

## AOTS Employers' Organizations Cooperation Program

### **PROGRAM NOTIFICATION**

April 10, 2018

- 1. Title:** The Program on Occupational Safety and Health Management and Work Environment Improvement [ERWM]
- 2. Duration:** 16 days  
from 16 July to 31 July, 2018 (15 July arrival in Japan, 1 August departure from Japan)
- 3. Venue:**  
**Training Location:**  
AOTS Tokyo Kenshu Center [TKC/AOTS]  
The Association for Overseas Technical Cooperation and Sustainable Partnerships  
Address: 30-1, Senju-Azuma 1-chome, Tokyo 120-8534, Japan  
Tel: 81-3-3888-8231 (Reception), Fax: 81-3-3888-0763  
  
**Accommodation:**  
Ayase Kokusai Hotel  
Address: 4-8-5 Kosuge, Katsushika-ku, Tokyo 124-0001, Japan  
Tel: 81-3-5680-2200 (Reception), Fax: 81-3-5680-5500  
Access: Approximately 1 minute on foot from Ayase Subway Station (Chiyoda Line, one stop from Kitasenju Sta.)
- 4. Number of Participants:** 18 in total  
(one or two from the organizations shown below)
- 5. Invited Countries:** Bangladesh (BEF), Cambodia (CAMFEBA), Fiji Islands (FCEF), Ghana (GEA), India (EFI), Indonesia (APINDO), Lao P.D.R. (LNCCI), Malaysia (MEF), Mexico (COPARMEX), Mongolia (MONEF), Myanmar (UMFCCI), Nepal (FNCCI-EC), Pakistan (EFP), the Philippines (ECOP), Sri Lanka (EFC), Thailand (ECONTHAI), Turkey (TISK), Vietnam (VCCI)
- 6. Program Language:** English and some parts with an English interpreter
- 7. Closing Date for Nomination:** **Thursday, 24 May, 2018**  
\*This closing date is the date when AOTS receives candidates' Application documents from employer's organization.

## 8. Objectives:

The objectives of the program are for the participants to understand trends in managing Occupational Safety and Health (OSH) in companies compared with participants' own systems, find solutions to issues concerning OSH management by applying concepts and methodology that needs mutual cooperation among employers and workers, and optimally utilize OSH management at their companies/organizations by observing the best practices.

## 9. Program Contents:

The seminar will be conducted, combining the following four elements:

### (1) Lectures :

- 1) Labor/ economic trends in Japan
- 2) Activities for mental health by enterprise

### (2) Workshops:

Workshops will be organized with reference to improvement activities for OSH.

- 1) Trends in managing OSH
- 2) OSH experiences in Japan and Asia
- 3) Cost effective improvement at workplaces
- 4) OSH management case in a Japanese company
- 5) Low-cost ways of improving safety and productivity
- 6) Implementing improvements for better work and productivity

### (3) Company Visits

Participants have an opportunity to visit companies to observe OSH management in practice.

### (4) Individual Work and Presentations

Participants are required to prepare in advance a pre-assignment, analyzing the current issues and situations they are facing, and make a presentation to share this with their co-participants. During the seminar the participants will also draw up an Action Plan, based on the skills and knowledge acquired through the program, for implementation upon their return home.

## 10. Tentative Schedule:

Please refer to the attached schedule (appendix).

## 11. Certificate of Attendance:

A certificate will be awarded to participants who successfully complete the program.

## 12. Target Participants:

Those who have responsibility for OSH management in their companies or organizations and are willing to play a key role for the dissemination of knowledge in the field of OSH management acquired from the program in their respective countries.

## 13. Participation Requirement:

### 1) Qualification of Applicants (Applicants must meet all the qualifications as shown below)

- (1) Junior managers and/or middle-level staff members likely to become future leaders of employers' organizations or their member companies. Particularly, persons who have responsibilities in the field of OSH management.

- (2) Persons who have been recognized by the employers' organization as suitable to attend the program and have been given a letter of recommendation by his/her employer.
- (3) Persons who will apply for what they learn from this program in their daily working environment.
- (4) Persons who are able to fully complete the program and to carry out two tasks. The one is to make a presentation on their 'Action Plan' on the final day of the program and to send a modified 'Action Plan' to AOTS upon their return home. The other is to send the 'Evaluation Sheet for Participant's Organization' to AOTS upon their return home.
- (5) Persons who are able to disseminate learning and knowledge acquired from the program after returning to their organization with the cooperation of their employers' organization.
- (6) Persons who graduated from a four-year seminar from either a college or a university, or have an equivalent educational background.
- (7) Persons who are not over the age of 55 and not younger than 26( \* ).
- (8) Persons who are physically and mentally healthy enough to undergo an intensive program in Japan. Not pregnant in case of women.
- (9) Persons who have a good command of both written and spoken English. (If an applicant was not educated in English, a document that proves the participant's English proficiency if he/she has any certificates that prove his/her English proficiency, e.g., official TOEFL or TOEIC score should be attached.)
- (10) Participants should not be students or armed forces personnel.
- (11) Persons who have not attended Employers' Organization Cooperation Program previously in Japan over the past five years.

*\* It is strongly advised that the candidates' age fall within the range of 26 and 55 in order to maximize the outcome (i.e. dissemination of the result of the program) and benefit from their participation in the program. If the candidates are under 26 or over 55, we will not be able to accept them even if other requirements are satisfied.*

## 2) Terms and Conditions

Participants will be requested to confirm their agreement with the "Notes for Participants in AOTS Program", which includes the following conditions:

- (1) Participants shall obtain a "**Temporary Visitor Visa**" by submitting the invitation documents supplied by AOTS to the Japanese Embassy or consulate in their country. AOTS may cancel the invitation of participants who enter Japan with the wrong kind of visa.
- (2) Reservation of tickets for air travel to and from Japan will be made by AOTS and the tickets will be sent to each participant in the form of an e-ticket or paper ticket through a local travel agency. In the case of paper ticket, the local travel agency in the respective country will contact the participant. All participants are asked to ensure that they have made all the necessary arrangements on their side before starting their journey to Japan. A participant who is unable to enter Japan before the beginning of the program will lose his/her place. AOTS will arrange their flights for arrival in Japan one day before the program begins and their flights for departure one day after the program ends.

- (3) Participants are not allowed to change the route, flight class or date without the endorsement of AOTS. Participants are not allowed to overstay at city(ies) in a third country between participants' home countries and Japan for any reasons other than flight convenience. If participants change the flight route by themselves, AOTS may charge them the cost of their air ticket.
- (4) Participants shall not be accompanied by their family members to Japan during the program.
- (5) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional program for themselves during or after the program. Participants must attend all lectures, discussions, visits and ceremonial programs arranged by AOTS.
- (6) Participants shall leave Japan and return home upon completion of the program in Japan according to the original schedule offered by AOTS.

#### **14. Selection of Participants:**

The selection of participants will be based upon the application documents and AOTS will notify the result of selection to the employers' organizations as well as selected participants by **15 June at the latest** after the selection, in order to facilitate the process of obtaining the entry visa for Japan smoothly.

## **16. Application Documents:**

The prospective applicants should prepare and submit the following documents from No. 2 to 10 to the Employers' Organization (EO) in your country. Then, the EO will select the candidates and send the application documents (document No. 2 to 10) to AOTS with "Nomination by Employers' Organization" (document No.1) and "Prioritized List of candidates" (document No.11).

- (1) Application Form Part 1. "Nomination by Employers' Organization"
- (2) Application Form Part 2. "Recommendation by Company/Organization"
- (3) Application Form Part 3. "Applicant's Personal History and Record"
- (4) Application Form Part 4. "Pre-Training Report"
- (5) Application Form Part 5. "Medical Check Sheet"
- (6) Application Form Part 6. "Overseas Travel Insurance Procedure Consent Form"
- (7) Application Form Part 7. "About the Handling of Personal Information Concerning Applicant"
- (8) 1 copy of a photo (3 cm x 4 cm)
- (9) 1 copy of a brochure of the applicant's company/organization
- (10) Photocopy of a passport and an identification document issued by a public organization in the applicant's country containing the applicant's name in full, a photo of the applicant and his/her home address
- (11) Prioritized List of candidates [ERWM]

\* Besides the original application form (hard copy), it would be appreciated if you could kindly send the participants' application forms in Microsoft Excel data format to "[employers-bb@aots.jp](mailto:employers-bb@aots.jp)".

Appendix

**Tentative Schedule of  
The Program on Occupational Safety and Health Management  
and Work Environment Improvement- [ERWM]  
From 16 July to 31 July, 2018, Tokyo Kenshu Center**

Date		Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
16 Jul.	Mon.	Orientation	Presentation of Pre-departure Assignment by Participants and Discussion
		Opening Ceremony	
17	Tue.	Workshop I introduction: Trends in managing occupational safety and health	Lecture: Current Labor and Economic Situation in Japan
18	Wed.	Workshop II: Occupational safety and health: Experiences in Japan and Asia	Company Visit OSH management case in Japanese company
19	Thu.	Workshop III: Check list exercise: Cost effective improvement at workplaces	Lecture: Practice and Introduction of Improving workplaces
20	Fri.	Workshop IV: Low-cost ways of improving safety and productivity (1): Material handling	Company Visit: Japan Industrial Safety & Health Association: Promotion of OSH
21	Sat.	Day-off	
22	Sun.	Day-off	
23	Mon.	Move	Company Visit: Global Safety & Health Education Center in Japanese company
24	Tue.	Museum Visit Toyota Commemorative Museum of Industry and Technology	Company Visit OSH management case in Japanese company
25	Wed.	Company Visit Promotion of the employment of people with disabilities	Move
26	Thu.	Lecture: 5S and KAIZEN Activities from the Viewpoints of Improving Workplace Environment	Workshop V: Low-cost ways of improving safety and productivity (2): Workstation design
27	Fri.	Workshop VI: Low-cost ways of improving safety and productivity (3): Workstation design	Workshop VII: Implementing improvements for better work and productivity
28	Sat.	Day-off	
29	Sun.	Day-off	
30	Mon.	Company Visit Actual Practices of Work Place Environment by the Japanese Company	Lecture: Practices and Introduction of Improving Workplace Environment
31	Tue.	Workshop VIII: Seminar review, Q & A Making action plan by participants	Workshop VIII: Presentations of action plans by participants Seminar evaluation
			Closing ceremony & exchange opinions

**\*The above schedule is subject to change due to the convenience of lecturers and cooperating companies.**