The Association for Overseas Technical Cooperation and Sustainable Partnerships
Hakutsuru Bldg. 4F, 12-5, Ginza 5-chome, Chuo-ku, Tokyo 104-0061
Tel: 81-3-3549-3051 Fax: 81-3-3549-3055 E-mail: shouhei-au@aots.jp URL: http://www.aots.jp/

CRTP Program

October 2017

Program Outline

&

Participation Requirements

of

The Quality Control Training Course 2

- Continuous Improvement at Production Sites through the Perspective of Energy Conservation -

[QCTC2]

(Carbon Reduction Technology Promotion Program)

22 February – 9 March 2018

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 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 Quality Control Training Course 2 (QCTC2) is one of the management training courses conducted by the Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) under the scheme of Carbon Reduction Technology Promotion (hereinafter abbreviated as CRTP) Programs. A management training course is being organized under this category with the purpose of allowing the participants to smoothen the path to carbon reduction within their organizations, through a better understanding of the significance of carbon reduction technology, and the study of administration and management techniques as well as concepts, all of which are necessary to promote related activities.

This training program is designed to help managers at manufacturing companies improve their abilities so as to be able to effectively promote quality control activities and energy conservation in their companies.

*Our English name, "The Overseas Human Resources and Industry Development Association (HIDA)", has been changed to "The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS)", effective 1 July 2017.

2. COUNTRY:

All Countries and Regions

3. NUMBER OF PARTICIPANTS:

30 participants

4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

(1) Participants should be, in principle, managers, supervisors and/or staff who are responsible for the promotion of TQM/quality control activities at manufacturing companies, with a basic knowledge of the seven QC tools.
(2) Participants should be above 20 years old.
(3) Participants should have, in principle, three years or more of business experience.
(4) Participants should be university graduates and/or have equivalent professional experience.
(5) Participants should have a sufficient working knowledge of English.
(6) Participants should be healthy enough to undergo an intensive training program in Japan.
(7) Participants should be residing in all countries and/or regions except for Japan.
(8) Participants should not be students or armed forces personnel.
(9) 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.

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) 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 AOTS 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 AOTS 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 AOTS listed in Item 10, **no later than 25 December 2017.**

[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 readily downloadable at our website.
http://www.aots.jp/en/ikusei/application.html

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, the address of which appears in Item 10, **no later than 25 December 2017.**

[Screening Committee Meeting]

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **25 January 2018**, 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 15 as of 25 December 2017, AOTS may postpone or cancel

this program.

6. OUTLINE OF THE PROGRAM:

- OBJECTIVES

The objective of the program is to improve the quality management capabilities of managers at manufacturing companies. It aims to improve their capabilities that contribute to energy conservation in their companies through efforts in failure rate reduction in process, waste elimination, and improvement activities by practicing TQM (total quality management).

- KEY BENEFITS

By the end of this program, participants will have:

(1) Increased their understanding of the practice of TQM.
(2) Enhanced their capabilities of promoting TQM as a comprehensive system, and
(3) Improved their ability enough to perform a re-study of the plausibility of accomplishing the targets set before coming to Japan, and to create action plans to be followed after returning home for solving problems at the company or departmental level by introducing, promoting and implementing management techniques suitable for their companies.

- DURATION

22 February – 9 March 2018 (2 weeks)

- CONTENTS

First Step

Participants will first learn the concept of TQM and approaches to its promotion, and gain an overview of the QC mindset and viewpoints.

Second Step

Participants will deepen their understanding of Japanese company's strengths by studying systematically "daily management and management by policy (*Hoshin Kanri*)", "quality assurance", "production system", and "human resource development by QC Circles" through lectures, exercises (case studies and simulations), and company visits.

Third Step

Participants will learn "problem-solving and continuous improvement (*Kaizen*)" systematically from the viewpoint of QC through the practical exercises utilizing measurement data.

Fourth Step

Participants will re-examine the plausibility of achieving numerical *Kaizen* targets, which are written in the "Pre-training Report" and the accomplishment of which will lead to energy conservation and other improvements, while identifying the causes of the problems that their companies face. Thereafter, participants will establish practical action plans to specify how to promote and implement management techniques that are learnt through the training program, for accomplishing the challenges at their companies, and make presentations on the final day.

*Participants will gain theoretical knowledge in the morning sessions and learn how to put such theory into practice in the afternoon sessions with case studies and simulations. The curriculum focuses on "what individual participants, as managers/supervisors/staff promoting TQM/quality control, should do and how", so that what they learn in the course will be immediately applicable when they return to their own companies.

The typical daily schedule consists of a three-hour morning session and a five-hour afternoon session. Some evening sessions may be organized after dinner.

Refer to the Tentative Schedule for further details.

- LANGUAGE

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

***Participants are required to have a sufficient working knowledge of English for discussions, presentations, and report writing.**

- PROGRAM DIRCTOR

Dr. Hideo Iwasaki, Ph.D.
Professor Emeritus, Kinki University

Dr. Iwasaki has been active in quality management as a former vice-chairman of the Deming Prize Examination Committee, and a Director of the Japan Society for Quality Control (JSQC) magazine.

-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, Osaka 558-0021
Tel: 81-6-6608-8260 (Reception) Fax: 81-6-6690-2678

Tentative Schedule
of
The Quality Control Training Course 2 [QCTC2]

22 February - 9 March 2018 AOTS Kansai Kenshu Center

Date	Morning Session	Afternoon Session
Feb.21 (Wed)	(Arrival in Japan)	
22 (Thu)	Opening Ceremony / Orientation	LECTURE: Concept of TQM in a Low Carbon Society
23 (Fri)	LECTURE: TQM Promotional Methodology and QC Viewpoints/mindset	Lecture/CASE STUDY: QC Mindsets and Viewpoints - Group Discussion (GD) on *kaizen* example(s)
24(Sat.) 25(Sun)	Days off	
26 (Mon.)	LECTURE: Management by Policy vs Daily Management - How to promote daily management and *Hoshin Kanri*	LECTURE/CASE STUDY: Formulation and Deployment of Policy - Simulation of policy formulation and deployment using formatted charts
27 (Tue)	LECTURE: Human Resource Development by QC Circles - Importance of HRD and continuous improvement, promotion of QC Circles	LECTURE / CASE STUDY: Formulation of QC Circles Revitalization Plan - Drawing cause and effect diagrams and tree diagrams Formulation of QC Process Charts
28 (Wed.)	LECTURE: Process Control and Improvement - Effective use of QC tools in the problem-solving procedures	
1 Mar. (Thu)	LECTURE: Establishment of Production Systems - Production systems in Japanese companies	LECTURE / CASE STUDY: Exercise on Production Systems
2 (Fri.)	LECTURE: Promotion Procedures of Quality Assurance - Mechanism and major tools for quality assurance	LECTURE / CASE STUDY: Formulation of QC Process Charts
3 (Sat.) 4(Sun.)	Days off	
5 (Mon.)	COMPANY VISIT: QC Circles	COMPANY VISIT: QC Circles
6 (Tue)	LECTURE / EXERCISE (1): Hands-on Exercise on Problem Solving and Continuous Improvement for Energy Saving (QC Game)	
7 (Wed)	LECTURE / EXERCISE (2): Hands-on Exercise on Problem Solving and Continuous Improvement for Energy Saving (QC Game)	
8 (Thu)	LECTURE / EXERCISE (3): Hands-on Exercise on Problem Solving and Continuous Improvement for Energy Saving (QC Game)	
9 (Fri.)	LECTURE: Presentation on Exercise on Problem Solving and Continuous Improvement	Final Report Presentation Closing Ceremony
10 (Sat.)	(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

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 FY2017 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 ¥8,850 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 ¥8,030 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 ¥2,570 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 ¥10,080 (the upper limit) per day, but the meal allowance (¥2,570 per day) will be paid in cash by AOTS.

(3) Personal Allowance
- AOTS will pay ¥1,020 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 ¥311,000 and the Contribution to Course Implementation Costs (the amount participants should bear) is ¥122,000.

3. Domestic Travel Allowance

- Expenses for a part of transportation fee between international airport in Japan and AOTS Kenshu Center
- AOTS will pay ¥1,780 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: Bangladesh
International Travel Expenses: Dhaka - Kansai /Japan, Roundtrip
Management Training Course: 2 -week Course

(Japanese Yen)

Training Costs	Total Amount	Japanese government Subsidy	Participation Fee
1. Allowance Costs	278,370	185,580	92,790
<Breakdown of Allowance Cost>	<Breakdown>	[2/3]	[1/3]
(1) International Travel Expenses	*111,400*		
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 8,030 x 1 day (Arrival Day) =	*8,030*		
@ 8,850 x 16 days =	*141,600*		
[during the study tour]			
b. Meal Allowance			
@ 2,570 x 0 day(s) =	*0*		
c. Accommodation Allowance			
@ 10,080 x 0 day(s) =	*0*		
(3) Personal Allowance			
@ 1,020 x 17 days =	*17,340*		
2. Course Implementation Costs	311,000	189,000	122,000
3. Domestic Travel Allowance	1,780	1,780	
(Kansai Airport - KKC)			
Total	591,150	376,360	**214,790**

* 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.

[Table 2] Standard Airfare Limits for CRTP program (FY 2017)

Unit: Japanese Yen

Area	Country	Place of Departure	Place of Arrival	Airfare Limit
South East Asia	Indonesia	Jakarta	Tokyo/ Osaka/ Nagoya	124,500
		Surabaya	Tokyo/ Osaka/ Nagoya	127,700
		Manado	Tokyo/ Osaka/ Nagoya	133,400
		Medan	Tokyo/ Osaka	117,700
			Nagoya	121,700
	*Cambodia	Phnom Penh	Tokyo/ Osaka/ Nagoya	120,200
	Singapore	Singapore	Tokyo/ Osaka/ Nagoya	77,300
	Thailand	Chiang Mai	Tokyo/ Osaka/ Nagoya	124,900
		Bangkok	Tokyo/ Osaka/ Nagoya	80,400
	Philippines	Cebu	Tokyo/ Nagoya	63,100
			Osaka	60,800
		Manila	Tokyo/ Nagoya	61,300
			Osaka	59,000
		Davao	Tokyo/ Nagoya	71,400
			Osaka	69,000
	Vietnam	Da Nang	Tokyo/ Osaka	107,500
			Nagoya	110,000
		Hanoi	Tokyo/ Osaka	107,500
			Nagoya	119,800
		Ho Chi Minh City	Tokyo/ Osaka/ Nagoya	107,500
	Malaysia	Kuala Lumpur	Tokyo/ Osaka/ Nagoya	66,600
		Kota Kinabalu	Tokyo/ Osaka/ Nagoya	80,000
		Penang	Tokyo/ Osaka/ Nagoya	80,000
	Myanmar	Yangon	Tokyo/ Osaka/ Nagoya	114,600
	Laos	Vientiane	Tokyo/ Osaka/ Nagoya	110,100
Northeast Asia	Mongolia	Ulaanbaatar	Tokyo	134,500
			Osaka	120,500
	China	Shanghai	Tokyo	106,500
			Osaka	88,500
			Nagoya	101,600
		Shenzhen	Tokyo	131,400
			Osaka	130,300
			Nagoya	147,100
		Beijing	Tokyo	136,200
			Osaka	132,200
			Nagoya	130,800
		Guangzhou	Tokyo	117,900
			Osaka	110,700
			Nagoya	108,600
		Nanjing	Tokyo	145,400
			Osaka	122,900
			Nagoya	128,700
		Chongqing	Tokyo	188,500
			Osaka	158,200
			Nagoya	169,700
		Chengdu	Tokyo	138,700
			Osaka	131,500
			Nagoya	129,400
		Dalian	Tokyo	126,400
			Osaka	107,000
			Nagoya	123,800
		Tianjin	Tokyo	160,700
			Osaka	125,300
			Nagoya	135,200
		Liuzhou	Tokyo	128,000
			Osaka	120,800
			Nagoya	118,800
Middle Asia	Afghanistan	Kabul	Tokyo/ Osaka	334,900
			Nagoya	385,100
	Uzbekistan	Tashkent	Tokyo	191,900
			Osaka	177,900
	Kazakhstan	Almaty	Tokyo	366,200
			Osaka	218,600
South Asia	India	Kolkata	Tokyo/ Osaka/ Nagoya	99,700
		Chennai	Tokyo	93,700
			Osaka/ Nagoya	104,400
		Coimbatore	Tokyo	100,400
			Osaka/ Nagoya	111,200
		Kochi	Tokyo	101,900
			Osaka/ Nagoya	112,700
		Thiruvananthapuram	Tokyo	102,100
			Osaka/ Nagoya	112,900
		Hyderabad	Tokyo	102,000
			Osaka/ Nagoya	112,700
		Bengaluru	Tokyo	98,800
			Osaka/ Nagoya	109,600
		Delhi	Tokyo/ Osaka/ Nagoya	93,700
		Mumbai	Tokyo/ Osaka	93,700
			Nagoya	108,600
		Ahmadabad	Tokyo/ Osaka	102,800
			Nagoya	117,800
		Pune	Tokyo/ Osaka	120,800
			Nagoya	139,500
	Sri Lanka	Colombo	Tokyo	62,000
			Osaka	57,000
			Nagoya	67,200
	Nepal	Kathmandu	Tokyo/ Osaka	105,300
			Nagoya	128,200
	Pakistan	Karachi	Tokyo	118,600
			Osaka	115,500
			Nagoya	115,200
		Islamabad	Tokyo	118,600
			Osaka	115,500
			Nagoya	115,200
		Lahore	Tokyo/ Osaka/ Nagoya	167,000
	Bangladesh	Dhaka	Tokyo	127,900
			Osaka	111,400
			Nagoya	144,800
		Chittagong	Tokyo	103,800
			Osaka	90,600
			Nagoya	117,400
	Maldives	Male	Tokyo/ Osaka/ Nagoya	315,000

Area	Country	Place of Departure	Place of Arrival	Route	Airfare Limit
Oceania	Samoa	Apia	Tokyo/ Osaka/ Nagoya	EH	111,800
	Vanuatu	Port Vila	Tokyo/ Osaka/ Nagoya	EH	155,200
	Papua New Guinea	Port Moresby	Tokyo/ Osaka/ Nagoya	EH	183,400
	Fiji	Nadi	Tokyo/ Osaka/ Nagoya	EH	105,100
Central and South America	Argentina	Buenos Aires	Tokyo/ Osaka/ Nagoya	PA	305,700
	Uruguay	Montevideo	Tokyo/ Osaka/ Nagoya	PA	217,700
	Ecuador	Quito	Tokyo/ Osaka/ Nagoya	PA	262,400
	El Salvador	San Salvador	Tokyo/ Osaka/ Nagoya	PA	258,600
	Guatemala	Guatemala City	Tokyo/ Osaka/ Nagoya	PA	258,600
	Costa Rica	San Jose	Tokyo/ Osaka/ Nagoya	PA	258,600
	Colombia	Bogota	Tokyo/ Osaka/ Nagoya	PA	258,600
		Medellin	Tokyo/ Osaka/ Nagoya	PA	258,600
	Jamaica	Kingston	Tokyo/ Osaka/ Nagoya	PA	368,100
		Montego Bay	Tokyo/ Osaka/ Nagoya	PA	368,100
	Chile	Santiago	Tokyo/ Osaka/ Nagoya	PA	318,300
	Dominican Republic	Santo Domingo	Tokyo/ Osaka/ Nagoya	PA	368,100
	Nicaragua	Managua	Tokyo/ Osaka/ Nagoya	PA	258,600
	Haiti	Port Au Prince	Tokyo/ Osaka/ Nagoya	PA	368,100
	Panama	Panama City	Tokyo/ Osaka/ Nagoya	PA	258,600
	Paraguay	Asuncion	Tokyo/ Osaka/ Nagoya	PA	269,500
	Brazil	Sao Paulo	Tokyo/ Osaka/ Nagoya	PA	321,800
	Venezuela	Caracas	Tokyo/ Osaka/ Nagoya	PA	307,200
	Peru	Lima	Tokyo/ Osaka/ Nagoya	PA	206,900
	Bolivia	La Paz	Tokyo/ Osaka/ Nagoya	PA	293,400
	Honduras	Tegucigalpa	Tokyo/ Osaka/ Nagoya	PA	258,600
	Mexico	Mexico City	Tokyo/ Osaka/ Nagoya	PA	160,600
		Guadalajara	Tokyo/ Osaka/ Nagoya	PA	183,800
		Cancun	Tokyo/ Osaka/ Nagoya	PA	184,800
		San Luis Potosi	Tokyo/ Osaka/ Nagoya	PA	183,800
		Mazatlan	Tokyo/ Osaka/ Nagoya	PA	183,800
		Morelia	Tokyo/ Osaka/ Nagoya	PA	183,800
		Monterrey	Tokyo/ Osaka/ Nagoya	PA	183,800
Africa	Algeria	Algiers	Tokyo/ Osaka/ Nagoya	EH	162,100
	Uganda	Entebbe	Tokyo/ Osaka/ Nagoya	EH	169,700
	Egypt	Alexandria	Tokyo/ Osaka/ Nagoya	EH	63,700
		Cairo	Tokyo/ Osaka/ Nagoya	EH	84,100
	Ethiopia	Addis Ababa	Tokyo/ Osaka/ Nagoya	EH	159,800
	Ghana	Accra	Tokyo/ Osaka/ Nagoya	EH	181,500
	Cameroon	Douala	Tokyo/ Osaka/ Nagoya	EH	221,500
		Yaounde	Tokyo/ Osaka/ Nagoya	EH	224,100
	Kenya	Nairobi	Tokyo/ Osaka/ Nagoya	EH	282,800
	Zambia	Lusaka	Tokyo/ Osaka/ Nagoya	EH	186,000
		Ndola	Tokyo/ Osaka/ Nagoya	EH	196,000
	Zimbabwe	Harare	Tokyo/ Osaka/ Nagoya	EH	146,500
	Sudan	Khartoum	Tokyo/ Osaka/ Nagoya	EH	176,700
	Seychelles	Mahe Island	Tokyo/ Osaka/ Nagoya	EH	112,600
	Senegal	Dakar	Tokyo/ Osaka/ Nagoya	EH	228,200
	Tanzania	Dar es Salaam	Tokyo/ Osaka/ Nagoya	EH	132,600
	Tunisia	Tunis	Tokyo/ Osaka/ Nagoya	EH	233,600
	Nigeria	Lagos	Tokyo/ Osaka/ Nagoya	EH	242,100
	Namibia	Windhoek	Tokyo/ Osaka/ Nagoya	EH	126,100
	Botswana	Gaborone	Tokyo/ Osaka/ Nagoya	EH	114,700
	Madagascar	Antananarivo	Tokyo/ Osaka/ Nagoya	EH	240,200
	Mozambique	Maputo	Tokyo/ Osaka/ Nagoya	EH	110,700
	Mauritius	Mauritius	Tokyo/ Osaka/ Nagoya	EH	157,000
	Mauritania	Nouakchott	Tokyo/ Osaka/ Nagoya	EH	162,700
	Morocco	Casablanca	Tokyo/ Osaka/ Nagoya	EH	352,300
	South Africa	Johannesburg	Tokyo/ Osaka/ Nagoya	EH	142,600
	Malawi	Lilongwe	Tokyo/ Osaka/ Nagoya	EH	190,900
	Libya	Tripoli	Tokyo/ Osaka/ Nagoya	EH	174,100
Middle East	Azerbaijan	Baku	Tokyo/ Osaka/ Nagoya	EH	162,000
	Yemen	Sanaa	Tokyo/ Osaka/ Nagoya	EH	174,800
	Iran	Tehran	Tokyo/ Osaka/ Nagoya	EH	152,000
		Tabriz	Tokyo/ Osaka/ Nagoya	EH	155,500
	Saudi Arabia	Riyadh	Tokyo/ Osaka/ Nagoya	EH	236,300
	Jordan	Amman	Tokyo/ Osaka/ Nagoya	EH	192,500
	Lebanon	Beirut	Tokyo/ Osaka/ Nagoya	EH	238,900
Europe	Ukraine	Kiev	Tokyo/ Osaka/ Nagoya	TS	126,100
	Serbia	Belgrade	Tokyo/ Osaka/ Nagoya	TS	191,300
	Kosovo	Pristina	Tokyo/ Osaka/ Nagoya	TS	192,400
	Montenegro	Podgorica	Tokyo/ Osaka/ Nagoya	TS	192,400
	Turkey	Istanbul	Tokyo/ Osaka/ Nagoya	TS	99,100
		Antalya	Tokyo/ Osaka/ Nagoya	TS	106,400
		Izmir	Tokyo/ Osaka/ Nagoya	TS	106,400
	Macedonia	Skopje	Tokyo/ Osaka/ Nagoya	TS	115,100
	Bulgaria	Sofia	Tokyo/ Osaka/ Nagoya	TS	246,800
	Romania	Bucharest	Tokyo/ Osaka/ Nagoya	TS	169,600
	Hungary	Budapest	Tokyo/ Osaka/ Nagoya	TS	116,100
	Slovakia	Bratislava	Tokyo/ Osaka/ Nagoya	TS	313,500
	Czech Republic	Prague	Tokyo/ Osaka/ Nagoya	TS	128,700
	Poland	Warsaw	Tokyo/ Osaka/ Nagoya	TS	117,600

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. FURTHER INFORMATION:

Training Administration Department of AOTS

Application from overseas countries:	Hakutsuru Bldg. 4F, Ginza 5-12-5, Chuo-ku, Tokyo 104-0061, Japan	
Management Training Administration Group	Tel:	81-3-3549-3051
	Fax:	81-3-3549-3055
	E-mail:	shouhei-au@aots.jp

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

OVERSEAS OFFICES

1. Bangkok Office /
(Senior Deputy Representative) Mr. Hidenobu Toda
Nantawan Building 16F, 161 Rajadamri Road, Pathumwan,,Bangkok 10330 TEL: 66-2-255-2370 FAX: 66-2-255-2372 E-mail: information@hidabkk.com

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

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 401, 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 Quality Control Training Course 2-

- Continuous Improvement at Production Sites through the Perspective of Energy Conservation -

[QCTC2]

The form of "Pre-Training Report" for this training program is composed of the following three documents: Pre-Training Report itself and Questionnaires 1 & 2.

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.**

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

(http://www.aots.jp/jp/ikusei/management/files/17qctc2-e.doc)

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

1. Your name	
2. Your country	
3. Name of your company/ organization	
4. Outline of your organization (Please give a brief description or outline of your company/organization. In addition, please also attach a brochure of your company/organization if available)	
5. Your position and name of your department/division (preferably by attaching an organizational chart indicating your position)	

6. Your duties in detail	
7. Present activities for quality improvement in your organization	
8. Most critical problem you are now facing in your quality improvement activities	
9.Your expectations of the program in relation to the described problems	

Name	Country

Questionnaire 1
Level of Comprehension

Please indicate the level of your comprehension by checking the appropriate boxes.

Level a **:** You have ever applied it in your work.
Level b **:** You know what it is. Or you have ever learned it in school or by yourself.
Level c **:** You do not know it well. Or you have never heard of it.

No.	Subject	Comprehension			No.	Subject	Comprehension		
		a	b	c			a	b	c
1	Pareto diagram				17	PDCA cycle			
2	Histogram				18	QC circle			
3	Cause & Effect diagram				19	QC story problem solving			
4	Scatter diagram				20	Quality deployment/ Quality function deployment			
5	$\bar{X}$ -R control chart, $\bar{X}$ -Rs control chart				21	Quality table			
6	p chart, pn chart				22	FMEA/FTA			
7	u chart, c chart				23	Design review			
8	Stratification				24	QC process chart			
9	Relation diagram				25	Work (operation) standard			
10	Tree diagram				26	Process capability			
11	Matrix diagram				27	Cost of quality			
12	Normal distribution				28	Management by Policy *(Hoshin Kanri)*			
13	Standard deviation				29	Daily (work) management			
14	3-Sigma rule				30	Cross Functional management			
15	SQC				31	ISO9001			
16	TQM								

Name	Country

Questionnaire 2

Observed Data and Numerical Targets for *Kaizen* at the Production Site

When filling out this form, the course participant should consider the possibility of achieving the targets set at his or her company by applying what s/he will have learnt through this training course. Failure to fill out all required information below is likely to undermine the prospect of training success.

1	What has been done toward realizing energy conservation at the company and/or departmental levels? NOTE: If there has been no action taken, please write this fact. Then, add something you want to take on for the future, and fill out the following sections.	
2	What types of measuring tools have you used to identify the results of the aforesaid actions (*e.g.*, failure rates, waste quantity, utilization rates, and tact time)? Specify all of them if there is more than one.	
3	What are the current values expressed in the measuring tools?	

<table>
<tr><td>4</td><td>What are the target values are expressed in the measuring tools, and need to be achieved by applying the content to be studied during this training program?

NOTE: The target values should be practical.</td><td colspan="4"></td></tr>
<tr><td rowspan="3">5</td><td rowspan="3">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.</td><td>Choose A or B</td><td>Current Values</td><td></td><td>Target Values</td></tr>
<tr><td>A: Yearly power consumption of the whole of your factory</td><td>_____ (kWh/year)</td><td>⇒</td><td>_____ (kWh/year)</td></tr>
<tr><td>B: Yearly power consumption of a process at your manufacturing department (or factory)</td><td>_____ (kWh/year)</td><td>⇒</td><td>_____ (kWh/year)</td></tr>
<tr><td></td><td>NOTE: If you choose B, write about the process you referred to, in the right column.</td><td colspan="3"></td></tr>
</table>

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.
The report form is available here in an MS-Word format
(http://www.aots.jp/jp/teitanso/training/doc01.html)

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 5,100 USD per person to run the course. Do you think the AOTS training programs produce enough benefits to justify the expense (5,100 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 (5,100 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 [_____]

End of document