(ii) Receipt	<p>-Receipts issued by travel agencies.</p> <p>-If purchased via the internet, a screenshot of the credit card authorization screen or a copy of the credit card statement is acceptable.</p> <p>-E-tickets with the word 'receipt' and statement of the actual purchase price are also acceptable).</p>	
(iii) E ticket		

(3) Methods of Reimbursement

(i) Before coming to Japan.

Please submit above-mentioned quotations from at least two companies to AOTS for prior confirmation by the deadline of two weeks before arrival in Japan.

(ii) After arrival in Japan and during the training

AOTS will confirm the air ticket submitted by the participant and the above purchase evidence documents and calculate the actual JPY value of the airline ticket at the exchange rate on the date of issue. If the airline ticket does not meet the conditions in (1) (i) above or if any participant fails to submit the purchase evidence documents specified in (2) (i) to (iii) above, the **participant will not receive any subsidy towards his/her international travel expenses.**

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 and Hereinafter (3) 'ERFS Acceptance Certificate'. 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) Due to border entry measures of Japanese Government, an 'Acceptance Certificate' (PDF) issued by the 'Online Application for New Entry of Foreigners' (ERFS) is required; the ERFS application is handled by AOTS and the 'Acceptance Certificate' is sent to the participant by AOTS as soon as it is issued.

(4) 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. Pledge to Comply with the COVID-19 Disease Control Measures Specified by AOTS:

When applying to participate in AOTS training, participants must pledge to ensure that they comply with the quarantine requirements set out by AOTS before and during their stay in Japan, that they will take the necessary measures to prevent COVID-19 infection during their stay in Japan, and that they will take the utmost care not to interfere with the training. The participant must pledge to take the necessary precautions to ensure that the training will not be disrupted. Participants must confirm the said pledge in the training application form and submit a signed agreement to confirm their consent at the time of application for training.

12. 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
- (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>

13. COLLABORATING ORGANIZATION:

Himpunan Alumni AOTS Indonesia (HAAI)-Jakarta Central Board

Mr. Harry Saharto, Chairman Ms. Aviana Tjokro, Secretary General Ms. Fitria, Coordinator	Kompleks Darma Persada University, Jl. Taman Malaka Selatan, Pondok Kelapa, Jakarta Timur 13450 Indonesia
	Tel: +62-(0)21-50103116
	Mobile: +62-(0)8888-915-500
	E-mail: yashaai@gmail.com

14. FURTHER INFORMATION:

AOTS (Japan)

Application from overseas countries:	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan	
Overseas Cooperation Group, Operations Management Department	Tel:	81-3-3888-8256
	Fax:	81-3-3888-8242
	E-mail:	shouhei-au@aots.jp

Application from host companies in Japan:	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan	
Training & Expert Dispatch Administration Group, Corporate Liaison Department	Tel:	81-3-3888-8221
	Fax:	81-3-3888-8428
	E-mail:	g-ukeire-ak@aots.jp

AOTS Overseas Offices

2. Jakarta Office / (Representative) Ms. Kazuko Saito 12A Floor, Wisma KEIAI, Jl. Jend Sudirman Kav 3 Jakarta 10220, Indonesia TEL: 62-21-572-4262~4263 E-mail: information@aots.or.id

*For the contact address of the Overseas Collaborating Organizations, please contact Overseas Cooperation Group.

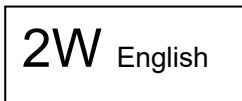
PRE-TRAINING REPORT

- The Program on Business Innovation through AI&IoT for Indonesia -
[IDAI]

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	

<p>7. What is the most critical challenge you are now facing indicating its causes from your viewpoint.</p>	
<p>8. Does your organization currently try to adopt IoT or AI for improving or innovating business?</p>	
<p>9. What are your expectations of this training program?</p>	



About the Benefits of Management Training Program

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

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

Country:

Company name:

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

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

Names of participants of the training program:

Question 1:

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

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

Question 2:

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

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

Question 3:

(For a representative)

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

About _____ people

Question 4:

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

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

- Others [_____]

Question 5:

Please provide the sales amounts of your company.

Actual sales for the last fiscal year [_____] USD * 1 USD = 123 JPY

Estimated sales for this fiscal year [_____] USD * 1 USD = 123 JPY

Question 6:

The AOTS training program costs about 6,500 USD per person to run the course. Do you think the AOTS training programs produce enough benefits to justify the expense (6,500 USD)? Tick the following statement that applies to you.

- Yes
- No

Question 7:

The following question is relevant to the above Question 6. Supposing that the expense (6,500 USD) is defined as “1”, describe the benefits obtained from the AOTS training program in numerical value. Roughly assess the benefits for the next five years after the training. Tick the following statement that applies to you. A very rough estimate is fine. Your response is highly appreciated.

- Below 1.0 => Provide a specific value [_____]
- 1.0 or above and below 1.5
- 1.5 or above and below 2.0
- 2.0 or above and below 2.5
- 2.5 or above and below 3.0
- 3.0 or above => Provide a specific value [_____]

End of document