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: 81-3-3888-8264 E-mail: shouhei-au@aots.jp URL: http://www.aots.jp/

CRTP Program

October 2019

Program Outline

&

Participation Requirements

of

The Program on Productivity Improvement for Vietnam

-Energy conservation through productivity enhancement as well as the improvement of operation practices in production lines-

[VNIP]

(Carbon Reduction Technology Promotion Program)

12 – 25 February 2020

1. BACKGROUND OF THE PROGRAM:

The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) is an organization for human resources development mainly in overseas countries to promote technical cooperation through training, experts dispatch and other programs.
Through those programs, we aim at contributing to the mutual economic growth of developing countries and Japan as well as enhancing friendly relations between 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 190,000 individuals from 171 countries have undergone our training in Japan, while the cumulative attendance at our overseas programs till the end of fiscal 2017 exceeded 201,000.

The Program on Productivity Improvement for Vietnam (VNIP) is one of management training programs conducted by the Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) under the scheme of the Carbon Reduction Technology Promotion Program by the Ministry of Economy, Trade and Industry. This program aims at promoting overseas development of Japanese energy conservation technology, improving efficiency in the use of energy in the industry field, and contributing to the reduction of greenhouse effect gas emissions by providing training for local employees of manufacturers in the emerging countries.

This course is designed for the country of Vietnam, and the participants will learn about the three approaches (productivity improvement, operational improvement, and facility improvement) and specific techniques to conserve energy in the production process in the automobile, industrial machinery and electrical machinery fields and aim at realizing energy-saving in the production sites in their own companies by implementing the formulated action plans after they return to their counties.

2. COUNTRY AND REGION:

Vietnam

3. NUMBER OF PARTICIPANTS:

22 participants

4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

(1) Participants should be working for companies in the automobile, industrial machinery and electrical machinery fields (three businesses**) or companies supplying to the companies in the three businesses in Vietnam and should be controlling or in charge of manufacturing lines of products in the three businesses or products aimed at the three businesses.
** Three businesses cover: 1)automobile field (automobiles, automobile parts, etc.), 2)industrial machinery field (machine tools, machinery for production and business use, etc.), and 3)electric machine field (heavy electrical machinery, electronics and information communication equipment, precision equipment, home appliances, etc.)
(2) Participants should be senior managers, plant managers, production site managers, or specialists (engineers in charge of manufacturing process management or energy management) who are in the position to promote the plan of action for energy-saving, formulated in the training, in the production sites.
(3) Participants should be able to summarize the progress about the plan of action formulated in this training as of the end of sixth months after they return to their countries and submit a follow-up report.
(4) Participants should be more than 20 years old.
(5) Participants should be university graduates and/or have equivalent professional experience.
(6) Participants should have a sufficient working knowledge of Vietnamese.
(7) Participants should be healthy enough to undergo an intensive training program in Japan.

(8) Participants should be a resident in Vietnam.
(9) Participants should not be students or armed forces personnel.
(10) Former participants of AOTS training programs (ODA-funded programs and CRTP Programs) organized in Japan are not entitled to apply for any program which starts within six months (183 days) after they returned home.

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

Notes:
(1) Participants shall attend all the events in the curriculum provided for each management training program.
(2) Family members are not allowed to accompany participants on their journey in Japan.
(3) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional programs, and shall leave Japan and return to their home country soon after the completion of the program.
(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. APPLICATION PROCEDURE:

The application procedures differ depending on whether an overseas company makes the application via AOTS's overseas office and collaborating organization or a Japanese host company in Japan makes the application. Please see below for details.

5-1) Application from overseas countries

Individual applicant should ensure the delivery of the following application documents through AOTS Overseas Collaborating Organization (IMT) in Item 10 to the Overseas Cooperation Group of AOTS **no later than 9 December 2019**. AOTS will not accept any application documents directly sent from individual applicant. It is therefore recommendable to ask IMT as to the deadline for the submission of the application documents. Applicants will be interviewed by the staff of IMT.

[Application Documents]

(1) AOTS Training Application Form and Applicant's Personal Record
(AOTS official form: Handwriting shall be avoided.)
(2) Medical Check Sheet (AOTS official form: Handwriting shall be avoided.)
(3) 2 copies of the applicant's photo (4 cm×3 cm) (Please write the applicant's name on the back.)
(4) A brochure of the applicant's company/organization
(5) Photocopy of the applicant's passport
*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 letter) and date of birth should be submitted instead.
(6) Pre-Training Reports
(7) Overseas Travel Insurance Consent Form
(8) About the handling of Personal Information Concerning Trainees (AOTS official form)
*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.
(9) About the Benefits of Management Training Program (AOTS official form)
*In principle, a representative of the applicant's employer shall fill in the questionnaires.
*The form is attached to the end of the outline.
(10) Enquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises)

Notes:
*A soft copy of the application documents will not be accepted.
*AOTS may ask the applicants to submit additional documents other than above listed, if necessary.

The formats are available from AOTS Overseas Office listed in Item 10 or Overseas Collaborating

Organizations. Please ask them.

5-2) Application from host companies in Japan

Please refer to below website (Japanese).
(http://www.aots.jp/jp/ikusei/management/proc01.html)

Host companies should ensure the delivery of application documents to the Training Administration Group of AOTS **no later than 9 December 2019.**

[Screening Committee Meeting]

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **9 January 2020**, for official approval of participation. Those who have successfully passed the screening process will be notified when they receive the invitation documents.

Notes: If the number of participants is less than 18 as of 9 December 2019, AOTS will cancel or postpone this program.

6. OUTLINE OF THE PROGRAM:

- OBJECTIVES

In this course, participants will learn about the three approaches (productivity improvement, operational improvement, and facility improvement) and specific techniques to conserve energy in the production process in the automobile, industrial machinery and electrical machinery fields and aim at realizing energy-saving in the production sites at their own companies by implementing the formulated actions plans after they return to their countries.

Three approaches to conserve energy in the production process

Productivity Improvement	Operational Improvement	Facility Improvement (Introduction of high-performance equipment)
・3 "MU" reduction (Muda, Mura, and Muri) ・5S, Gemba Kaizen ・Visual management ・Operational improvement and cost reduction by IE ・Reduction of failures and quality improvement ・Reduction of cycle time ・Just-in-time, etc.	・Energy conservation measures for 1) Power receiving and distribution equipment and contract demand reduction 2) Air conditioning and lighting 3) Pumps and fans 4) air compressors, and boilers ・Optimization of capacity, operation and number of units of production equipment, etc.	・Solar panels ・High-performance boilers ・Gas turbine cogeneration system ・air conditioners equipped with invertors ・Industrial heat pumps ・High-performance air compressors ・Electric power meters and demand monitors, etc.

Visualization and analysis of data, promotion of efficiency and optimization by utilization of IT, IoT etc.

- DURATION

12 – 25 February 2020 (2 weeks)

- CONTENTS

Preparatory Step

Prepare for the presentation to be made on the last day of the course by utilizing what are specified in the preparatory report such as the current situation of the participants' own company, issues, problems, target values for improvement. Therefore, the participants should prepare the target values established by their

companies (for example, values concerning environmental impact) and data that serves as a basis for the relevant values in advance for their visit to Japan and bring them along with them.

First Step

Examine the background of why carbon reduction is required and raise awareness of the roles and responsibilities that manufacturing industry should play, and learn about what specific measures are being implemented by the Japanese manufacturing industry in such trend. Understand that the construction of a high-performance production system, which Japanese companies take pride in, will eliminate unreasonable, irregular and wasteful factors, leading to the reduction of energy consumption.

Second Step

Learn about the three approaches for energy-saving in the production process: (1) productivity improvement, (2) operational improvement, (3) facility improvement. In particular, place focus on (1) and learn about the improvement techniques required for improving productivity and quality such as 5S and visual management, techniques for practical production management and techniques for energy-saving in manufacturing sites through lectures and exercises. In addition, enhance understanding of how these management techniques are being implemented in actual sites through company visits.

Third Step

By utilizing what participants learned in this program, formulate a plan of action for the promotion of energy-saving in the production sites in their own companies on the specific ways to make efforts in energy-saving based on the above mentioned three approaches after reviewing the target values.

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.

Refer to the Tentative Schedule for further details.

- LANGUAGE

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

-TRAINING LOCATION AND ACCOMMODATION

AOTS Kansai Kenshu Center (KKC) **<may change in consideration of various factors>**
http://www.aots.jp/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 Productivity Improvement for Vietnam [VNIP]

12 - 25 February 2020 AOTS Kansai Kenshu Center

Date	Morning Session		Afternoon Session
Feb. 11 (Tue.)	(Arrival in Japan)		
12 (Wed.)	Opening Ceremony / Orientation 【Lecture】Low Carbon Society and Challenge by Japanese Companies		【Lecture】Characteristics of Excellent Japanese Manufacturing Companies
13 (Thu.)	【Lecture and exercise】How to proceed 5S Activities at Production Sites		【Lecture】Energy-Saving Activities at Production Sites (1)
14 (Fri.)	【Lecture and exercise】Energy-Saving Activities at Production Sites (2) /Guidance for Action Plan		
15 (Sat.) 16 (Sun.)	Days off		
17 (Mon.)	【Lecture and exercise】Productivity Improvement through “KAIZEN” and “Waste Elimination” (1)		
18 (Tue.)	【Lecture and exercise】Productivity Improvement through “KAIZEN” and “Waste Elimination”(2)		
19 (Wed.)	STUDY TOUR	【Visit】Case Study of 5S Activities at Production Sites	【Visit】Case Study of Operational Improvement and Kaizen
20 (Thu.)		【Visit】Case Study of Innovative Production Management using IT	【Visit】Case Study of Energy Conservation at Production Sites (1)
21 (Fri.)		【Visit】Case Study of Quality Management	【Visit】Case Study of Energy Conservation at Production Sites (2)
22 (Sat.) 23 (Sun.)	Days off		
24 (Mon.)	【Lecture】IoT Utilization at Production Sites		Preparation for Final Report
25 (Tue)	Final Report Presentation: Action Plan on Production Improvement & Energy Conservation/ Closing ceremony		
26 (Wed.)	(Departure from Japan)		

Remarks:

(1) The above schedule is subject to change due to the convenience of lecturers and cooperating companies, or for other unavoidable reasons.

(2) Several group discussion sessions may be arranged in the evening.

(3) Though Saturday and Sundays are days off in general, lectures may be scheduled if deemed necessary.

7. Arrival and Departure Dates:

Participants in principle are requested to arrive in Japan the day before the commencement of the training program and leave Japan the day after the final day of the program.

8. TRAINING COSTS (Application from overseas countries):

The training costs and the procedures for the settlement differ depending on whether an overseas company makes the application via AOTS's overseas office and 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 AOTS's overseas office and collaborating organization.

8-1) Outline

AOTS training programs are financed by Japanese government subsidy 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. Therefore, the Participation Fee will be finalized after their arrival in Japan by submitting the actual air ticket and the receipt. The international Travel Expenses have an upper limit called Standard Airfare Limits, which depend on the country and the region as shown in Table 2.

The Estimate of the Participation Fee is shown in Tables 1.
***There is NO difference between "Developing Countries" and "Least Developed Countries in accordance with the DAC (Development Assistance Committee) list for CRTP Programs.** Therefore, only one Estimate of the Participation Fee is listed here.

Participants will be requested to pay the Participation Fee in Japanese Yen in cash to AOTS after their arrival in Japan.

*Please note that the subsidy from the Japanese government will be applicable from the day before the commencement of the training program to the final day of the training program in principle.

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, 2. Course Implementation Costs, and 3. Domestic Travel Allowance. The Participation Fee, the amount that participants should bear, consists of Contribution to Allowance Costs and Contribution to Course Implementation Costs.

1. Allowance Cost

Allowance cost is composed of the following items.
The Contribution to Allowance Costs for the participants is 1/3 of the Allowance Costs.
***There is NO difference between "Developing Countries" and "Least Developed Countries in accordance with the DAC (Development Assistance Committee) list for CRTP Programs.** The Contribution to Allowance Costs is 1/3 of the Allowance Costs regardless of the participant's country of residence.

(1) International Travel Expenses

- The subsidy from the Japanese government will cover the actual airfare up to the Standard Airfare Limits (the AOTS's Standard Airfare Limits for FY2019 is shown in Table 2.). International travel expenses are provided if an air ticket and its receipt 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 own round-trip air tickets. Please refer to "Guidelines for Purchase of Air Tickets by the Participant" 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 participant 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 ¥9,020 per day with meals (lunch, dinner and breakfast), while the participant stays at an AOTS Kenshu Center.
- For the arrival day, AOTS will provide a participant with accommodation to the value of ¥8,180 per day with dinner and breakfast at an AOTS Kenshu Center.
- Please note that AOTS Kenshu Center canteens are closed on Sundays. The participant will receive ¥2,620 in cash per day for meals to cover the day of closure.

During the study tour

- When a study tour is implemented during the training program, a participant will be provided with accommodation to the value of ¥10,267 (the upper limit) per day, but the meal allowance (¥2,620 per day) will be paid in cash by AOTS.

(3) Personal Allowance

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

2. Course Implementation Costs

Course Implementation Costs, which is the cost to carry out a 2-week AOTS Management Training Program, is ¥368,000 and the Contribution to Course Implementation Costs (the amount participants should bear) is ¥145,000.

3. Domestic Travel Allowance

- Expenses for a part of transportation fee between international airport in Japan and AOTS Kenshu Center
- AOTS will pay ¥1,800 in cash to a participant for the cost of travel between Kansai International Airport (Osaka) and AOTS Kansai Kenshu Center (KKC).

Contribution to AOTS's Administration Cost

AOTS would like to ask the participants to support us by giving us ¥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.

[Table 1] Estimate of the Fees and Costs

Country: Vietnam
International Travel Expenses Ho Chi Minh City - Kansai /Japan, Roundtrip
Management Training Course: 2 -week Course

(Japanese Yen)

Training Costs	Total Amount	Japanese government Subsidy	Participation Fee
1. Allowance Costs	266,194	177,462	88,732
<Breakdown of Allowance Cost>	<Breakdown>	[2/3]	[1/3]
(1) International Travel Expenses	*108,400*		
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 8,180 x 1 day (Arrival Day) =	*8,180*		
@ 9,020 x 12 days =	*108,240*		
[during the study tour]			
b. Meal Allowance			
@ 2,620 x 2 day(s) =	*5,240*		
c. Accommodation Allowance			
@ 10,267 x 2 day(s) =	*20,534*		
(3) Personal Allowance			
@ 1,040 x 15 days =	*15,600*		
2. Course Implementation Costs	407,000	239,000	168,000
3. Domestic Travel Allowance	1,800	1,800	
(Kansai Airport - KKC)			
Total	674,994	418,262	**256,732**

* The maximum amount of airfare claimable to subsidize the air ticket's purchase. The air ticket should be purchased by the participant. AOTS will subsidize the amount in accordance with its rules & regulations.
* : those amounts highlighted in grey will be paid in kind. [1.-(2)-a. /1.-(2)-c.]
* : those amounts highlighted in yellow will be paid in cash to participants by AOTS [1.-(1) /1.-(2)-b. /1.-(3) /3.]

* International travel expenses subsidy will be provided if the air ticket and its receipt satisfy the required conditions; they are not provided if the conditions are not satisfied or the participant is travelling on a free ticket.
In the event that 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 change accordingly.

* The above mentioned are the amounts adopted 10 percent Japanese consumption tax (Its enforcement is scheduled on 1 October 2019). However, the amounts of AOTS Domestic Travel Allowance in Japan remain unchanged since the railway fares adopted 10 percent consumption tax are not announced by the railway companies in Japan presently.

[Table 2] Standard Airfare Limits for CRTP program (FY 2019)

Unit: Japanese Yen

Country	Place of Departure	Place of Arrival	Airfare Limit
Vietnam	Ho Chi Minh City	Osaka (Kansai)	108,400
	Hanoi	Osaka (Kansai)	108,400

Guidelines for Purchase of Air Tickets by the Participant

1. Arrival and Departure Dates:
   Arriving in Japan on the day before the commencement of the program and departing on the day after the closing day of the program or the nearest days to be allowed by the flight schedule within two days before and/or after the program.

2. Method of Reimbursement:
   During the training program in Japan, participants should present to AOTS their air tickets and submit official receipts of air ticket purchase for reimbursement. The sum of the following items (1) and (2) will be subsidized. In principle, an economy class air ticket purchased for a round-trip on the standard route according to the criteria of the International Air Transport Association (IATA) is defined as the standard airfare to be covered.

   (1) Actual round-trip airfare within the Standard Airfare Limits (the limits of AOTS's standard round-trip airfare amount) specified for the respective area (country).
   (2) The departure tax, airport tax and other taxes indispensable to the usual flight route defined by IATA subject to the submission of evidence.

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

3. Official Receipts:
   AOTS will confirm the air ticket and official receipt and calculate the actual yen value of the air ticket with the exchange rate on the date of the ticket's issue.

   (1) AOTS can only accept the official receipts duly issued by the issuer in which a breakdown of the total airfare is explicitly described, such as airfare, tax (the departure tax, airport tax and other taxes indispensable to the usual flight route defined by IATA) and commission. It should also contain the name of the issuer's representative, address, telephone number and facsimile number.
   (2) Neither Invoice nor Calculation Sheet will be accepted as the receipt. However, an Invoice/Calculation Sheet using the letter-head of the air ticket issuer stating the word "Received" or "Paid" and including the signature of the air ticket issuer may be accepted.

＊ If any participant fails to submit the official receipt duly issued by the relevant airline company or travel agent, the participant will not receive any subsidy towards his/her airfare and will be required to pay the full amount of the Participation Fee in cash to AOTS.

Visa Acquisition Procedures:

1. Status of Residence:
The status required for your training in Japan is **"Trainee."**

2. Visa Acquisition:
A participant shall apply for and obtain a "Trainee" visa at a Japanese embassy or 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.

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.

9. 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 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

10. COLLABORATING ORGANIZATION:

Institute of Management and Technology (IMT)

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

11. FURTHER INFORMATION:

Application from overseas countries: Overseas Cooperation Group	30-1, Senju-Azuma 1-Chome, Adachi-ku, Tokyo 120-8534, Japan	
	Tel:	81-3-3888-8256
	Fax:	81-3-3888-8264
	E-mail:	shouhei-au@aots.jp

Application from host companies in Japan: Training Administration Group	Hakutsuru Bldg. 4F, Ginza 5-12-5, Chuo-ku, Tokyo 104-0061, Japan	
	Tel:	81-3-3549-3051
	Fax:	81-3-3549-3055
	E-mail:	g-ukeire-ak@aots.jp

PRE-TRAINING REPORT / FOLLOW-UP REPORT CONSENT FORM

The Program on Productivity Improvement for Vietnam
-Energy conservation through productivity enhancement as well as the improvement of operation practices in production lines-
[VNIP]

These documents will be used as a reference material in 1) the screening process of applicants and 2) the group discussion and the presentation to be held during the program by sharing with lecturers and other participants. Therefore, the applicant is requested to fill in all of the items clearly and concretely.
***AOTS will not use this information for any other purposes other than an AOTS training program.**

Note: Please fill in the following items by using a personal computer or similar equipment in English. Handwriting should be avoided except the signature.

PRE-TRAINING REPORT

1. Your name	
2. Your country	
3. Name of your company/ organization	
4. Your position and name of your department/ division (preferably attach an organizational chart, indicating your position)	

5.Please select the column that applies to the products manufactured at your company and your duties and provide details.

Products being manufactured and your duties

Products \ Duties		Senior managers who have jurisdiction over the production line of the products listed on the left	Plant managers who have jurisdiction over the production line of the products listed on the left	Managers who have jurisdiction over the production line of the products listed on the left	Specialists or engineers in charge of the production line of the products listed on the left
Automobiles	Finished products	☐	☐	☐	☐
	Parts	☐	☐	☐	☐
Industrial Machineries	Finished products	☐	☐	☐	☐
	Parts	☐	☐	☐	☐
Electric Machineries	Finished products	☐	☐	☐	☐
	Parts	☐	☐	☐	☐

The details of the products being manufactured and your duties	

6. Factors obstructing productivity enhancement and energy conservation in your company	

7. Possible measures to solve such problems together with limitation factors	
8. Your expectations of the program in relation to the described problems	

9. What are the current values, and the target values that need to be achieved after returning home, as to your choice of either A or B (right)? No need to fill in both A and B. NOTE: If your department is INDIRECTLY involved in manufacturing, write about the whole of your factory. The target values should be practical.	<Choose A or B>	<Current Values>		<Target Values>
	A: Yearly power consumption of the whole of your factory	_____ (kWh/year)	=>	_____ (kWh/year)
	B:Yearly power consumption of a process at your manufacturing department (or factory)	_____ (kWh/year)	=>	_____ (kWh/year)
	NOTE: If you choose B, write about the process you referred to, in the right column.			

FOLLOW-UP REPORT CONSENT FORM

To: AOTS

I hereby consent to submit a follow-up report about how productivity improvement and energy saving have been achieved in the above site 6 months after the VNIP program.

Date: _____

Applicant's Name: _____

Signature: _____

2W English (CRTP Program)

About the Benefits of Management Training Program

Concerning the benefits of the management training program, please answer the following questions. Your individual answers will remain confidential.

Name of training course (may be in acronym names, such as SHOP and PQM):

_____

Country:

_____

Company name:

_____

Name of person filling out questionnaire form (representative of organization):

_____

Job title of person filling out questionnaire form (representative of organization):

_____

Names of participants of the training program:

_____

Question 1:
This management training program receives financial support from Japanese government subsidy. Is there a difference in benefits by utilizing the AOTS training program compared to other cases where a training program on the same subject is provided by your own or an external agency of human resource development? Tick the following statement that applies to you (multiple answers allowed).

□ Understanding in the subject of the training program increases further.
□ Motivation improves further.
□ Understanding of Japan increases further.
□ Communication ability improves further.
□ The stability of the work force in the company improves further.
□ Others: [ ]

Question 2:
Are you going to use what is learned from the AOTS training in your company after the participants return? Tick the following statement that applies to you.

□ Yes, I am.
□ No, I am not.

Question 3:
(For a representative)
If you have ticked "Yes, I am" in the above Question 2, please answer the following question. When you use what is learned from the AOTS training in your company, how many managers and workers would receive the benefits of this during the year after the training? Please provide your rough estimate below.

About _____ people

Question 4:
If you have ticked "Yes, I am" in the above Question 2, please answer the following question. When you use what is learned from the AOTS training, what benefits do you expect? Tick the following statement that applies to you (multiple answers allowed).

□ A reduced load to the environment and energy saving will be realized.
□ Technology development and product design and development will be possible in the home country.
□ Production capacity will expand. [About _____] %
□ Productivity will increase. [About _____] %
□ Product and service quality will improve. [About _____] %
□ Costs will be reduced. [About _____] %
□ Market will be extended.

□ Others [_____]

Question 5:
Please provide the sales amounts of your company.

Actual sales for the last fiscal year [_____] USD * 1 USD = 112 JPY
Estimated sales for this fiscal year [_____] USD * 1 USD = 112 JPY

Question 6:
The AOTS training program costs about 6,000 USD per person to run the course. Do you think the AOTS training programs produce enough benefits to justify the expense (6,000 USD)? Tick the following statement that applies to you.

□ Yes
□ No

Question 7:
The following question is relevant to the above Question 6. Supposing that the expense (6,000 USD) is defined as "1", describe the benefits obtained from the AOTS training program in numerical value. Roughly assess the benefits for the next five years after the training. Tick the following statement that applies to you. A very rough estimate is fine. Your response is highly appreciated.

□ Below 1.0 => Provide a specific value [_____]
□ 1.0 or above and below 1.5
□ 1.5 or above and below 2.0
□ 2.0 or above and below 2.5
□ 2.5 or above and below 3.0
□ 3.0 or above => Provide a specific value [_____]

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