



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

**July 2023**

## **Program Outline**

**&**

## **Participation Requirements**

**of**

## **The Program on Productivity Improvement utilizing Digital Technology for Thailand [THPI]**

**30 October - 10 November 2023**

## 1. BACKGROUND OF THE PROGRAM:

The Program on Productivity Improvement utilizing Digital Technology for Thailand (THPI) is one of the Management Training courses conducted by the Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS).

In Thailand, there is a growing momentum to realize production innovation by improving productivity and business efficiency by digital technology. On the other hand, the use of data and digital technology is only a means to an end. To achieve management results, it is important for leaders at Gemba to have the ability to identify problems correctly and take actions to improve them, and to set targets and promote activities.

This training aims to develop improvement leaders who can promote productivity improvement activities by incorporating IoT and digital technologies effectively, based on understanding and mastering 1) 5S, 2) IE (Industrial Engineering), and 3) Quality Control methods, which are manufacturing methods practiced by Japanese companies for generations, to enhance the ability to identify problems and make improvements at the workplace.

## 2. TARGET COUNTRY:

Thailand

## 3. NUMBER OF PARTICIPANTS:

18 participants

## 4. PARTICIPATION REQUIREMENTS:

The following qualifications should be fulfilled.

- (1) Participants should be, in principle, managers of manufacturing sites, persons in charge of promoting DX and IoT, senior managers, etc. who are responsible for improving on-site productivity in the manufacturing industry.
- (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 Thai.
- (4) Participants should be residing in Thailand.
- (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 be residing in the developing countries and/or regions.
- (8) Participants should not be students or armed forces personnel.
- (9) Former participants of AOTS training programs (ODA-funded programs) organized in Japan are not entitled to apply for any program which starts within six months (183 days) after they have returned home countries from Japan.

Notes:

- (1) Participants shall attend all the events in the curriculum 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.
- (4) 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.

For specific requirements for participating in a program, please review the program outline of the specific program.

## 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 25 August 2023**.

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

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

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

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

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

(Application from overseas countries)

Individual applicants should ensure the delivery of the following application documents in both PDF and Excel format through Overseas Collaborating Organizations to the Overseas Cooperation Group of AOTS listed in Item 12, no later than **25 August 2023**.

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

Applicants will be interviewed by the Overseas Collaborating Organizations.

### [Application Documents]

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

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

Media		Docements	Notes	Signature
PDF and Excel	(1)	AOTS Training Application Form and Applicant's Personal Record	(No Handwritten.)	necessary
Excel	(2)	Enquiry about your Interest in doing business with Japanese companies and/or Entry into Japanese market		
PDF	(3)	Medical Check Sheet	(No Handwritten.)	necessary
PDF	(4)	About the handling of Personal Information Concerning Trainees	(AOTS official form)	necessary
PDF	(5)	Overseas Travel Insurance Consent Form		necessary
PDF	(6)	Enquiry into Training Contract	(For Japanese Joint-Venture-Companies/Companies exclusively funded by Japanese Enterprises)	(necessary if applicable)
PDF	(7)	Brochure(s) of the applicant's company/organization	Company webpage can be replaced.	
JPEG/PDF	(8)	Face photo	Save as your name. (600KB maximum)	
JPEG/PDF	(9)	Applicant's passport photocopy		
Word	(10)	Pre-Training Report		

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 **21 September 2023**, for official approval of participation. Those who successfully pass the screening process will be notified when they receive the invitation documents.

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

## **6. OUTLINE OF THE PROGRAM:**

### **- OBJECTIVES**

This course is designed to help participants understand the manufacturing approach and methods of Japanese manufacturing companies and to enhance their ability to identify issues and make improvements on the shop floor in order to effectively incorporate IoT and digital technologies to promote productivity improvement activities.

## - KEY BENEFITS

- (1) The program will provide participants with an understanding of various manufacturing methods practiced in the Japanese manufacturing industry that increase productivity and quality by eliminating *Muda*(wastefulness), *Muri*(unreasonableness), and *Mura*(inconsistency) in the manufacturing process, and the ability to put these methods into practice.
- (2) Participant will acquire the ability to apply the methods understood and mastered in stage (1) with an understanding of how to apply Digital Technology to implement the methods efficiently and effectively at a higher level, and how to introduce production systems using the IoT.
- (3) Participants will discover and identify issues and problems at their company's manufacturing sites from a scientific perspective and acquire the ability to introduce management methods suited to their company and continuously promote *Kaizen*.

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

In the online pre-departure training, each participant will present the problems they are facing at their sites and identify the issues they are facing.

Then, after their arrival in Japan, they will attend lectures to understand the current state of the Japanese manufacturing industry, the concept of "monozukuri (manufacturing)" in Japan, and productivity in Japanese manufacturing sites.

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

Through lectures and exercises, participants will learn about 5S, IE, QC, and other improvement methods essential for productivity improvement, as well as practical production management methods to improve product quality and productivity.

Through company visits, participants will deepen their understanding of how these management methods are actually implemented in the field and how IoT and digital technologies are used in these efforts.

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

Based on what they have learned in the lectures, visits, and discussions, the participants will identify the causes that are obstructing the improvement of their company's product quality and productivity.

In order to solve these issues, participants will develop specific action plans based on the Japanese production management methods and examples of IoT and digital applications learned in the training, and present their plans on the last day of the program.

The course will usually consist of three hours in the morning and three hours in the afternoon. Group Discussion may take place after dinner. Please see the Tentative Schedule for further details.

## - DURATION

Online Pre-session: 24 October 2023, Training in Japan: 30 October – 10 November 2023

## - LANGUAGE

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

## - PROGRAM DIRECTOR

Dr. Kentaro Minagawa

Professor, Department of Data Science, Faculty of Information Science and Technology, Osaka Institute of Technology

Ph.D. in Engineering, Osaka Institute of Technology, Japan

Over the past 10 years, he has lectured at AOTS extensively, mainly in production management training courses. His practical lectures through exercises and company case studies are highly regarded.

## - TRAINING LOCATION AND ACCOMMODATION

**AOTS Kansai Kenshu Center (KKC)** <http://www.aots.jp/en/center/about/kkc.html>

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

Tel: 81-6-6608-8260 (Reception) Fax: 81-6-6690-2678

## Tentative Schedule of The Program on Production Improvement utilizing Digital Technology for Thailand [THPI]

Online Pre-session: 24 October, 2023

Training in Japan: 30 October to 10 November 2023

AOTS Kansai Kenshu Center (KKC) <To Be Determined>

### Online pre-session

Date		Afternoon 13:30-16:30 (Thai time)
24-Oct	(Tue)	[Online Seminar] Pre-Arrival Guidance: by AOTS staff Pre-Report Presentation: facilitated by Prof. Kentaro Minagawa

### Training in Japan

At Kansai Kenshu Center (KKC)

Date		Morning 9:30-12:30 (Japan time)	Afternoon 13:30-16:30 (Japan time)	Evening 17:30-18:30
30-Oct	(Mon)	Orientation by AOTS course coordinator, Opening ceremony	[Lecture] <i>Productivity Improvement utilizing Digital Technology</i> by Prof. Kentaro Minagawa	Guidance for Final Presentation
31-Oct	(Tue)	[Lecture] <i>Know-how to continue 5S activities at manufacturing sites</i> by Mr. Kazuhiro Kurushima, Rakuraku Kaizen-sha.	[Visit] Case study of Kaizen	
1-Nov	(Wed)	[Lecture] <i>Productivity improvement through elimination of Muda &amp; Gemba Kaizen (1)</i> by Prof. Kentaro Minagawa		
2-Nov	(Thu)	[Lecture at Osaka Institute of Technology] <i>Productivity improvement through elimination of Muda &amp; Gemba Kaizen (2) :Mock Production Line Exercise</i> by Prof. Kentaro Minagawa		
3-Nov	(Fri)	[Lecture] Use of IoT in a Production Site		Guidance for Study Tour
4-Nov	(Sat)	Day off		
5-Nov	(Sun)	Day off		
6-Nov	(Mon)	Study Tour	[Visit] Productivity Improvement through IoT	[Visit] Case study of Productivity Improvement
7-Nov	(Tue)		[Visit] Case study of Kaizen exercise	[Visit] Productivity Improvement with IoT
8-Nov	(Wed)	[Lecture] Concept of Quality and Introduction to Quality Control		(Settlement day)
9-Nov	(Thu)	Presentation of action plan(1)	[Visit] Productivity Improvement using Digital Technology	
10-Nov	(Fri)	Presentation of action plan(2)		Closing Ceremony
11-Nov	(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.

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 p.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.
- Sample estimates of the Participation Fee is shown in Table 1 “Estimate of the Training 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. 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.  
AOTS Tokyo Center (Tokyo): Visa and Mastercard can be accepted.  
AOTS Kansai Kenshu Center (Osaka): Visa, Mastercard, JCB, American Express, Diners Club, and Discover can be accepted.  
If it is difficult to pay by credit card, payment 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*** 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 ¥9,900 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 ¥12,000 (the upper limit) per day, and the meal allowance (¥2,750 per day) will be provided to participants in kind or paid in cash by AOTS.

## (3) Personal Allowance

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

## (4) Domestic Travel Allowance

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

### 【Train】

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

### 【Bus】

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

- In either case, AOTS will arrange a meeting service at the arrival airport in Japan for ¥2,400.

## (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 asks 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**

**Country:** Thailand  
**International Travel Expenses:** Thailand ⇄ Japan, Roundtrip  
**Management Training Course:** THPI (12-day Course)

(Japanese Yen)

<i>Training Costs</i>	Total Amount	ODA Subsidies	Participation Fee
1. Allowance Costs			
<Breakdown of Allowance Cost>	<Breakdown>		
(1) International Travel Expenses	209,440	[B]	
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 9,020 x 1 day (Arrival Day) =	9,020		
@ 9,900 x 11 days =	108,900		
[during the study tour]			
b. Meal Allowance			
@ 2,750 x 1 day(s) =	2,750		
c. Accommodation Allowance			
@ 10,267 x 1 day(s) =	10,267		
(3) Personal Allowance			
@ 1,040 x 13 days =	13,520		
(4) Domestic Travel Allowance			
(Kansai Airport - KKC)	1,800		
(Meeting Service)	4,500		
(5) Welfare Costs			
Overseas Travel Insurance	1,670		
Subtotal (1)-(5)	361,867	241,244 [2/3]	120,623 [1/3]
2. Course Implementation Costs			
<Breakdown of Course Implementation Costs>	<Breakdown>		
(1) Direct Course Implementation Cost	176,300	117,533	58,767
(2) Personnel expenses, Miscellaneous costs	369,700	236,467	133,233
Subtotal (1)-(2)	546,000	354,000	192,000
<b>Total</b>	<b>907,867</b>	<b>595,244</b>	<b>312,623</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)	312,623	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.	209,440	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan [C]=[A]-[B]	103,183	-

(Japanese Yen)

	Amount paid to participants from AOTS to participant in cash during the training.	18,070	Total amount of yellow colored column in the table.
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\*In the case that participants travel to the Kenshu (Training) Center by bus, the transportation is provided in kind and not by cash.

**3. Notes**

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

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

In case the international travel expenses subsidy will not be provided, the amount of 1.-(1) in the above figure will be zero and therefore, the "Allowance Costs" and "Total Cost" will be changing accordingly.

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

**1. Arrival and Departure Dates:**

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

**2. Method of Reimbursement:**

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

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

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

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

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

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

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

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

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

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

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

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

Departing from		Upper Limit for Round-trip (JPY)	Departing from		Upper Limit for Round-trip (JPY)
Southeast Asia	Indonesia	234,080	Africa	Egypt	395,580
	Malaysia	239,400		Ghana	606,590
	Myanmar	210,150		Kenya	318,590
	Philippines	132,520		Morocco	527,340
	Thailand	209,440		Nigeria	447,230
	Vietnam	211,390		South Africa	320,580
Northeast Asia	Mongolia	154,480		Tanzania	494,040
South Asia	Bangladesh	307,590		Zambia	548,080
	India	221,940		Middle East	Iran
	Nepal	237,410	Europe and Others	North Macedonia	393,560
	Pakistan	301,940	Georgia	507,960	
	Sri Lanka	271,520	Turkey	389,230	
Latin America	Argentina	735,700			
	Bolivia	871,890			
	Brazil	547,180			
	Ecuador	661,240			
	Guatemala	725,530			
	Mexico	494,120			
	Paraguay	730,640			
	Peru	800,540			
Venezuela	792,990				

**Notes:** This table is applicable to participants in training programs starting between July 1 and October 31, 2023.

## 9. VISA ACQUISITION PROCEDURES:

### (1) Status of Residence:

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

### (2) Visa Acquisition

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

### (3) Notes

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

## 10. OVERSEAS TRAVEL INSURANCE COVERAGE:

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

## 11. HANDLING OF PERSONALLY IDENTIFIABLE INFORMATION:

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

(1) Administrator of Personally Identifiable Information:

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

(2) Use of Personally Identifiable Information

Personally identifiable information provided by the participant will only be used for the screening of the participants and the implementation of the training program. It will not be used for any other purposes or beyond the scope required by laws and regulations of Japan.

For AOTS's privacy policy, please visit below website. <http://www.aots.jp/en/policy/privacy.html>

## 12. FURTHER INFORMATION:

### 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:	<a href="mailto:shouhei-au@aots.jp">shouhei-au@aots.jp</a>

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

<b>Application from overseas countries:</b>	Amarin Tower 12F 496-502 Ploenchit Rd, Lumpini, Pathumwan, Bangkok 10330 Thailand	
<b>Bangkok Office (Senior Duputy Representative) Mr. Yoshihito Nishimaki</b>	Tel:	66-2-255-2370
	Fax:	66-2-255-2372
	E-mail:	<a href="mailto:information@aots.or.th">information@aots.or.th</a>

### Overseas Collaborating Organization

<b>ABK &amp; AOTS Alumni Association (Thailand)</b>	12A Fl., I.T.F. Silom Palace Bldg.,160/179-182 Silom Rd., Bangruk, Bangkok 10500	
Ms. Chamaiporn Tantivong (Vice President) Ms. Kanchisa Uthakul (Assistant Manager)	Tel:	66-2-238-5235~36/ Fax: 66-2-634-0265
	URL:	<a href="https://www.abk-aots.org/">https://www.abk-aots.org/</a>
	E-mail:	<a href="mailto:alumni@abk-aots.org">alumni@abk-aots.org</a>

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