



**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 Information and Communication Technology**

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

**[PICT]**

**22 November – 5 December 2023**

## **1. BACKGROUND OF THE PROGRAM:**

The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) is an organization for human resources development mainly in overseas countries to promote technical cooperation through training, experts dispatch and other programs. Through those programs, we aim at contributing to the mutual economic growth of developing countries and Japan as well as enhancing friendly relations among those countries.

AOTS was established in 1959 with the support of the Ministry of International Trade and Industry (which is the present Ministry of Economy, Trade and Industry: METI) as Japan's first technical cooperation organization on a private sector basis. More than 200,000 individuals from 198 countries and regions have undergone our training in Japan, while the cumulative attendance at our overseas programs till the end of fiscal 2021 exceeded 230,000.

AOTS organizes and develops a various range of training courses based on requests from returning participants and industry in developing countries.

The Program on "Information and Communication Technology Utilization to Overcome DX-related Strategic Management Challenges (PICT)" is a training course for managers and executives in the manufacturing, logistics, and service industries in developing countries to learn the concept and methods of DX (Digital Transformation) being developed by Japanese companies and the transformation of business models and the future brought.

The course also aims to clarify management strategy issues brought about by DX, and to learn about the strategic use of ICT to overcome such issues systematically through advanced case studies.

## **2. COUNTRY:**

Please refer to "[Table 1] List of Target Countries and Regions" of this program outline.

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

18 participants

## **4. PARTICIPATION REQUIREMENTS:**

Participants should have the following qualifications.

- (1) Participants should be, in principle, owners or directors of companies in the manufacturing, logistics or service industries, 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 in their companies may also be accepted. Mid to senior-level managers who are engaged in DX strategy and system development may also apply to this program.
- (2) Participants should be, in principle, more than 20 years old and over.
- (3) Participants should have a high working knowledge of English. The ability to discuss in English is given great importance in our screening process.
- (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 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.
- (5) The number of participants from the same host company in Japan or the same sending company from overseas may be limited if there are more applicants than AOTS can accept.

## 5. APPLICATION PROCEDURE:

### (Application from host companies in Japan)

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

Please submit the following application documents to the training and expert dispatch administration group by **no later than 22 September 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 **22 September 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

Notes:

\*\*AOTS may ask the applicants to submit additional documents such as an official registration document and the latest financial statement of the company/organization, etc., other than the above listed, if necessary.

\*\* The formats are available from the Overseas Collaborating Organizations. Please ask them.

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### **[Screening Committee Meeting]**

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **19 October 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 for managers and executives in the manufacturing, logistics, and service industries in developing countries to learn the concept and methods of DX (Digital Transformation) being developed by Japanese companies and the transformation of business models and the future brought.

The course also aims to clarify management strategy issues brought about by DX, and to learn about the strategic use of ICT to overcome such issues systematically through advanced case studies.

### - DURATION

Wednesday 22 November– Tuesday 5 December 2023 (2 Weeks)

### - CONTENTS

#### [1<sup>st</sup> 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.

#### [2<sup>nd</sup> 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.

#### [3<sup>rd</sup> 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.*

Refer to 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

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

22 November – 5 December 2023

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

L: Lecture, E: Exercise, V: Visit

Date	Morning	Afternoon	Evening
21 Nov. (Tue.)	(Arrival in Japan)		
22 (Wed.)	Orientation / Opening Ceremony	L: Evolution of ICT: Before and After DX -From Analog to Cloud Computing and DX	Group Discussion (1)
23 (Thu.)	L: Transformation of Business Models and Future Brought by DX	L/E: Essence of DX: Present and Future (1) - Melting of Manufacturing and Service Industries	Group Discussion (2)
24 (Fri.)	L/E: DX Strategy using ICT in Manufacturing and Service Industries -Comparative analysis between Japan and overseas		Group Discussion (3)
25 (Sat.)	Day Off		
26(Sun.)	Day Off		
27 (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	
28 (Tue.)	L: Integration of Production & Logistics by ICT (2) - Case of a Leading Japanese Construction and Industrial Machinery Manufacturing Company		
29 (Wed.)	Study Tour	V: -Case of ICT in Manufacturing Industry-	-
30 (Thu.)		V: -Case of ICT in SME-	-
1 Dec. (Fri.)		V: -Case of ICT in Manufacturing Industry- V: -History of Development of Japanese Manufacturing Industry, Case of Advanced Manufacturing Companies-	-
2 (Sat.)	Day Off		
3 (Sun.)	Day Off		
4 (Mon.)	L/E: Essence of DX: Present and Future (2) -Importance of Management Strategy Based on Back-casting Approach	Preparation for Final Presentation	-
5 (Tue.)	Final Presentation	Final Presentation/ Closing Ceremony	-
6 (Wed.)	(Departure from Japan)		

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

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

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

## 7. ARRIVAL AND DEPARTURE DATES:

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

Current Japanese Boarder Measures are as follows. Please check.

<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

## 8. TRAINING COSTS (Application from overseas countries):

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

### 8-1) Outline

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

- The Training Costs will vary in accordance with the actual airfare and participants’ staying days.
- Participants shall purchase their air tickets by themselves. For information on how to purchase tickets, please refer to page 14 ' Guidelines for Purchase of Air Tickets by the Participant And method of reimbursement by AOTS '.
- 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 (2023-2024)” for the classification of Category 1 and Category 2 on page 11.
- Sample estimates of the Participation Fee for the countries of Category 1 and Category 2 are shown in Table 2-1 and 2-2 “Estimate of the Training Costs.” on page 12 and 13.
- 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 192,000 yen after subsidy for 2. Course Implementation Costs on Table 2-1 on page 12.
- For Category 2, the participation fee is 133,000 yen after subsidy for 2. Course Implementation Costs on Table 2-2 on page 13. (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 in 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 on Table 2-1 and 2-2 on page 12 and 13.



The Participation Fee, the amount that participants should bear, consists of “Contribution to Allowance Costs” and “Contribution to Course Implementation Costs” [A] on Table 2-1 and 2-2 on page 12 and 13.

## 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 page 14 for the arrangement and the method of reimbursement for details.
- A participant is not allowed to overstay at city(ies) of a third country between the participant’s home country and Japan for any reasons other than flight convenience. In such a case, AOTS might not reimburse the International Travel Expenses to the participant.

### (2) Accommodation and Meal Allowance

#### At the AOTS Kenshu Center

- During the training period, participants will be accommodated at an AOTS Kenshu Center. AOTS will provide a participant with accommodation in a single room to the value of ¥9,900 per day with meals (lunch, dinner and breakfast), while the participant stays at an AOTS Kenshu Center.
- For the arrival day, AOTS will provide a participant with accommodation to the value of ¥9,020 per day with dinner and breakfast at an AOTS Kenshu Center.
- Please note that AOTS Kenshu Center canteens are closed on Sundays. The participant will receive ¥2,750 in cash per day for meals to cover the days of closure.

#### During the study tour

- When a study tour is implemented during the training program, a participant will be provided with accommodation to the value of ¥12,100 (the upper limit) per day, and the meal allowance (¥2,750 per day) will be provided to participants in kind or paid in cash by AOTS.

### (3) Personal Allowance

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

### (4) Domestic Travel Allowance

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

#### 【Train】

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

<b>Kansai International Airport (Osaka)</b>	<b>AOTS Kanshu Center (KKC)</b>	<b>3,000JPY</b>	<b>Kansai International Airport (Osaka)– AOTS Kansai Kanshu Center (KKC)</b>
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- In either case, AOTS will arrange a meeting service at the arrival airport in Japan for ¥4,500.

**(5) Welfare costs (Overseas Travel Insurance premiums)**

- These are the costs of overseas travel insurance insured by AOTS for the participants.

**2. Course Implementation Costs**

The Contribution to Course Implementation Costs for a two-week course (the amount participants should bear) is ¥192,000 for those participating from Category 1 countries and ¥133,000 for those participating from Category 2 countries.

**Contribution to AOTS's Administration Cost**

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

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

**[Table 1] List of Target Countries and Regions (2023-2024)**

Trainees should be residing in the following countries/regions.

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

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 2022 and 2023 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.

**[Table 2-1] 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	132,520 [B]		
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 9,020 x 1 day (Arrival Day) =	9,020		
@ 9,900 x 12 days =	118,800		
[ during the study tour ]			
b. Meal Allowance			
@ 2,750 x 2 day(s) =	5,500		
c. Accommodation Allowance			
@ 12,100 x 2 day(s) =	24,200		
(3) Personal Allowance			
@ 1,040 x 15 days =	15,600		
(4) Domestic Travel Allowance (Narita Airport - TKC)	5,480		
(Meeting Service)	4,500		
(5) Welfare Costs			
Overseas Travel Insurance	1,800		
Subtotal (1)~(5)	317,420	211,613 [2/3]	105,807 [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>863,420</b>	<b>565,613</b>	<b>297,807</b> [A]

**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)	297,807	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.	132,520	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan $C=[A]-[B]$	165,287	-

(Japanese Yen)

	Amount paid to participants from AOTS to participant in cash during the training.	26,580	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.

**[Table 2-2] 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	307,590 [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 = [during the study tour]	118,800		
b. Meal Allowance @ 2,750 x 2 day(s) =	5,500		
c. Accommodation Allowance @ 12,100 x 2 day(s) =	24,200		
(3) Personal Allowance @ 1,040 x 15 days =	15,600		
(4) Domestic Travel Allowance (Narita Airport - TKC) (Meeting Service)	5,480		
	4,500		
(5) Welfare Costs Overseas Travel Insurance	1,800		
Subtotal (1)~(5)	492,490	[3/3] 492,490	[NONE] 0
2. Course Implementation Costs <Breakdown of Course Implementation Costs>	<Breakdown>		
(1) Direct Course Implementation Cost	176,300	176,300	0
(2) Personnel expenses, Miscellaneous costs	368,700	235,700	133,000
Subtotal (1)~(2)	545,000	412,000	133,000
<b>Total</b>	<b>1,037,490</b>	<b>904,490</b>	<b>133,000</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 one third of 1. Allowance Costs and 2. Course Implementation Costs)	133,000	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.	307,590	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan $[C]=[A]-[B]$	-174,590	-

(Japanese Yen)

Amount paid to participants from AOTS to participant in cash during the training.	26,580	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.	<p>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.</p> <p>*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))</p>
(ii) Receipt	<p>-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).</p>	
(iii) E ticket		

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

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:

<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, Operations Management Department</b>	Tel: 81-3-3888-8256
	Fax: 81-3-3888-8242
	E-mail: shouhei-au@aots.jp
<b>Application from host companies in Japan:</b>	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan
<b>Training &amp; Expert Dispatch Administration Group, Corporate Liaison Department</b>	Tel: 81-3-3888-8221
	Fax: 81-3-3888-8428
	E-mail: kigyo-inquiry-az@aots.jp
*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 Phoenchit 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

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

## PRE-TRAINING REPORT

### - The Program on 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>	