

July 2016

Program Outline

&

Participation Requirements

of

The Program on Information and Communication Technology

in Emerging Market Economies

[PICT]

23 November – 6 December 2016

1. BACKGROUND OF THE PROGRAM:

The Overseas Human Resources and Industry Development Association (HIDA) 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.

HIDA 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 182,000 individuals from 171 countries have undergone our training in Japan, while the cumulative attendance at our overseas programs till the end of fiscal 2015 exceeded 197,000.

The Program on Information and Communication Technology in Emerging Market Economies (PICT) is one of the management training courses which is conducted by the Overseas Human Resources and Industry Development Association (HIDA). This program is designed for all the developing countries to learn the means of utilizing Information and Communication Technology (hereinafter abbreviated as ICT) as has been practiced by Japanese companies and their underlying ways of thinking. It also aims to help owners or directors of companies mainly in the manufacturing and logistic industries to enhance their corporate management capabilities in order to promote ICT utilization in their own companies.

2. COUNTRY:

Please refer to the List of Target Countries and Regions.
(<http://www.hidajapan.or.jp/jp/ikusei/files/taishokoku.pdf>)

NOTE: The general-purposed web page enlists China, which is not a target country of this program.

3. NUMBER OF PARTICIPANTS:

23 participants

4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

(1) Participants should be, in principle,

① Owners or directors of companies in the manufacturing and logistics industries, who are responsible for corporate management.

② Senior managers who are engaged in ICT utilization at the corporate management level, and are also in a position to communicate directly with top management to introduce/promote ICT utilization in their companies may also be accepted.

③ Middle to senior managers who are engaged in the work of system development in companies that develop systems for manufacturing/logistic industry and others may be accepted.

(2) Participants should be, in principle, between 25 and 60 years of age.

(3) Participants should be university graduates and/or have equivalent professional experience.

(4) Participants should have a sufficient working knowledge of English.

(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 HIDA training programs (ODA-funded and CRTP (Carbon Reduction Technology Promotion) programs) organized in Japan are not entitled to apply for any program which starts within six months (183 days) after they returned home.

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 HIDA 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) In the case of applications from other than Japanese-affiliated companies or local companies that hold local capital, the priority for selection may become lower.

- (5) Those who work in the national government (agency) or the local government (agency) are not eligible to participate in the HIDA management training programs, since the programs are mainly targeted at the people working in the companies/organizations in the private sector.
- (6) 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 HIDA can accept.

5. APPLICATION PROCEDURE:

The application procedures differ depending on whether an overseas company makes the application directly or a Japanese host company in Japan makes the application. Please see below for details.

5-1) Application from overseas countries

Individual applicants should ensure the delivery of the following application documents to the Management Training Administration Group of HIDA listed in Item 10, **no later than 13 September 2016.**

[Application Documents]

- (1) HIDA Training Application Form and Applicant's Personal Record
(HIDA official form: Handwriting shall be avoided.)
- (2) Medical Check Sheet (HIDA 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 Report
- (7) Overseas Travel Insurance Consent Form
- (8) About the handling of Personal Information Concerning Trainees (HIDA 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 (HIDA 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.

*HIDA may ask the applicants to submit additional documents other than above listed, if necessary.

The formats are readily downloadable at our website.

<http://www.hidajapan-cj.or.jp/en/ikusei/application.html>

5-2) Application from host companies in Japan

Please refer to below website (Japanese).

(<http://www.hidajapan.or.jp/jp/ikusei/management/proc01.html>)

Host companies should ensure the delivery of application documents to the Training Administration Group of HIDA, the address of which appears in Item 10, **no later than 13 September 2016.**

[Screening Committee Meeting]

The application documents will be forwarded to the HIDA Screening Committee, which will meet on **13 October 2016**, 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 11 as of 13 September 2016, HIDA may postpone or cancel this program.

6. OUTLINE OF THE PROGRAM:

- OBJECTIVES

The objective of the program is to deepen the participants' understanding of how ICT utilization in the Japanese manufacturing and logistics industries has changed, its current situation, and, by studying the concrete objectives to introduce ICT in companies and ICT technology in a case example of a Japanese company, have them comprehend how strategically important ICT utilization in corporate management is. Then it aims to enable participants to enhance their corporate management capabilities, so that they can start/utilize ICT in their own corporate management.

- DURATION

23 November – 6 December 2016 (2 weeks)

- CONTENTS

First Step

Participants will first examine the historical development of ICT and how corporate business activities have changed with such ICT development. Also, they will deepen their understanding of Japanese and global trends in terms of newly started solution businesses utilizing information technology.

Second Step

Participants will deepen their understanding of corporate business models utilizing ICT, means of such strategy building, and the like, through the lectures and exercises on the practical case examples of how a Japanese company actually put into practice.

Third Step

Participants will share the current situations and problems/challenges of their companies through the group discussions, and examine how they can start and utilize ICT in their companies in the most appropriate ways. Then, they will formulate a concrete action plan and make a presentation 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 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

Project Professor, Graduate School of Business Administration, Keio University

Professor Emeritus, University of Tsukuba

Dr. Ushio Sumita is a Research Project 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

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

<http://www.hidajapan.or.jp/en/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
in Emerging Market Economies [PICT]**

23 November – 6 December 2016

HIDA Tokyo Kenshu Center<To Be Determined>

Date	Morning Session (9 : 30-12 : 30)	Afternoon Session (13 : 30-16 : 30)	Evening Session (16 : 30-17 : 30)
22 Nov. (Tue.)	(Arrival in Japan)		
23 (Wed.)	Orientation*/ Opening Ceremony	LECTURE: Case Example of Strategical ICT Utilization in Japanese Manufacturing Industry	Group Discussion (1)
24 (Thu.)	LECTURE: Historical Transition in ICT Development -Shifting from Analog to Cloud Computing	LECTURE & EXERCISE: Current Situation of ICT Utilization and Future Perspective (1) -What ICT changed in corporate management -ICT utilization in manufacturing, logistics, marketing, finance, R&D, etc.	Group Discussion (2)
25 (Fri)	LECTURE & EXERCISE: Strategic Use of ICT in the Manufacturing and Service Industries -Comparative Analysis between Japan and Overseas Countries		Group Discussion (3)
26 (Sat.) 27 (Sun)	Days off		
28 (Mon)	LECTURE: Integration of Manufacturing and Logistics with ICT (1) -Case example of a leading Japanese manufacturing company in the field of construction/industrial machines	COMPANY VISIT: Case Example of ICT Utilization in Japanese Logistics Industry**	—
29 (Tue.)	LECTURE: Integration of Manufacturing and Logistics with ICT (2) -Case example of a leading Japanese manufacturing company in the field of construction/industrial machines		Group Discussion (4)
30 (Wed.)	STUDY TOUR	COMPANY VISIT: History of Japanese Manufacturing Development/ Case Example of Advanced Japanese Company	—
1 Dec. (Thu.)		COMPANY VISIT: Case Example of ICT Utilization in Japanese Manufacturing Industry (1)	—
2 (Fri.)		COMPANY VISIT: Case Example of ICT Utilization in Japanese Manufacturing Industry (2)	—
3 (Sat.) 4 (Sun)	Days off		
5 (Mon.)	LECTURE & EXERCISE: Current Situation of ICT Utilization and Future Perspective (2) -Limits and Potential of ICT and future	Preparation for Final Report Presentation	—
6 (Tue.)	Final Report Presentation	Final Report Presentation/ Closing Ceremony*	
7 (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 directly or a Japanese host company in Japan makes the application. The following is an explanation of the case of application directly from an overseas country. In the case of application from a Japanese host company in Japan, please contact the 'Training Administration Group' listed in 10. FURTHER INFORMATION.

8-1) Outline

HIDA 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. 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 Estimates of the Participation Fee for the countries of Category 1 and for the countries in Category 2 are shown in Tables 1-1 and 1-2. Please refer to Table 3 "List of Target Countries and Regions" for the classification of category 1 and category 2.

Participants will be requested to pay the Participation Fee in Japanese Yen in cash to HIDA 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 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

- The subsidy from the Japanese government will cover the actual airfare up to the Standard Airfare Limits (the HIDA's Standard Airfare Limits for FY2015 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, HIDA might not reimburse the International Travel Expenses to the participant.

(2) Accommodation and Meal Allowance

At the HIDA Kenshu Center

- During the training period, participants will be accommodated at a HIDA Kenshu Center. HIDA will provide a participant with accommodation in a single room to the value of ¥8,850 per day with meals (lunch, dinner and breakfast), while the participant stays at a HIDA Kenshu Center.
- For the arrival day, HIDA will provide a participant with accommodation to the value of ¥8,030 per day with dinner and breakfast at a HIDA Kenshu Center.
- Please note that HIDA Kenshu Center canteens are closed on Sundays. The participant will receive ¥2,570 in cash per day for meals to cover the day of closure.

(3) Personal Allowance

- HIDA will pay ¥820 per day in cash to a participant.

2. Course Implementation Costs

Course Implementation Costs, which is the cost to carry out a 2-week HIDA Management Training Program, is ¥350,000 and the Contribution to Course Implementation Costs (the amount participants should bear) is ¥148,000.

3. Domestic Travel Allowance

- Expenses for a part of transportation fee between international airport in Japan and HIDA Kenshu Center
- HIDA will pay ¥5,260 in cash to a participant for the cost of travel between Narita international Airport (Tokyo) and HIDA Tokyo Kenshu Center (TKC).

Contribution to HIDA’s Administration Cost

HIDA would like to ask the participants to support us by giving us ¥30,000 per participant as Contribution to HIDA’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 1-1] Estimate of the Fees and Costs [Category 1 Country]**Country: Thailand****International Travel Expenses: Bangkok - Narita /Japan, Roundtrip**
Management Training Course: 2 -week Course

(Japanese Yen)

<i>Training Costs</i>	Total Amount	ODA Subsidy	Participation Fee
1. Allowance Costs	<u>231,630</u>	154,420	77,210
<Breakdown of Allowance Cost>	<Breakdown>	[2/3]	[1/3]
(1) International Travel Expenses	79,800		
(2) Accommodation and Meal Allowances			
a. [at the HIDA Kenshu Center]			
@ 8,030 x 1 day (Arrival Day) =	8,030		
@ 8,850 x 12 days =	106,200		
[during the study tour]			
b. Meal Allowance			
@ 2,570 x 2 day(s) =	5,140		
c. Accommodation Allowance			
@ 10,080 x 2 day(s) =	20,160		
(3) Personal Allowance			
@ 820 x 15 days =	12,300		
2. Course Implementation Costs	<u>350,000</u>	202,000	148,000
3. Domestic Travel Allowance	<u>5,260</u>	5,260	
(Narita Airport - TKC)			
Total	<u>586,890</u>	<u>361,680</u>	<u>225,210</u>

* The maximum amount of airfare claimable to subsidize the air ticket's purchase. The air ticket should be purchased by the participant. HIDA 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 HIDA [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.

[Table 1-2] Estimate of the Fees and Costs [Category 2 Country]**Country: Bangladesh****International Travel Expenses:****Dhaka - Narita /Japan, Roundtrip****Management Training Course:****2 -week Course**

(Japanese Yen)

<i>Training Costs</i>	Total Amount	ODA Subsidy	Participation Fee
1. Allowance Costs <Breakdown of Allowance Cost>	<u>267,030</u> <Breakdown>	267,030 [3/3]	0 [None]
(1) International Travel Expenses	<u>115,200</u>		
(2) Accommodation and Meal Allowances			
a. [at the HIDA Kenshu Center]			
@ 8,030 x 1 day (Arrival Day) =	8,030		
@ 8,850 x 12 days = [during the study tour]	106,200		
b. Meal Allowance			
@ 2,570 x 2 day(s) =	<u>5,140</u>		
c. Accommodation Allowance			
@ 10,080 x 2 day(s) =	20,160		
(3) Personal Allowance			
@ 820 x 15 days =	<u>12,300</u>		
2. Course Implementation Costs	<u>350,000</u>	202,000	148,000
3. Domestic Travel Allowance (Narita Airport - TKC)	<u>5,260</u>	5,260	
Total	<u>622,290</u>	<u>474,290</u>	<u>148,000</u>

* The maximum amount of airfare claimable to subsidize the air ticket's purchase. The air ticket should be purchased by the participant. HIDA 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 HIDA [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.

[Table 2] Standard Airfare Limits (FY 2016)

*Mark indicates the countries of category 2.

Area	Country	Place of Departure	Place of Arrival	Airfare Limit
South East Asia	Indonesia	Jakarta	Tokyo/Osaka	112,700
		Manado	Tokyo/Osaka	108,700
		Surabaya	Tokyo/Osaka	125,600
		Medan	Tokyo/Osaka	110,300
	*Cambodia	Phnom Penh	Tokyo/Osaka	118,300
	Singapore	Singapore	Tokyo/Osaka	72,400
	Thailand	Bangkok	Tokyo/Osaka	79,800
		Chiang Mai	Tokyo/Osaka	119,400
	Philippines	Cebu	Tokyo	62,800
			Osaka	60,500
		Manila	Tokyo	61,000
			Osaka	58,700
	Davao	Tokyo	70,900	
		Osaka	68,600	
	Vietnam	Ho Chi Minh City	Tokyo/Osaka	106,800
		Hanoi	Tokyo/Osaka	106,800
		Da Nang	Tokyo/Osaka	106,800
	Malaysia	Kuala Lumpur	Tokyo/Osaka	62,300
		Kota Kinabalu	Tokyo/Osaka	74,900
		Penang	Tokyo/Osaka	74,900
*Myanmar	Yangon	Tokyo/Osaka	140,100	
*Laos	Vientiane	Tokyo/Osaka	112,500	
North East Asia	Mongolia	Ulan Bator	Tokyo	133,700
		Osaka	120,200	
Middle Asia	*Afghanistan	Kabul	Tokyo/Osaka	332,900
	Uzbekistan	Tashkent	Tokyo	189,700
		Osaka	178,300	
	Kazakhstan	Almaty	Tokyo/Osaka	150,400
South Asia	India	Calcutta	Tokyo/Osaka	137,900
		Cochin	Tokyo/Osaka	101,200
		Chennai	Tokyo	93,000
			Osaka	103,700
		Thiruvananthapuram	Tokyo/Osaka	101,400
		Bengaluru	Tokyo/Osaka	98,100
		Delhi	Tokyo/Osaka	83,100
		Hyderabad	Tokyo/Osaka	101,300
		Mumbai	Tokyo/Osaka	116,300
		Ahmedabad	Tokyo/Osaka	127,700
		Coimbatore	Tokyo/Osaka	99,800
		Pune	Tokyo/Osaka	121,500
	Sri Lanka	Colombo	Tokyo	65,500
		Osaka	68,500	
	*Nepal	Kathmandu	Tokyo/Osaka	132,000
	Pakistan	Karachi	Tokyo	97,400
			Osaka	92,700
		Lahore	Tokyo	97,400
			Osaka	92,700
		Islamabad	Tokyo	97,400
			Osaka	92,700
	*Bangladesh	Dhaka	Tokyo	115,200
	Osaka	99,400		
	Chittagong	Tokyo	116,700	
		Osaka	100,900	
	Maldives	Male	Tokyo	264,800
		Osaka	324,700	
	Oceania	Samoa	Apia	Tokyo/Osaka
*Vanuatu		Port Vila	Tokyo/Osaka	167,500
Papua New Guinea		Port Moresby	Tokyo/Osaka	213,600
Fiji		Nadi	Tokyo/Osaka	103,300

Unit: Japanese Yen

Area	Country	Place of Departure	Place of Arrival	Airfare Limit	
Central and South America	Argentina	Buenos Aires	Tokyo/Osaka	255,100	
	Uruguay	Montevideo	Tokyo/Osaka	216,400	
	Ecuador	Quito	Tokyo/Osaka	260,800	
	El Salvador	San Salvador	Tokyo/Osaka	227,900	
	Guatemala	Guatemala City	Tokyo/Osaka	227,900	
	Costa Rica	San Jose	Tokyo/Osaka	245,000	
	Colombia	Bogota	Tokyo/Osaka	253,400	
		Medellin	Tokyo/Osaka	253,400	
	Jamaica	Kingston	Tokyo/Osaka	357,400	
		Montego Bay	Tokyo/Osaka	357,400	
	Chile	Santiago	Tokyo/Osaka	316,400	
	Dominican Republic	Santo Domingo	Tokyo/Osaka	357,400	
	Nicaragua	Managua	Tokyo/Osaka	227,900	
	*Haiti	Port Au Prince	Tokyo/Osaka	357,400	
	Panama	Panama City	Tokyo/Osaka	245,000	
	Paraguay	Asuncion	Tokyo/Osaka	252,100	
	Brazil	Sao Paulo	Tokyo/Osaka	405,200	
	Venezuela	Caracas	Tokyo/Osaka	278,000	
	Peru	Lima	Tokyo/Osaka	210,700	
	Bolivia	La Paz	Tokyo/Osaka	257,800	
	Honduras	Tegucigalpa	Tokyo/Osaka	227,900	
	Mexico	Guadalajara	Tokyo/Osaka	182,700	
		Mexico City	Tokyo/Osaka	159,700	
		Mazatlan	Tokyo/Osaka	182,700	
		San Luis Potosi	Tokyo/Osaka	182,700	
		Monterrey	Tokyo/Osaka	182,700	
		Morelia	Tokyo/Osaka	182,700	
		Cancun	Tokyo/Osaka	183,700	
		Algeria	Algiers	Tokyo/Osaka	165,600
	*Uganda	Entebbe	Tokyo/Osaka	113,700	
	Africa	Egypt	Cairo	Tokyo/Osaka	83,800
			Alexandria	Tokyo/Osaka	77,000
		*Ethiopia	Addis Ababa	Tokyo/Osaka	158,800
		Ghana	Accra	Tokyo/Osaka	210,600
		Cameroon	Douala	Tokyo/Osaka	218,900
			Yaounde	Tokyo/Osaka	221,500
		Kenya	Nairobi	Tokyo/Osaka	204,800
		*Zambia	Lusaka	Tokyo/Osaka	185,700
		Ndola	Tokyo/Osaka	194,800	
Harare			Tokyo/Osaka	145,600	
*Sudan		Khartoum	Tokyo/Osaka	193,200	
Seychelles		Mahe Island	Tokyo/Osaka	111,600	
*Senegal		Dakar	Tokyo/Osaka	225,500	
*Tanzania		Dar Es Salaam	Tokyo/Osaka	168,700	
Tunisia		Tunis	Tokyo/Osaka	259,800	
Nigeria		Lagos	Tokyo/Osaka	141,400	
Namibia		Windhoek	Tokyo/Osaka	144,100	
Botswana		Gaborone	Tokyo/Osaka	103,600	
*Madagascar		Antananarivo	Tokyo/Osaka	238,800	
*Mozambique		Maputo	Tokyo/Osaka	120,000	
Mauritius		Mauritius	Tokyo/Osaka	174,400	
*Mauritania		Nouakchott	Tokyo/Osaka	184,900	
Morocco		Casablanca	Tokyo/Osaka	174,700	
South Africa		Johannesburg	Tokyo/Osaka	100,300	
*Malawi		Lilongwe	Tokyo/Osaka	189,800	
Libya		Tripoli	Tokyo/Osaka	63,900	
Middle East		Azerbaijan	Baku	Tokyo/Osaka	270,900
		*Yemen	Sanaa	Tokyo/Osaka	141,800
		Iran	Tehran	Tokyo/Osaka	133,000
			Tabriz	Tokyo/Osaka	136,600
		Jordan	Amman	Tokyo/Osaka	179,900
		Syria	Damascus	Tokyo/Osaka	68,200
		Lebanon	Beirut	Tokyo/Osaka	234,000
		Europe	Ukraine	Kiev	Tokyo/Osaka
Serbia			Belgrade	Tokyo/Osaka	189,100
Montenegro			Podgorica	Tokyo/Osaka	190,200
Turkey			Istanbul	Tokyo/Osaka	127,700
			Antalya	Tokyo/Osaka	135,000
Izmir			Tokyo/Osaka	133,200	
Macedonia	Skopje	Tokyo/Osaka	111,600		

[Table 3] List of Target Countries and Regions

Trainees should be residing in the following countries/regions.

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

- The list above is in alphabetical order, with the generic name for the country being used.
- These countries and regions are mainly developing countries as designated by the OECD/DAC (Organization for Economic Co-operation and Development / Development Assistance Committee).
- The following countries and regions have already been excluded from the list of target countries and regions:
China (Hong Kong, Macau), Singapore, Brunei, United Arab Emirates, Qatar, Kuwait, Bahamas, Greece, Puerto Rico, French Guiana, Israel, Cyprus, Guadeloupe, Saint Pierre and Miquelon, Martinique, Réunion, Bermuda, Cayman Islands, Falkland Islands, Republic of Korea, Aruba, French Polynesia, Gibraltar, Netherlands Antilles, New Caledonia, Northern Mariana Islands, British Virgin Islands, Malta, Slovenia, Bahrain, Estonia, Slovakia, Czech, Hungary, Bulgaria, Poland, Latvia, Lithuania, Romania, Saudi Arabia, Barbados, Oman, Trinidad and Tobago, Croatia

*Developing Countries (Category 1): According to the DAC list of ODA recipients effective on 2014, 2015 and 2016 flows, these are developing countries and regions other than the “Least Developed Countries”, and thus have been recognized by the Japanese government as target countries for ODA.

*Least Developed Countries (Category 2): These are the least developed countries on the DAC list.

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 HIDA 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 HIDA'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, HIDA might not reimburse the International Travel Expenses to the participant.

3. Official Receipts:

HIDA 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) HIDA 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 HIDA.**

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 HIDA 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 HIDA management training program.

9. HANDLING OF PERSONALLY IDENTIFIABLE INFORMATION:

HIDA 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 Overseas Human Resources and Industry Development Association (HIDA)
Group in charge: General Affairs Group, General Affairs & Planning Department, HIDA
Tel: 81-3-3888-8211 E-mail: kojinjoho-cj@hidajapan.or.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 HIDA's privacy policy, please visit below website.

<http://www.hidajapan.or.jp/en/policy/privacy.html>

10. FURTHER INFORMATION:

Training Administration Department of HIDA

Application from overseas countries: Management 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:	shouhei-au@hidajapan.or.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@hidajapan.or.jp

OVERSEAS OFFICES

<table border="1"> <tr> <td>1. Bangkok Office / (Vice Representative) Mr. Yoshitaro Nagoya Nantawan Building 16F, 161 Rajadamri Road, Pathumwan,,Bangkok 10330 TEL: 66-2-255-2370 FAX: 66-2-255-2372 E-mail: information@hidabkk.com</td> </tr> </table>	1. Bangkok Office / (Vice Representative) Mr. Yoshitaro Nagoya Nantawan Building 16F, 161 Rajadamri Road, Pathumwan,,Bangkok 10330 TEL: 66-2-255-2370 FAX: 66-2-255-2372 E-mail: information@hidabkk.com	<table border="1"> <tr> <td>2. Jakarta Office / (Representative) Mr. Hayato Tanaka 3A Floor, Graha Mandiri, Jl. Imam Bonjol No. 61, Jakarta 10310 TEL: 62-21-230-1820~1 FAX: 62-21-230-1831 E-mail: hidajkt@hidajapan.or.id</td> </tr> </table>	2. Jakarta Office / (Representative) Mr. Hayato Tanaka 3A Floor, Graha Mandiri, Jl. Imam Bonjol No. 61, Jakarta 10310 TEL: 62-21-230-1820~1 FAX: 62-21-230-1831 E-mail: hidajkt@hidajapan.or.id
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<table border="1"> <tr> <td>3. New Delhi Office / (Representative) Mr. Akira Kuriyama Office No. 504, 5th Floor, International Trade Tower, Block-E, Nehru Place, New Delhi, 110019 TEL: 91-11-4105-4504 E-mail: info@hidajapan.in</td> </tr> </table>	3. New Delhi Office / (Representative) Mr. Akira Kuriyama Office No. 504, 5th Floor, International Trade Tower, Block-E, Nehru Place, New Delhi, 110019 TEL: 91-11-4105-4504 E-mail: info@hidajapan.in	<table border="1"> <tr> <td>4. Yangon Office / (Representative) Mr. Kenichiro Eguchi Room Unit 430, Yuzana Hotel 4th Floor 130 Shwe Gon Taing Road, Bahan Township, Yangon TEL: 95-1-8604922 E-mail: info@hidajapan.com.mm</td> </tr> </table>	4. Yangon Office / (Representative) Mr. Kenichiro Eguchi Room Unit 430, Yuzana Hotel 4th Floor 130 Shwe Gon Taing Road, Bahan Township, Yangon TEL: 95-1-8604922 E-mail: info@hidajapan.com.mm
3. New Delhi Office / (Representative) Mr. Akira Kuriyama Office No. 504, 5th Floor, International Trade Tower, Block-E, Nehru Place, New Delhi, 110019 TEL: 91-11-4105-4504 E-mail: info@hidajapan.in			
4. Yangon Office / (Representative) Mr. Kenichiro Eguchi Room Unit 430, Yuzana Hotel 4th Floor 130 Shwe Gon Taing Road, Bahan Township, Yangon TEL: 95-1-8604922 E-mail: info@hidajapan.com.mm			

PRE-TRAINING REPORT

- The Program on Information and Communication Technology in Emerging Market Economies - [PICT]

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

The report form is available here in an MS-Word format.

(<http://www.hidajapan.or.jp/jp/ikusei/management/files/16pict-e.doc>)

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	

<p>7. Present situation of ICT utilization in your company</p>	
<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. Your expectations of the program in relation to the described problems</p>	

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 HIDA 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 HIDA 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 = 113 JPY

Estimated sales for this fiscal year [_____] USD * 1 USD = 113 JPY

Question 6:

The HIDA training program costs about 5,600 USD per person to run the course. Do you think the HIDA training programs produce enough benefits to justify the expense (5,600 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 (5,600 USD) is defined as “1”, describe the benefits obtained from the HIDA 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 [_____]

End of document