



The Association for Overseas Technical Cooperation and Sustainable Partnerships
30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534

Tel: 81-3-3888-8256 Fax: 81-3-3888-8242 E-mail: shouhei-au@aots.jp URL: <http://www.aots.jp/>

ODA Program

October 2022

Program Outline

&

Participation Requirements

of

The Program on Productivity Improvement for Vietnam

[VNPI]

~Enhancing all-round *Kaizen* capabilities corresponding to DX~

Online pre-course session: 8 February & 9 February 2023

Onsite training in Japan: 14 February - 23 February 2023

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 Productivity Improvement for Vietnam (VNPI) is a training course for executives and managers, etc., in the manufacturing industry in Vietnam. This program is designed for developing *Kaizen* leaders who can promote production innovation by effectively incorporating IoT and digital technologies, based on know-how and spirit of Japan's efficient manufacturing practices.

2. COUNTRY:

Vietnam

3. NUMBER OF PARTICIPANTS:

20 participants

4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, owners, executives of manufacturing companies who are responsible for deciding management policies for productivity improvement, or managers etc. of manufacturing companies who are involved in production control or factory management.
- (2) Participants should be, in principle, more than 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 Vietnamese.
- (5) Participants should be healthy enough to undergo an intensive training program in Japan.
- (6) Participants should be residing in Vietnam.
- (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.

(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 15, 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 **no later than 30 November 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 15).

*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 the Overseas Collaborating Organization (see Item 14) to the Overseas Cooperation Group of AOTS listed in Item 15, **no later than 30 November 2022**.

As the deadline for the submission of the application documents differs for each organization, please contact the Overseas Collaborating Organization to check the deadline.

Applicants will be interviewed by the Overseas Collaborating Organization.

[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 file

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 Organization. Please contact them.

[Screening Committee Meeting]

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **22 December 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 developing *Kaizen* leaders who can promote production innovation by effectively incorporating IoT and digital technologies, based on the know-how and spirit of Japan's efficient manufacturing practices.

- KEY BENEFITS

- (1) To understand the purpose and point of view of *Kaizen* as well as the significance of IoT and digital technologies for productivity improvement.
- (2) To gain knowledge of management methods useful for productivity improvement and practical skills and know-how of *Kaizen*.
- (3) To understand the process of data collection and utilization and how to adopt IoT and digital tools effectively in the workplace.
- (4) To make an action plan for productivity improvement taking into account the use of IoT and digital technologies.

- CONTENTS

[1st Step]

Through online lectures, participants will learn the purpose of *Kaizen* activities, the concept of *Muda*^{*}, the points of view for *Kaizen*, and the role of leaders, as well as the significance of IoT and digital technologies to improve productivity and the key points for their effective use. In addition, each participant will present the problems they are facing at their workplace, identify issues to be addressed in the action plan made through this program with advice from the lecturer.

^{*}*Muda* is any non-value-adding activity, meaning “waste” in English.

[2nd Step]

Through lectures and company visits, participants will learn about methods for productivity improvement, such as 5S and visual management, as well as production management methods such as the Toyota Production System. Participants will also brush up their *Kaizen* skills, such as the ability to analyze work and process, recognize *Muda*, and to improve them by eliminating *Muda*, through *Kaizen* exercises at the Production Line Simulator, etc.

[3rd Step]

Through lectures and exercises, participants will deepen understanding of the process of data collection and utilization. They will also learn how to adopt IoT and digital tools effectively for the productivity improvement through company visits.

[4th Step]

Participants will make presentations of their action plans for productivity improvement, based on what they have learned during the training program.

- DURATION

Online Pre-course session: 8 - 9 February 2023

Management Training in Japan: 14 - 23 February 2023

- LANGUAGE

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

-TRAINING LOCATION AND ACCOMMODATION

AOTS Kansai Kenshu Center (KKC) <may change in consideration of various factors>

<http://www.aots.jp/jp/centers/kansai-kenshu-center.html>

7-5, Asaka 1-chome, Sumiyoshi-ku, Osaka, Osaka 558-0021, Japan

Tel: 81-6-6690-2670 (Reception) Fax: 81-6-6690-2675

Tentative Schedule of The Program on Productivity Improvement for Vietnam [VNPI]

Online Pre-course session

Date	Morning	Afternoon
8-Feb (Wed)	-	[Online orientation] [Online Lecture] <i>Kaizen</i> activities and utilization of IoT
9-Feb (Thu)	-	[Online Lecture & Exercise] Pre-course presentation

Onsite Training at AOTS Kansai Kenshu Center (KKC), Japan

Date	Morning	Afternoon
13-Feb (Mon)	Arrival in Japan Conduct antigen qualitative test and report the results. *For information on the request and contents to undergo testing, see the “Pledge of compliance with AOTS preventive measures against COVID-19” in the training application form.	
14-Feb (Tue)	Opening Ceremony [Lecture] Review of pre-session	[Lecture & Exercise] Productivity improvement through elimination of <i>Muda & Gemba Kaizen</i> (1) ~ <i>Kaizen</i> exercise using LEGO~
15-Feb (Wed)	[Lecture] How to promote Productivity Improvement and <i>Kaizen</i> activities (with a focus on 3S)	
16-Feb (Thu)	[Lecture & Exercise] IE (Industrial Engineering), Elimination of <i>Muda</i>	
17-Feb (Fri)	[Lecture] Productivity improvement through elimination of <i>Muda & Gemba Kaizen</i> (2) ~ <i>Kaizen</i> exercise in the Production Line Simulator at the Osaka Institute of Technology~	
18-Feb (Sat)	Day off	
19-Feb (Sun)	Day off	
20-Feb (Mon)	[Visit] IoT <i>Kaizen</i> at worksite & Smart factory	[Visit] Toyota Production System
21-Feb (Tue)	[Lecture & Exercise] Use of IoT in a Production Site	
22-Feb (Wed)	[Lecture & Exercise] Productivity Improvement through Toyota Production System	
23-Feb (Thu)	[Lecture & Exercise] Presentation of Action Plan	[Lecture & Exercise] Presentation of Action Plan Closing Ceremony
24-Feb (Fri)	(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 **the day before** the commencement of the onsite training in Japan and leave Japan the day after the final day of the program.

On the day before the commencement of the onsite training in Japan, the participants will be required to conduct the antigen qualitative test kit provided by AOTS when they check in the AOTS Kenshu Center and to report the results to AOTS.

*For information on the request to undergo 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 page 11 '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 Table 1-1 listed on page 10.
- 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.
- 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, shown in Table 1-1 C listed on page 10.
- In principle, payment is accepted by credit card (VISA or MASTER).
If it is difficult to pay by credit card, payment by 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. 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 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 11 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, Antigen qualitative test fees)

- These are the costs of overseas travel insurance insured by AOTS for the participants and antigen qualitative 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 [Category 1 Country]

Estimate of the Training Costs

Country: Vietnam
 International Travel Expenses: HCM/Hanoi Vietnam - Osaka-Japan, Roundtrip
 Management Training Course: VNPI (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>					
(1) International Travel Expenses	75,000	[B]		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. The total amount will be 15,860 yen.	
(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 1 day(s) =	2,620				
c. Accommodation Allowance					
@ 10,267 x 1 day(s) =	10,267				
(3) Personal Allowance					
@ 1,040 x 11 days =	11,440				
(4) Domestic Travel Allowance					
(Kansai airport - KKC)					
(5) Welfare Costs					
Overseas Insurance	1,490				
Testing Fee	1,300				
Subtotal (1)~(5)	197,477	[2/3]	[1/3]		
2. Course Implementation Costs	516,000	348,000	168,000		
Total	713,477	479,651	233,826	••• [A]	

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 one third of 1. Allowance Costs and 2. Course Implementation Costs)	233,826	This is the amount participants should bear, and the value of which varies with the International Travel Expenses amount, and participants' staying days. Testing fees may also vary.
[B]	International Travel Expenses paid back from AOTS to participant during the training.	75,000	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan $[C]=[A]-[B]$	158,826	-

(Japanese Yen)			
	Amount paid to participants from AOTS to participant in cash during the training.	15,860	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 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 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) 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. 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. 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. QUARANTINE MEASURES UPON ENTRY INTO JAPAN:

Quarantine measures upon entry into Japan are as follows.

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

(1) If you have a valid vaccination certificate

Neither On-arrival Test nor isolation after entry is required. In addition, a questionnaire must be filled out upon entry. Please refer to the link below for information on vaccines that are considered valid.

Valid vaccination certificate: <https://www.mhlw.go.jp/content/000997373.pdf>

(2) In the absence of a valid vaccination certificate

Please take a test within 72 hours of departing from your country of residence and present a negative test certificate issued by a medical institution at the quarantine station upon entry into Japan. In addition, a questionnaire must be filled out upon entry. With a valid certificate of testing, neither On-arrival Test nor isolation after entry is required. Please refer to the link below for information on valid certificate of testing.

Valid certificate of testing: <https://www.mhlw.go.jp/content/000825144.pdf>

*** Fast Track (Recommended)**

Fast Track is recommended to speed up the quarantine process.

To use Fast Track, pre-registration via "MySOS Web" or "MySOS" application is required.

Please use the "MySOS Web" or "MySOS" application to determine if your vaccination and certificates of testing are valid.

Fast Track: <https://www.hco.mhlw.go.jp/en/>

13. 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>

14. COLLABORATING ORGANIZATION:**Institute of Management and Technology (IMT)**

Mr. Pham Ngoc Tuan, President Mr. Luu Nhat Huy, Director	47 Phung Khac Khoan Street, Da Kao Ward, District 1, Ho Chi Minh City, Vietnam.	
	Tel:	84 (28) 36 200 600
	URL:	http://www.imt.vn
	E-mail:	info@imt.vn

15. 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

*The requirements written in this program outline are based on the Japanese Government's border measures as of 11 October 2022. 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 Productivity Improvement for Vietnam -
[VNPI]

Please fill in the following items by using a personal computer or similar equipment in English or in Vietnamese. 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 the most critical problem you are now facing in terms of productivity?	

<p>8. Why do you think the problem that you mentioned in above question 7 is critical?</p>	
<p>9. Do you think the use of IoT or digital tools will help improve productivity at your organization? Please provide your opinion and the reasons for it.</p>	
<p>10. Is your organization currently trying to adopt IoT or digital tools to improve productivity? If yes, please provide an outline of this and how it is progressing.</p>	
<p>11. What are your expectations of this training program?</p>	