



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

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

**ODA Program**

**April 2024**

**Program Outline**

**&**

**Participation Requirements**

**of**

**The Program on Information and Communication Technology**

**Utilization to Overcome DX-related Strategic Management Challenges**

**[PICT]**

**4 – 17 September 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 2022 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 "Information and Communication Technology Utilization to Overcome DX-related Strategic Management Challenges (PICT)" is a training course for owners or directors of companies in the manufacturing and logistics industries, etc. in developing countries to learn systematically the concept and methods of DX (Digital Transformation) being developed by Japanese companies and the transformation of business models and the future brought through advanced case studies. The course also aims participants to clarify management strategy issues brought about by DX for their companies and to develop specific ICT utilization strategies to overcome these challenges.

## 2. COUNTRY:

Please refer to "[Appendix 4] List of Target Countries and Regions" of this program outline.

Those who reside in the countries listed in the table and are recommended by AOTS's Overseas Collaborative Organization or able to apply from a Japanese company located in Japan may apply.

## 3. NUMBER OF PARTICIPANTS:

23 participants

## 4. PARTICIPATION REQUIREMENTS:

- (1) Participants, in principle, should fall into one of the following three categories in developing countries.
  - Owners or directors of companies in the manufacturing and logistics industries, etc. who are responsible for corporate management.
  - Senior managers engaged in ICT utilization at the corporate management level who is in a position to communicate directly with top management to introduce/promote ICT utilization
  - Mid to senior-level managers who are engaged in DX strategy and system development
- (2) Participants should be, in principle, more than 20 years old and over.
- (3) Participants should have a sufficient working knowledge of English.
- (4) Participants should be university graduates and/or have equivalent professional experience.
- (5) Participants should be healthy enough to undergo an intensive training program in Japan.
- (6) Participants should be residing in the developing countries and/or regions.
- (7) Participants should not be students or armed forces personnel.
- (8) Former participants of the 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 or business partners (colleagues/subordinates of the participant's company) 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.

## 5. OUTLINE OF THE PROGRAM:

### - OBJECTIVES

This program is designed for owners or directors of companies in the manufacturing and logistics industries, etc. in developing countries to learn systematically the concept and methods of DX being developed by Japanese companies and the transformation of business models and the future brought through advanced case studies. The program also aims participants to clarify management strategy issues brought about by DX for their companies and to develop specific ICT utilization strategies to overcome these challenges.

### - KEY BENEFITS

- (1) To deepen understanding of how corporate activities have changed with the development of ICT, and the trends and business transformation of DX using digital technologies such as IoT, big data analysis and AI in Japan and around the world.
- (2) To understand the business models of companies utilizing ICT and how to formulate DX strategies, and examples of how Japanese companies are implementing them.
- (3) To deepen participants' consideration of how to introduce and utilize ICT in their own companies and create a concrete action plan after returning home.

### - DURATION

Wednesday 4 – Tuesday 17 September 2024 (14 days)

### - CONTENTS

#### [1st Step]

Participants will deepen their understanding of the history of ICT development and how it has changed corporate activities, as well as the trends of DX due to digital technologies such as IoT, big data analysis, and AI in Japan and around the world, and the business transformation it brings.

#### [2nd Step]

Participants will deepen their understanding of corporate business models that utilize ICT and how to develop DX strategies through examples and exercises that Japanese companies are practicing.

[3rd Step]

Through group discussions, participants will share the current status and challenges of their companies, deepen their consideration of how to introduce and utilize ICT in a way that is appropriate for their companies, and formulate specific action plans after returning home, which will be presented on the final day.

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

Please see the Tentative Schedule for further details.

\*A lot of time is spared in this program for well-focused group discussion.

Participants will be required to examine how they should integrate what they will learn in the lectures, company visits, and exercises into their own companies. They will also be requested to review their corporate management strategies, by considering how to cope with an environmental change around their companies through the active discussions with other participants from overseas as well as lecturers.

- LANGUAGE

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

- PROGRAM DIRECTOR

**Dr. Ushio Sumita**

Engineering Advisor, READ Co.,Ltd.

Visiting Professor, Graduate School of Business Administration, Keio University

Professor Emeritus, University of Tsukuba

Dr. Ushio Sumita is a Visiting Professor at the Graduate School of Business Administration, Keio University, Japan. Prior to joining Keio, he worked for such universities as the Graduate School of Systems and Information Engineering, University of Tsukuba, Japan, for which he is a Professor Emeritus, the Graduate School of International Management, The International University of Japan, the William E. Simon Graduate School of Business Administration, University of Rochester, U.S.A, and the Department of Industrial Engineering and Operations Research, Syracuse University, U.S.A. With his first Ph.D. in 1981 from the University of Rochester, U.S.A., and his second Ph.D. in 1987 from the Tokyo Institute of Technology, Japan, he has a wide range of research interests in both theoretical and functional areas, including applied probability, stochastic processes, financial engineering, e-marketing, information and communication technology, production and logistics systems, organizational theory, and comparative analysis of global management approaches, among others. He has published more than 160 papers in leading archive journals in such areas. He also has extensive experience in business consulting in both the United States and Japan.

-TRAINING LOCATION AND ACCOMMODATION

**AOTS Tokyo Kenshu Center (TKC) <may change in consideration of various factors>**

<http://www.aots.jp/jp/center/about/tkc.html>

30-1, Senju-Azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan

Tel: 81-3-3888-8231 (Reception) Fax: 81-3-3888-0763

**Tentative Schedule of  
The Program on Information and Communication Technology  
Utilization to Overcome DX-related Strategic Management Challenges [PICT]**

4 – 17 September 2024

AOTS Tokyo Kenshu Center (TKC) <To Be Determined>

L: Lecture, E: Exercise, V: Visit

Date	Morning	Afternoon	Evening
3 Sep. (Tue.)	(Arrival in Japan)		
4 (Wed.)	Orientation / Opening Ceremony	L: Evolution of ICT: Before and After DX -From Analog to Cloud Computing and DX	Group Discussion (1)
5 (Thu.)	L: Transformation of Business Models and Future Brought by DX	V: -Case of ICT in Japanese Logistics Industry-	Group Discussion (2)
6 (Fri.)	L/E: DX Strategy using ICT in Manufacturing and Service Industries -Comparative analysis between Japan and overseas		Group Discussion (3)
7 (Sat.)	Day Off		
8(Sun.)	Day Off		
9 (Mon.)	L: Integration of Production & Logistics by ICT (1) - Case of a Leading Japanese Construction and Industrial Machinery Manufacturing Company	L: Case of DX Strategies in Japanese Manufacturing Industry	-
10 (Tue.)	L: Integration of Production & Logistics by ICT (2) - Case of a Leading Japanese Construction and Industrial Machinery Manufacturing Company		Group Discussion (4)
11 (Wed.)	Study Tour	V: -Case of ICT in Japanese Manufacturing Industry (1) -	-
12 (Thu.)		V: -History of Development of Japanese Manufacturing Industry, Case of Advanced Manufacturing Companies	-
13 (Fri.)		V: -Case of ICT in Japanese Manufacturing Industry (2) -	-
13 (Fri.)		V: -Case of ICT in Japanese Manufacturing Industry (3) -	-
14 (Sat.)	Day Off		
15(Sun.)	Day Off		
16 (Mon.)	L: Essence of DX: Present and Future (1) - Melting of Manufacturing and Service Industries	L: Essence of DX: Present and Future (2) -Importance of Management Strategy Based on Back-casting Approach	-
17 (Tue.)	Final Presentation	Final Presentation/ Closing Ceremony	-
18 (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.

## 6. 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 Appendix 1, 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 the deadline.

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 Appendix 1).

\*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 Appendix 1 by the deadline.

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 Appendix 1 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

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 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 applicants is less than the number of participants by the application deadline, AOTS may cancel or postpone this program.

Deadline of applications for PICT to reach AOTS, Japan: **no later than 13 June 2024**.

Screening Committee for PICT: **18 July 2024**

## 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 “Guidelines for Purchase of Air Tickets by the Participant and method of reimbursement by AOTS” on Appendix 2.
- 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.
- Please refer to Table 1 “List of Target Countries and Regions” on Appendix 4 for the classification of Category 1 and Category 2.
- Sample estimates of the Participation Fee for the countries of Category 1 and Category 2 are shown in Appendix 3-1, 3-2 “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.
- For Category 1, the participation fee is the sum of 1/3 of 1. Allowance Costs and 198,000 yen, 2. Course Implementation Costs minus ODA subsidies on Appendix 3-1.
- For Category 2, the participation fee is 148,000 yen, after subsidy for 2. Course Implementation Costs minus ODA Subsidies on Appendix 3-2. (1. Allowance Costs are fully subsidized.)
- 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.  
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 from the countries in Category 1 is 1/3 of the Allowance Costs. Participants from the countries in Category 2 do not have to pay the Contribution to 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 Appendix 2 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) 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 ¥198,000 for those participating from Category 1 countries and ¥148,000 for those participating from Category 2 countries.

## 3. 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)	5,500JPY	Narita international Airport (Tokyo) — AOTS Tokyo Kenshu Center (TKC)

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

### **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.

## 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 arrival in Japan until the time of departure from Japan. 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>

PRE-TRAINING REPORT

**- The Program on Information and Communication Technology  
Utilization to Overcome DX-related Strategic Management Challenges –**

[PICT]

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	
7. Present situation of ICT utilization in your company	

<p>8. Does your company have any future plan of ICT utilization? If yes, what?</p>	
<p>9. What is the problem or challenge of ICT utilization in your company?</p>	
<p>10. What are your expectations of the program in relation to the described problems?</p>	

Appendix 1 : Contact Information

<b>AOTS (Japan)</b>	
<b>Application from overseas countries:</b>	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan
<b>Overseas Cooperation Group I, Overseas 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
*For the contact address of the Overseas Collaborating Organizations, please contact Overseas Cooperation Group.	
<b>Application from overseas countries:</b>	Amarin Tower 12F 496-502 Ploenchit Rd, Lumpini, Pathumwan, Bangkok 10330 Thailand
<b>Bangkok Office</b>	Tel: 66-2-255-2370
	Fax: 66-2-255-2372
	E-mail: information@aots.or.th
<b>Application from overseas countries:</b>	12A Floor, Wisma KEIAI, Jl. Jend Sudirman Kav 3 Jakarta 10220, Indonesia
<b>Jakarta Office</b>	Tel: 62-21-572-4262, 62-21-572-4263
	Fax:
	E-mail: information@aots.or.id
<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>	Tel: 91-11-41054504
	Fax:
	E-mail: info@aots.org.in

**Appendix 2:**

**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 (ii) 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.

The participants should then submit the payment evidence documents in (i) and (ii) below.

Purchase Evidence Documents	Details
(i) Receipt	<p>-Receipts issued by travel agencies.</p> <p>-If purchased via the internet, a screenshot of the credit card authorization screen or a copy of the credit card statement is acceptable.</p> <p>-E-tickets with the word 'receipt' and statement of the actual purchase price are also acceptable if the method of payment is specified and supporting documents of the payment are available.</p>
(ii) E ticket	<p>-E ticket should have the following information.</p> <p>E ticket number</p> <p>Passenger name</p> <p>Flight itinerary</p> <p>Fare and tax information</p>

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

Departing from		Upper Limit for Round-trip (JPY)
Southeast Asia	Indonesia	147,460
	Malaysia	157,610
	Myanmar	170,100
	Philippines	120,050
	Thailand	168,610
	Vietnam	172,450
Northeast Asia	Mongolia	102,660
South Asia	Bangladesh	212,810
	India	178,540
	Nepal	193,910
	Pakistan	291,730
	Sri Lanka	194,400
Latin America	Argentina	448,650
	Bolivia	545,060
	Brazil	322,220
	Ecuador	363,180
	Mexico	377,470
	Paraguay	297,400
	Peru	450,150
Venezuela	408,860	

Departing from		Upper Limit for Round-trip (JPY)
Africa	Egypt	164,970
	Ghana	496,460
	Kenya	263,430
	Tanzania	224,420
	Zambia	303,190
Middle East	Iran	295,690
Europe and Others	Georgia	276,270
	North Macedonia	192,910
	Turkey	429,630

**Notes:** This table is the provisional amount based on last fiscal year's actual average amount. The actual limit will be announced to the participants.

## [Appendix 3-1] Estimate of the Fees and Costs [Category 1 Country]

### Estimate of the Training Costs

Country: **Philippines**  
 International Travel Expenses: **Philippines ⇄ Japan, Roundtrip**  
 Management Training Course: **PICT (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	120,050	[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) Welfare Costs			
Overseas Travel Insurance	1,800		
Subtotal (1)–(5)	294,970	[2/3] 196,646	[1/3] 98,324
2. Course Implementation Costs <Breakdown of Course Implementation Costs>	<Breakdown>		
(1) Direct Course Implementation Cost	144,000	96,000	48,000
(2) Personnel expenses, Miscellaneous costs	398,000	248,000	150,000
Subtotal (1)–(2)	542,000	344,000	198,000
3. Domestic Travel Allowance (Narita Airport - TKC)	5,500	5,500	
<b>Total</b>	<u>842,470</u>	<u>546,146</u>	<u>296,324</u> ← [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)	<b>296,324</b>	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.	<b>120,050</b>	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan $[C]=[A]-[B]$	<b>176,274</b>	-

(Japanese Yen)

	Amount paid to participants from AOTS to participant in cash during the training.	<b>26,600</b>	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. TS]



## [Appendix 3-2] Estimate of the Fees and Costs [Category 2 Country]

### Estimate of the Training Costs

Country: **Bangladesh**  
 International Travel Expenses: **Bangladesh ⇄ Japan, Roundtrip**  
 Management Training Course: **PICT (14-day Course)**

#### 1. Overview of the Estimate of the Training Costs

(Japanese Yen)

Training Costs	Total Amount	ODA Subsidies	Participation Fee
1. Allowance Costs			
<Breakdown of Allowance Cost>	<Breakdown>		
(1) International Travel Expenses	212,810 [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		
(5) Welfare Costs			
Overseas Travel Insurance	1,800		
Subtotal (1)~(5)	387,730	387,730	0
2. Course Implementation Costs			
<Breakdown of Course Implementation Costs>	<Breakdown>		
(1) Direct Course Implementation Cost	144,000	144,000	0
(2) Personnel expenses, Miscellaneous costs	401,000	253,000	148,000
Subtotal (1)~(2)	545,000	397,000	148,000
3. Domestic Travel Allowance (Narita Airport - TKC)	5,500	5,500	
<b>Total</b>	<b>938,230</b>	<b>790,230</b>	<b>148,000</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 2. Course Implementation Costs minus ODA Subsidies.)	148,000	This is the amount participants should bear.
[B]	International Travel Expenses paid back from AOTS to participant during the training.	212,810	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan $[C]=[A]-[B]$	-64,810	-

(Japanese Yen)

	Amount paid to participants from AOTS to participant in cash during the training.	26,600	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. TS]

## [Appendix 4] List of Target Countries and Regions (2023-2024)

Trainees should be residing in the following countries/regions.

<i>Category 1*</i>		
Albania	Iran	Papua New Guinea
Argentina	Iraq	Paraguay
Armenia	Jamaica	Peru
Azerbaijan	Jordan	Philippines
Belarus	Kazakhstan	Samoa
Belize	Kosovo	Serbia
Bhutan	Kyrgyzstan	Sri Lanka
Bolivia	Lebanon	St. Helena
Bosnia and Herzegovina	Libya	St. Lucia
Brazil	Malaysia	St. Vincent and Grenadines
Colombia	Maldives	Suriname
Costa Rica	Marshall Islands	Syrian Arab Republic
Cuba	Mexico	Tajikistan
Dominica	Micronesia	Thailand
Dominican Republic	Moldova	Tokelau
Ecuador	Mongolia	Tonga
El Salvador	Montenegro	Turkey
Fiji	Montserrat	Turkmenistan
Georgia	Nauru	Ukraine
Grenada	Nicaragua	Uzbekistan
Guatemala	Niue	Vanuatu
Guyana	North Macedonia	Venezuela
Honduras	Pakistan	Viet Nam
India	Palau	Wallis and Futuna
Indonesia	Panama	West Bank and Gaza Strip
<i>Category 2*</i>		
Afghanistan	Ethiopia	Niger
Algeria	Gabon	Nigeria
Angola	Ghana	Rwanda
Bangladesh	Gambia	Sao Tome and Principe
Benin	Guinea	Senegal
Botswana	Guinea-Bissau	Sierra Leone
Burkina Faso	Haiti	Solomon Islands
Burundi	Kenya	Somalia
Cabo Verde	Kiribati	South Africa
Cambodia	Lao People's Democratic Republic	South Sudan
Cameroon	Lesotho	Sudan
Central African Rep.	Liberia	Tanzania
Chad	Madagascar	Timor-Leste
Comoros	Malawi	Togo
Congo	Mali	Tunisia
Côte d'Ivoire	Mauritania	Tuvalu
Democratic Republic of the Congo	Mauritius	Uganda
Djibouti	Morocco	Yemen
Egypt	Mozambique	Zambia
Equatorial Guinea	Myanmar	Zimbabwe
Eritrea	Namibia	
Eswatini	Nepal	

1. The list above is in alphabetical order, with the generic name for the country being used.
2. These countries and regions are mainly developing countries as designated by the OECD/DAC (Organization for Economic Co-operation and Development / Development Assistance Committee).

\*Low/Lower Middle/Upper Middle Income Countries (Category 1):

According to the DAC list of ODA recipients effective for reporting on 2024 and 2025 flows, these are Low/Lower Middle/Upper Middle Income Countries and regions which are not “Least Developed Countries”, and thus have been recognized by the Japanese government as target countries for ODA. African countries and regions listed have been excluded as they will be treated as Category 2 countries this fiscal year.

\*Least Developed Countries (Category 2):

These are mainly the least developed countries on the DAC list and countries in the African countries and regions, which the Japanese government has identified as target countries to especially support through ODA.