



**The Association for Overseas Technical Cooperation and Sustainable Partnerships**

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**ODA Program**

**November 2022**

**Program Outline**  
**&**  
**Participation Requirements**  
**of**  
**The Program on Productivity Improvement for India**  
**[INPI]**

**14 March - 24 March 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 India (INPI) is being organized in collaboration with the Overseas Collaborating Organizations in India, targeting company executives or managers engaged in production/factory management in the Indian manufacturing industry. This program aims to develop participants' overall production management capability for productivity improvement by providing them with theoretical and practical knowledge of production management methods such as Kaizen, JIT and TPM that Japanese companies have traditionally developed, as well as of new approaches such as the use of IoT and energy conservation.

## **2. COUNTRY:**

India

## **3. NUMBER OF PARTICIPANTS:**

22 participants

## **4. PARTICIPATION REQUIREMENTS:**

Participants should have the following qualifications.

- (1) Participants should be, in principle, owners, executives of manufacturing companies in India who are responsible for making 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 English.
  - (5) Participants should be healthy enough to undergo an intensive training program in Japan.
  - (6) Participants should be residing in India.
  - (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 priorities 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 by **no later than 13 January 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 of AOTS (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 Overseas Collaborating Organizations to the Overseas Cooperation Group of AOTS listed in Item 15, **no later than 13 January 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 15 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
- (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 \*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 **9 February 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 22 as of the application deadline, AOTS may cancel or postpone this program.

## 6. OUTLINE OF THE PROGRAM:

### - OBJECTIVES

This program aims to develop participants' overall production management capability for productivity improvement by providing them with theoretical and practical knowledge of production management methods such as Kaizen, JIT and TPM that Japanese companies have traditionally developed, as well as of new approaches such as the use of IoT and energy conservation.

### - KEY BENEFITS

- (1) To deepen understanding of Japanese manufacturing (*Monozukuri*), including thorough *Muda*<sup>\*1</sup> elimination activities, required levels of QCD (Quality, Cost, and Delivery) at Japanese manufacturing companies.
- (2) To deepen understanding of production management methods such as Lean Production System and Total Productive Maintenance (TPM) from both theoretical and practical perspectives.
- (3) To understand that the construction of a high-performance production system will lead to the reduction of energy consumption and deepen understanding of how to promote energy conservation effectively through Kaizen and visualization.
- (4) To understand the significance of IoT for productivity improvement and the basic process of collecting and utilizing of data in a production site.
- (5) To make an action plan to adopt management methods or further brush-up current activities in order to solve the problems that each participant faced with.

\* *Monozukuri*, a combination of the words *mono* (thing) and *zukuri* (process of making), has a deeper meaning than its literal meaning in Japanese. *Monozukuri* means having the spirit to produce excellent products and the ability to constantly improve a production system and process.

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

### - DURATION

Tuesday, 14 March – Friday, 24 March 2023 (11 days)

### - CONTENTS

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

Participants will have an introductory lecture on the characteristics of Japanese manufacturing (*Monozukuri*), including thorough *Muda*<sup>\*1</sup> elimination activities, required levels of QCD (Quality, Cost, and Delivery) at Japanese manufacturing companies. They will also learn production methods essential for productivity improvement such as Kaizen, Lean Production System (JIT & Jidoka), and Total Productive Maintenance, from both theoretical and practical perspectives.

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

Through lectures and exercises, participants will learn how to promote productivity improvement as well as energy saving by utilizing IoT. In addition, they will deepen understanding of how these management techniques are being implemented in actual sites through company visits.

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

Participants will analyze the problems that hinder productivity improvement at their respective companies. Then, they will summarize how they plan to adopt and promote the production management methods for enhancing productivity in their companies. On the final day participants will make a presentation on their action plans to accomplish these tasks in their respective companies.

A daily schedule consists of a 3-hour morning session and a 3-hour afternoon session.

Please refer to the Tentative Schedule.

### - LANGUAGE

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

-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 India [INPI]**  
 14 –24 March 2023  
 AOTS Kansai Kenshu Center (KKC) <To Be Determined>

Date	Morning	Afternoon
13 March (Mon)	(Arrival in Japan)	
14 March (Tue)	Orientation Opening ceremony	Lecture: Characteristics of Japan's <i>Monozukuri</i>
15 March (Wed)	Lecture: Lean Production System	
16 March (Thu)	Lecture& Exercise: Productivity Improvement through elimination of <i>Muda &amp; Gemba Kaizen</i>	
17 March (Fri)	Lecture: Energy Conservation through Productivity Improvement and use of IoT	
18 March (Sat)	Day off	
19 March (Sun)	Day off	
20 March (Mon)	Lecture & Exercise: Use of IoT in a Production Site	
21 March (Tue)	Study Tour	[Visit] Example of Lean Production System
22 March (Wed)		[Visit] Example of Productivity Improvement by Kaizen/5S and a use of IoT
23 March (Thu)	Lecture: Productivity Improvement through Total Productive Maintenance	
24 March (Fri)	Group Work & Presentation: Action Plan for Productivity Improvement	Group Work & Presentation: Action Plan for Productivity Improvement  Closing Ceremony
25 March (Sat)	(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 training program and leave Japan the day after the final day of the program.

## **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 10 '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 Costs] 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], Table 1-1 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 10 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)

- 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 ¥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: **New Delhi, India**  
 International Travel Expenses: **New Delhi, India - Kansai, Japan, Roundtrip**  
 Management Training Course: **INPI (11 days)**

**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	150,000 [B]		
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 8,600 x 1 day (Arrival Day) =	8,600		
@ 9,440 x 10 days = [during the study tour]	94,400		
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 12 days =	12,480		
(4) Domestic Travel Allowance (Kansai airport - KKC)	1,800		
(5) Welfare Costs			
Overseas Insurance	1,590		
Subtotal (1)~(5)	281,757	[2/3] 187,838	[1/3] 93,919
2. Course Implementation Costs	516,000	348,000	168,000
<b>Total</b>	<b>797,757</b>	<b>535,838</b>	<b>261,919</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 one third of 1. Allowance Costs and 2. Course Implementation Costs)	261,919	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.	150,000	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan $[C]=[A]-[B]$	111,919	-

(Japanese Yen)

	Amount paid to participants from AOTS to participant in cash during the training.	16,900	Total amount of yellow colored column in the table.
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**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**

\*This is an overview of the Guideline of purchasing air ticket. Further details will be sent together with invitation letters to participants.

**Guidelines for the Arrangement of E-Tickets by the Participant**

The participant is requested to purchase a **round-trip e-ticket** at one time before departure for Japan. In order to apply for Japanese government airfare subsidy properly, the following are requested of the participant. Please note that if the participant arranges the e-ticket differently, the airfare may not be subsidized.

**1. Flight Route:**

The participant should arrange the most direct flight route between the closest international airport to his/her place of residence or work in his/her home country and the closest international airport to the respective AOTS training center in Japan.

**2. Arrival/Departure Dates & Times in Japan:**

Arriving in Japan the day before the commencement of the training program and departing the day after the closing day of the program.

**3. Flight Class**

In principle, the actual round-trip airfare for a **discount economy class flight** on a direct flight or a connecting flight on a reasonable route.

\*The term “Discount Economy” means economy class tickets with a discount applied.

\*Normal economy class, premium economy class and business class tickets are not eligible for subsidy.

**Necessary Documents to submit for Reimbursement**

**1. Before coming to Japan:**

Participants are requested to submit below-mentioned purchase evidence documents to AOTS for prior confirmation by the deadline.

Purchase Evidence Documents	Details *Basically shown in English required
(i) Receipt	<ul style="list-style-type: none"> <li>-Payment receipts issued by travel agencies.</li> <li>-If purchased via the internet, a screenshot of the credit card authorization screen or a copy of the credit card statement is acceptable.</li> <li>-E-tickets with the word 'receipt' or 'received' and statement of the actual purchase price are also acceptable.</li> <li>-It should also contain a breakdown of airfare and tax amount, the name of issuer's representative, address and telephone number of issuer.</li> </ul>
(ii) E-ticket	<ul style="list-style-type: none"> <li>-E-ticket shall contain the date of issue, the flight itinerary, seat class CODE (e.g., B, H, K, L, M, N, Q, T, V, X, etc. * However seat class codes vary by airline, the codes listed here are usually recognized as discount economy. Code Y is not accepted as Y usually stands for normal economy.) and a fare calculation breakdown of the airfare and taxes.</li> <li>-If the seat class code cannot be verified on the e-ticket submitted by the participant, the amount of the subsidy may be determined up to the estimated amount obtained by the AOTS under the same terms and conditions.</li> </ul>

**2. After arrival in Japan and during the training:**

Participants are requested to submit e-ticket and boarding pass stub at the orientation session on the first day of the training program in Japan.

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. AOTS finalizes the travel expenses based on these documents and will reimburse the participant in cash (JPY).

\*If the airline ticket does not meet the conditions mentioned in “Guidelines for the Arrangement of E-Tickets by the Participant” or if any participant fails to submit the purchase evidence documents specified 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.

Please use the Fast Track 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](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>

**14. COLLABORATING ORGANIZATION:****AOTS Alumni Society, Delhi**

Mr. Rakesh Kumar Gupta, President Mr. Naresh Kumar Chawla, General Secretary	6th Floor, PLOT NO 42, SECTOR 20 A, NEAR ICAI BUILDING, FARIDABAD
	Tel: 91-9810053591 (President)
	E-mail: secretariat_aotsalumnisociety@rediffmail.com

**AOTS Alumni Association of Western India**

Mr. Pravin Purav, President Mr. Sunil Kangane, Vice President Mr. Shashikant Sharma, Secretary Mr. H. Prasanna, Joint Secretary	301 A, India Printing House, 42, G. D. Ambekar Marg, Wadala Mumbai 400031
	Tel: 91-22-24161967
	E-mail: aaawister@gmail.com

**AOTS Alumni Association of Gujarat**

Mr. Jayanth Murthy, President Mr. Ajay Bhatnagar, Vice President Mr. Jayesh Solanki, Secretary Mr. Bhavin Kothari, Treasurer	No.1, Param Bungalows Atmajyothi Ashram Road, Subhanpura, Vadodara-390023
	Tel: 91-9662032938 (attn: Ajay Bhatnagar)
	E-mail: aots.aaag@gmail.com
	E-mail: solankijayesh@yahoo.com

**AOTS Alumni Association, Karnataka Regional Centre**

Mr. Maruthi V., President Mr. K. L. Sudhakar, Vice President Mr. Srinivas Govindaiah, Honorary Secretary	-6G, I Cross, I Phase, Peenya Industrial Area Bangalore 560 058
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**Alumni Society of AOTS, Kerala Regional Centre (ASA KERALA)**

Mr. E V John, President Mr. Gopakumar S, Vice President Mr. Madan Mohan, Secretary	Nippon Kerala Center, KINFRA Hi-Tech Par k, HMT Colony, P.O, Kelamassery 683503 Kerala
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**Alumni Society of AOTS, Trivandrum Centre (ASATC)**

Dr. HARIKUMAR, President Mr. G. Sreenivasan, Vice President Mr. Leon Mohanraj Antony Durairaj, Patron Founder President Mr. Subhash Babu, General Secretary	No: 7, Eswari Bhavan, Althara Main Street, Vellayambalam, Trivandrum 695010 Kerala, INDIA
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**AOTS Alumni Society of Central India (AASCI)**

Mr. Atul Thakar, President Mr. Makarand Joshi, Vice – President Mr. Chandrakant Dange. Secretary	#224 SIDDHARTH TOWERS, G A KULKARNI ROAD, OPP. VASAN EYE CARE, KOTHRUD, PUNE - 411029, MAHARASHTRA, INDIA
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**ABK-AOTS Dosokai Tamil Nadu Centre**

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**A.P. The AOTS Alumni Society - Hyderabad**

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	Fax: 91-40-27562001
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**15. FURTHER INFORMATION:****AOTS (Japan)**

<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:	shouhei-au@aots.jp

<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:	kigyo-inquiry-az@aots.jp

**AOTS Overseas Offices**

<b>Application from overseas countries:</b>	Office Unit 12A, Rectangle One, D-4 Saket District Center, New Delhi 110017, India	
<b>New Delhi Office</b> (Mr. Eiji Teshima, General Manager)	Tel:	91-11-41054504
	E-mail:	<a href="mailto:info@aots.org.in">info@aots.org.in</a>

\*The requirements written in this program outline are based on the Japanese Government's border measures as of 1 November 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 India -*  
**[INPI]**

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 problem you are now facing in terms of productivity?</p>	
<p>8. Why do you think the problem that you mentioned in above question 7 is critical?</p>	
<p>9. What are the possible measures to solve the above-mentioned problem together with limitation factors?</p>	
<p>10. What are your expectations of this training program?</p>	