ODA Program

October 2023

Program Outline

&

Participation Requirements

of

The Program on Problem Solving

through AI & IoT for Vietnam

[VNAI]

28 February – 12 March 2024

1. BACKGROUND OF THE PROGRAMS:

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 Problem Solving through AI & IoT for Vietnam (VNAI) is one of such management training programs conducted by AOTS in cooperation with the AI & IoT Promotions Association (AIPA), Japan. VNAI is designed to help participants learn the process to realize digital transformation (DX) by using AI & IoT, and to develop solutions to their company's challenges, such as digitizing business models, products and services, and operations. Participants will make a problem-solving plan to their own company's challenges.

2. COUNTRY:

Vietnam

3. NUMBER OF PARTICIPANTS:

25 participants

4. PARTICIPATION REQUIREMENTS:

(1) Participants should be, in principle, executives, senior or middle managers of companies that are considering using AI & IoT to tackle their own company's challenges.
  * Participants do not need to have any technical knowledge on AI & IoT to apply this program.
(2) Participants should be, in principle, more than 20 years old and over.
(3) Participants should have a sufficient working knowledge (e.g. skill of audit, discussion, debate, presentation and report writing) of Vietnamese.
(4) Participants should be residing in Vietnam.
(5) Participants should be university graduates and/or have equivalent professional experience.
(6) Participants should be healthy enough to undergo an intensive training program in Japan.
(7) Participants should not be students or armed forces personnel.
(8) Former participants of subsidized training programs in Japan organized by AOTS are not entitled to apply for any program which starts within six months (183 days) after they have returned home countries from Japan.

Notes:
(1) Participants shall attend all the events in the curriculum 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.

Preferential Selection:

(1) Participants from Japanese companies, business partners of Japanese companies, companies planning to deal with Japanese companies are most desirable. (In the case of applications from Japanese companies, business partners of Japanese companies, companies planning to deal with Japanese companies, the priority for selection becomes higher.)

(2) In the case of applications from non- Japanese affiliated companies that do not have any business relations with Japanese companies, the priority for selection becomes lower.

(3) In addition, applications from companies with capital from developed countries will be given lower priority in the selection process than applications from local companies that hold local capital.

(4) Those who work in the national government (agency) or the local government (agency) have lower priority to participate in this training programs, since the programs are mainly targeted at the people working in the companies/organizations in the private sector.

(5) The number of participants from the same host company in Japan or the same sending company from overseas may be limited if there are more applicants than AOTS can accept.

5. APPLICATION PROCEDURE:

(Application from host companies in Japan)

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

Please submit the following application documents to the Training and Expert Dispatch Administration Group by **no later than 14 December 2023**.
  1. AOTS Training Application Form (outline)
  2. The trainee's personal record and enquiry into training contract
  3. Pre-training report

(2) Formal application: After receiving notification of acceptance of the advance application, the host company will be informed about the preparation of the necessary documents and arrangements for the formal application.
*If you have any questions, please contact the Training and Expert Dispatch Administration Group (see Item 12).
*The above-mentioned AOTS prescribed forms can be downloaded from the website below.
  https://www.aots.jp/hrd/technology-transfer/download/#kanri-shinkokoku (Japanese).

(Application from overseas countries)

Individual applicants should ensure the delivery of the following application documents in both PDF and Excel format through Institute of Management and Technology (IMT) as an Overseas Collaborating Organizations to the Overseas Cooperation Group of AOTS listed in Item 12, no later than **14 December 2023**.

As the deadline for the submission of the application documents differs from the above deadline in Vietnam, please ask IMT for details. Applicants will be interviewed by IMT.

[Application Documents]
(1) AOTS Training Application Form and Applicant's Personal Record
   (AOTS official form: Handwriting should be avoided.)
   *Soft copies of both PDF and Excel file will be required to submit.
(2) Enquiry about your Interest in doing business with Japanese companies and/or Entry into Japanese market
   *Excel file
(3) Medical Check Sheet (AOTS official form: Handwriting should be avoided.) *PDF file

(4) About the handling of Personal Information Concerning Trainees (AOTS official form) *PDF file
(5) Overseas Travel Insurance Consent Form *PDF file
(6) Enquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises) *PDF file
   *For application forms (1) and (3) and (4) to (6) above the applicant's signature is needed for authorization to proceed. In the absence of agreement, or failure of submission, course participation will not be granted.
(7) A brochure of the applicant's company/organization *PDF file
(8) Digital image of face photo (Please enter your name in the data title.)
(9) Photocopy of the applicant's passport *JPEG or PDF file
   *If the applicant doesn't possess a passport, an election card, a driver's license or a photo ID issued by a public organization in the home country containing his or her full name (written in Roman block letters) and date of birth should be submitted instead.
(10)Pre-Training Report   *Word

 Notes:
**AOTS may ask the applicants to submit additional documents such as an official registration document and the latest financial statement of the company/organization, etc., other than the above listed, if necessary.
** The formats are available from the Overseas Collaborating Organizations. Please ask them.

[Screening Committee Meeting]

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **25 January 2024**, 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 25 as of the application deadline, AOTS may cancel or postpone this program.

6. OUTLINE OF THE PROGRAM:

- OBJECTIVES

This program is designed for executives, senior or middle managers of companies in Vietnam who are considering using AI & IoT to solve their own company's problems or challenges, to learn the process of realizing digital transformation (DX) using AI and IoT, and to develop solutions to their company's challenges, such as digitization of business models, products and services, and business operations. At the end of the program, participants will create a problem-solving plan for their own company's challenges.

- KEY BENEFITS
(1) Participants will understand the digital transformation (DX) process for solving problems using AI & IoT, which consists of a series of goal formulation, current situation understanding, problem identification, problem-solving strategy formulation, and implementation.
(2) Participants will understand the fundamentals of AI & IoT (machine learning, deep learning, intellectual property), data analysis, and information security (risks and countermeasures).
(3) Participants will understand the importance of AI & IoT implementation and the secrets of success by learning case studies of Japanese companies that are successfully utilizing AI & IoT through management leadership and ingenuity in the field.
(4) Through exercises using hands-on tools such as IoT sensors (e.g., IoT Hub and Arduino) and AI modules (e.g., Azure ML and Power BI), participants will learn how to accumulate and analyze data and understand practical techniques for utilizing AI & IoT.
(5) Under the guidance of the instructor, participants will create a problem-solving plan for their own company's challenges using AI and IoT, such as the digitization of business models, products and services, and operations.

- DURATION

Training in Japan: 28 February - 12 March 2024

- CONTENTS

[1st Step]
Through lectures, participants will understand the problem-solving process using AI and IoT, as well as basic knowledge about IoT, AI, BIGDATA, and information security.

[2nd Step]
Through lectures and visits to companies in Japan, participants will learn the importance and secrets of success of AI & IoT implementation by studying case studies of problem solving through digitization of business models, products and services, and operations by implementing AI & IoT. In addition, participants will learn what the managers and executives of these companies did to implement AI & IoT, how they started, what they did to develop solutions, and the factors behind their successes and failures.

[3rd Step]
Through hands-on exercises using IoT sensors (such as IoT Hub and Arduino) and AI modules (such as Azure ML and Power BI), participants will learn practical techniques and deepen their understanding of AI & IoT by experiencing a series of processes from data acquisition to data utilization.

[4th Step]
Participants will create a problem-solving plan for their own company's challenges using AI and IoT.

A typical daily schedule consists of a 3-hour morning session and a 3-hour afternoon session. Some evening sessions may also be organized before or after dinner, as per necessary, dependent upon initiatives of participants of group.

Refer to the Tentative Schedule for further details.

- LANGUAGE

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

- 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)

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 Problem Solving through AI&IoT for Vietnam [VNAI]
28 February to 12 March 2024
AOTS Tokyo Kenshu Center (TKC)

Date	Morning	Afternoon
27-Feb (Tue)	(Arrival at Japan)	
28-Feb (Wed)	Orientation & Opening session	[Lecture] Problem solving process through AI&IoT
29-Feb (Thus)	[Lecture] Basics of AI&IoT	[Lecture] Basics of data analysis and information security
1-Mar (Fri)	[Lecture] AI and IoT introduction to company without strain	[Visit] Case study of AI&IoT introduction to the company
2-Mar (Sat)	Day off	
3-Mar (Sun)	Day off	
4-Mar (Mon)	Study tour	[Visit] Case study of AI&IoT introduction to the company
5-Mar (Tue)		[Visit] Case study of AI&IoT introduction to the company
6-Mar (Wed)		[Visit] Case study of AI&IoT introduction to the company
7-Mar (Thu)	[Lecture & exercise] Hands-on exercise on collecting and using data with an IoT sensors	
8-Mar (Fri)	[Lecture & exercise] Hands-on exercise on analyzing data with AI modules	
9-Mar (Sat)	Day off	
10-Mar (Sun)	Day off	
11-Mar (Mon)	[Workshop] Preparation of problem-solving plan using AI and IoT	
12-Mar (Tue)	[Workshop] Final Presentation	[Workshop] Final Presentation and wrap up Closing ceremony
13-Mar (Wed)	(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.

Current Japanese Boarder Measures are as follows. Please check.
https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html

8. TRAINING COSTS (Application from overseas countries):

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

8-1) Outline

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

-The Training Costs will vary in accordance with the actual airfare and participants' staying days.

-Participants shall purchase their air tickets by themselves. For information on how to purchase tickets, please refer to "Guidelines for Purchase of Air Tickets by the Participant and method of reimbursement by AOTS" on page 11.

-In principle, the subsidy from the Japanese Government applies from the day before the start of the training until the last day of the training.

- Sample estimates of the Participation Fee are shown in Table 1 "Estimate of the Fees and Costs".

-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 1/3 of 1. Allowance Costs and 192,000 yen, 2. Course Implementation Costs minus ODA subsidies on Table 1 on page 10.

-Participants will pay the participation fee upon arrival in Japan.

-AOTS will reimburse the international travel expenses to the participant (the amount will be finalized based on the AOTS rules and regulations after checking the evidence documents for the purchase of the ticket submitted by the participant when he/she arrives in Japan).

-The amount the participant actually pays after arrival in Japan is the participation fee minus the international travel expenses.

-In principle, payment is accepted by credit card.
   AOTS Tokyo Center (Tokyo): Visa and Mastercard can be accepted.

-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 from the countries in Category 1 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 and method of reimbursement by AOTS" 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 ¥9,900 per day with meals (lunch, dinner and breakfast), while the participant stays at an AOTS Kenshu Center.
 - For the arrival day, AOTS will provide a participant with accommodation to the value of ¥9,020 per day with dinner and breakfast at an AOTS Kenshu Center.
 - Please note that AOTS Kenshu Center canteens are closed on Sundays. The participant will receive ¥2,750 in cash per day for meals to cover the days of closure.
 During the study tour
 - When a study tour is implemented during the training program, a participant will be provided with accommodation to the value of ¥12,100 (the upper limit) per day, and the meal allowance (¥2,750 per day) will be provided to participants in kind or paid in cash by AOTS.

(3) Personal Allowance
 - AOTS will pay ¥1,040 per day in cash to a participant.

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

【Train】

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

【Bus】

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

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

(5) Welfare costs (Overseas Travel Insurance premiums)
 - These are the costs of overseas travel insurance insured by AOTS for the participants.

2. Course Implementation Costs

The Contribution to Course Implementation Costs for a two-week course (the amount participants should bear) is ¥192,000.

Contribution to AOTS's Administration Cost

AOTS would like to ask the participants to support us by offering ¥30,000 per participant as Contribution to AOTS's Administration Cost.

This contribution is not obligatory; however, it would be highly appreciated if you could understand the purpose of the contribution and give us the above amount of money in addition to the Participation Fee. AOTS will issue the receipt for the participants.

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

Country: Vietnam
International Travel Expenses: Vietnam ⇔ Japan, Roundtrip
Management Training Course: VNAI (14-day Course)

(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]			
@ 9,020 x 1 day (Arrival Day) =	9,020		
@ 9,900 x 12 days =	118,800		
[during the study tour]			
b. Meal Allowance			
@ 2,750 x 2 day(s) =	5,500		
c. Accommodation Allowance			
@ 12,100 x 2 day(s) =	24,200		
(3) Personal Allowance			
@ 1,040 x 15 days =	15,600		
(4) Domestic Travel Allowance			
(Narita Airport - TKC)	5,480		
(Meeting Service)	4,500		
(5) Welfare Costs			
Overseas Travel Insurance	1,800		
		[2/3]	[1/3]
Subtotal (1)~(5)	334,900	223,266	111,634
2. Course Implementation Costs	546,000	354,000	192,000
Total	880,900	577,266	303,634 ← [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 1. Allowance Costs and 2. Course Implementation Costs minus ODA Subsidies)	303,634	This is the amount participants should bear, and the value of which varies with the International Travel Expenses amount, and participants' staying days, etc.
[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]	153,634	-

(Japanese Yen)

	Amount	Note
Amount paid to participants from AOTS to participant in cash during the training.	26,580	Total amount of yellow colored column in the table.

*In the case that participants travel to the Kenshu (Training) Center by bus, the transportation is provided in kind and not by cash.

3. Notes

Air ticket will be purchased by participant. AOTS will subsidize the amount in accordance with rules & regulations.
International travel expenses subsidy will be provided if an air ticket and its receipt satisfy required conditions; not provided if unsatifying conditions or for a free ticket.
In case the international travel expenses subsidy will not be provided, the amount of 1.-(1) in the above figure will be zero and therefore, the "Allowance Costs" and "Total Cost" will be changing accordingly.

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

1. Arrival and Departure Dates:

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

2.Method of Reimbursement:

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

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

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

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

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

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

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

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

(2) Evidence Documents of Purchasing of Air Ticket

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

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

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< Upper limit for round-trip airfare to Japan eligible for subsidy (for reference) >

(Unit: Japanese Yen)

Departing From	Upper limit (until October 31, 2023)
Vietnam	211,390

Notes: This table applies only to participants in training programs that begin between July 1 and October 31, 2023. The maximum amount for the program starting November 1, 2023 and March 31, 2024 is not fixed now and will be announced in the "Notes for Participants" that will be distributed upon your approval by the Selection Committee.

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9. VISA ACQUISITION PROCEDURES:

(1) Status of Residence:

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

(2) Visa Acquisition

A participant shall apply for and obtain a "Trainee" visa at a Japanese embassy or a general consulate (hereinafter: diplomatic mission) with materials issued by AOTS such as a Guarantee Letter. It may be the case that the submitted materials are forwarded to the Consular Affairs Bureau (Tokyo) for checking. Please note that it is strongly recommended to apply well in advance as the application documents may be referred to the ministry in Japan, which can take time.

(3) Notes

A bearer of a visa other than "Trainee" visa, e.g., a "temporary visitor" visa, a "multiple" visa, or an APEC business travel card (ABTC), or a citizen from a country/area participating in a visa waiver program with Japan must confirm with the local Japanese diplomatic mission prior to visa application if the existing visa is in accordance with the qualification of stay in Japan for the AOTS management training program.

10. OVERSEAS TRAVEL INSURANCE COVERAGE:

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

11. HANDLING OF PERSONALLY IDENTIFIABLE INFORMATION:

AOTS handles personally identifiable information we have obtained from the applicant as follows:

(1) Administrator of Personally Identifiable Information: General Manager, General Affairs & Planning Department,
The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS)
Group in charge: General Affairs and Personnel Group, General Affairs & Planning Department, AOTS
Tel: 81-3-3888-8211   E-mail: kojinjoho-cj@aots.jp

(2) Use of Personally Identifiable Information
Personally identifiable information provided by the participant will only be used for the screening of the participants and the implementation of the training program. It will not be used for any other purposes or

beyond the scope required by laws and regulations of Japan.
For AOTS's privacy policy, please visit below website.
http://www.aots.jp/en/policy/privacy.html

12. FURTHER INFORMATION:

AOTS (Japan)

General Inquiry about the program:	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:	kigyo-inquiry-az@aots.jp

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

Application from Vietnam (Overseas Collaborating Organization):	47 Phung Khac Khoan Street, Da Kao Ward, District 1, Ho Chi Minh City, Vietnam.	
Institute of Management and Technology (IMT) Mr. Pham Ngoc Tuan, President Mr. Luu Nhat Huy, Director	Tel:	84 (28) 36 200 600
	HP:	http://www.imt.vn
	E-mail:	info@imt.vn

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

PRE-TRAINING REPORT

- The Program on Problem Solving through AI & IoT for Vietnam -
[VNAI]

Please fill in the following items by using a personal computer or similar equipment in English or 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 company/ organization	Name: City: Website:
3. Outline of your organization (Preferably attach an organization brochure)	
4. Your position and department (Preferably attach an organizational chart, indicating your position at your organization)	
5. Your duties in detail	
6. What is the purpose or goal that your organization is currently pursuing? (Ex. Improve sales, use human resources more effectively.)	

7. What is the most critical challenge you are now facing indicating its causes from your viewpoint.	
8. Does your organization currently try to adopt IoT or AI for tackling the challenges stated in No.7?	
9. What are your expectations of this training program?	