

AOTS Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

June 25, 2018

- 1. Title:** Invitation Program for Leaders of Employers Organizations – Study of latest Japanese labor practices- [EREO]
- 2. Duration:** From November 19 to November 23, 2018 (5 days)
(Date of arrival in Japan on Nov. 18 and date of departure from Japan on Nov. 24)
- 3. Venue: Training and Accommodation Location:**
Tokyo Kenshu Center [TKC]
The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS)
Address: 30-1, Senju-Azuma 1-chome, Tokyo 120-8534, Japan
Tel: 81-3-3888-8231 (Reception), Fax: 81-3-3888-0763
- 4. Number of Participants:** 17 in total
(one or two from the organizations shown below)
- 5. Invited Countries:** Bangladesh (BEF), Cambodia (CAMFEBA), China(CEC), India (AIOE, EFI), Indonesia (APINDO), Lao P.D.R. (LNCCI), Malaysia (MEF), Mongolia (MONEF), Myanmar (UMFCCI), Nepal (FNCCI-EC) Pakistan (EFP), the Philippines (ECOP), Sri Lanka (EFC), Thailand (ECOT), Turkey (TISK), Vietnam (VCCI)
- 6. Program Language:** English or Japanese with English interpretation
- 7. Nomination Deadline:** Friday, September 14, 2018*
*The application documents should be reached to AOTS by this deadline.
- 8. Objectives:**
The objectives of the program are for the leaders of Employers' Organizations to deepen their understanding of the latest practices of Industrial Relations and HRM in Japan and also to disseminate the latest labor and economic information in respective countries of the participants among Japanese business persons in the AOTS symposium.
- 10. Program Components:**
The program will be conducted, combining the following four elements:
 - (1) Lectures by specialists and experts
 - (2) Visits
 - (3) Group discussions and presentations by participants
 - (4) Symposium inviting Japanese business persons
 - (5) Individual work and presentations
- 11. Tentative Schedule:**
Please refer to the attached schedule (appendix).

12. Target Participants:

Target participants for this seminar are leaders (Managers or Specialists) of employers' organizations who are involved in activities in the international labor issues and are able to give a presentation on their country labor issues.

13. Participation Requirement:

1) Qualification of Applicants (Applicants must meet all the requirement below)

- (1) Managers or specialists of employers' organizations who are involved in activities in the international labor issues and are able to give a presentation on their countries' labor issues.
- (2) Persons whose ages are more than 30 years old.
- (3) Persons who graduated from either a four-year college or university course, or have an equivalent educational background.
- (4) Persons who have a good command of both written and spoken English.
(If an applicant was not educated in English, a document which proves his/her English proficiency, e.g., official TOEFL or TOEIC score, should be attached.)
- (6) Persons who are able to fully complete the program and to carry out the following three tasks.
 - (a) To make a presentation on their country report in the symposium on 22nd November.
 - (b) 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.
 - (c) To send the 'Evaluation Sheet for the Participant's Organization' to AOTS upon their return home.
- (7) Persons who are able to apply the lessons of the program in their daily working environment and to disseminate the learning experiences and knowledge acquired from the program after returning to their organizations/companies with the cooperation of their employers' organization.
- (8) Persons who are physically and mentally able to attend all the programs. In this program, the participants have to move around by public transportation. If the candidate has difficulty to move by public transportation, the candidate is not qualified. In ensuring good health, pregnant applicants are not considered.
- (9) Persons should not be full-time students or armed forces personnel.
- (10) Persons who have not attended Employers' Organization Cooperation Program previously in Japan over the past five years.

2) Terms and Conditions

Participants are requested to confirm their agreement with "Terms and Conditions for Participation 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 through the travel agency. 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 the 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 stay at AOTS Tokyo kenshu center (TKC) (Single room, 15sqm.)

- (6) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional program for themselves during or before/after the program. Participants must attend all lectures, discussions, visits and ceremonial programs arranged by AOTS.
- (7) Participants shall leave Japan and return home upon completion of the program in Japan according to the original schedule proposed by AOTS.

14. Selection of Participants:

Selection of participants will be based on the application documents, and AOTS will notify the result of selection to the employers' organizations as well as the selected participants **by October 4th, 2018** at the latest in order to facilitate the process of obtaining the entry visa for Japan smoothly.

15. Certificate of Attendance:

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

16. Financial Arrangements:

This program is financed by the Japanese Ministry of Health, Labor and Welfare, and the following expenses will be borne by AOTS.

(JPY: Japanese Yen)

<p>1. Air Fare (Arrival in Japan on Nov.18 / Departure from Japan on Nov. 24, 2018) <u>The most efficient and economical route for round trip economy class air ticket</u> between the airport specified by AOTS in the participant's home country and Japan will be arranged and purchased by AOTS. Domestic transportation expenses in the participant's home country are excluded.</p>	in kind
<p>2. Personal Allowance in cash (6 days) from Nov. 18 to Nov. 23, 2018 @JPY 1,020 × 6 days</p>	JPY 6,120
<p>3. Accommodation and Meals (from Nov. 18 to Nov. 23 for 6 days) (1) Nov. 18 (Arrival Day) Accommodation with dinner and breakfast of the following day (2) from Nov. 19 to Nov. 23 (for 5 days) Accommodation with lunch, dinner and breakfast of the following day</p>	in kind
<p>4. Domestic Travel Allowance in Japan (1) Arrival day: Arrival Airport (Narita or Haneda) -> TKC (2) Departure day: TKC -> Departure Airport (Narita or Haneda) [NOTE] Fixed amount of domestic travel allowance between the airport and TKC will be paid to the participant in accordance with the AOTS's rules and regulations during the orientation of the first day of the program.</p>	Fixed amount in cash
<p>5. Overseas Travel Insurance Overseas travel insurance for the entire period of the program in Japan will be arranged by AOTS. This will cover the cost of treating illnesses and injuries (excluding illnesses contracted or injuries sustained before the participants' arrival in Japan, and certain treatments such as dental care and pregnancy treatment, etc.). For details of the insurance, please see the Application Form of the AOTS Program.</p>	in kind
<p>TOTAL AMOUNT TO BE PAID TO EACH PARTICIPANT IN CASH</p>	JPY 6,120

[NOTE] The following expenses will be borne by the participant:

Fees for passport issuance, health checks, visa application fee, travel expenses in your country, etc., that are incurred in the participant's country for preparation to come to Japan before his/her departure.

17. Application Documents:

The 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. 1 to 10) to AOTS with its priority list (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 5: Medical Check Sheet
- (5) Application Form Part 6: Overseas Travel Insurance Procedure and Consent Form
- (6) Pre-Training Report (the instruction is given in Application Form Part 4)
- (7) One copy of applicant's face photo (3 cm x 4 cm)
- (8) One copy of applicant's company/organization brochure
- (9) One copy of applicant's passport
- (10) Any certificates that prove the applicant's English proficiency, if the applicant has not been educated in English
- (11) Priority List of the Nominated Candidates prepared by the Employers' Organization

[NOTE] Besides the original application form (hard copy), it would be appreciated if you could kindly send the application forms in Microsoft Excel data format and Pre-Training Report in Microsoft Word data format to "employers-bb@aots.jp". If the soft data exceeds 5MB, please kindly send the data to "employerocp@gmail.com".

Appendix

[Tentative Schedule]

Invitation Program for Leaders of Employers Organizations – Study of latest Japanese labor practices – [EREO]

From November 19 to November 23, 2018, Tokyo Kenshu Center (TKC), Tokyo, Japan

Date	Morning Session (9:00-12:30)	Afternoon Session (13:30-16:30)
Nov.18 (Sun.)	Arrive in Japan	
Nov. 19 (Mon.)	Orientation Opening Ceremony Keynote Speech by Prof. Mitsuhide Shiraki “Labor Economic Situation and its Current Trends of Japan”	Presentation by each Participant: ~Country Report: Recent Labor Situation of Participants County ~
Nov. 20 (Tue.)	Organization Visit or Lecture: The activity of Trade Unions in Japan	Company Visit:
Nov.21 (Wed.)	Visit: Ministry of Health, Labor and Welfare	Lecture: New Work Style of Japanese
Nov.22 (Thu.)	Lecture: IR and HRM in the era of Globalization Preparation for the symposium	Symposium: Country Reports on Recent Labor situation of Participants’ country
Nov.23 (Fri.)	Lecture: “Recent activity of Employers’ Organizations in Japan” Mr. Toshio A. SUZUKI	Presentation of Action Plans by Each Participant Closing Ceremony
Nov.24 (Sat.)	Departure from Japan	

The above schedule is tentative and is subject to change without notice.

Lectures’ profile:

Prof. Mitsuhide Shiraki, Ph.D..

Faculty of Political Science and Economics and president of institute for Transnational Human Resource Management, Waseda University

Mr. Toshio A. SUZUKI,

Chairman of the Board of Japan Industrial Training Association (JITA)

Former Employer Member of International Labour Organization (ILO) Governing Body