

AOTS Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

March 25, 2019

1. **Title:** The Program on Occupational Safety and Health Management and Work Environment Improvement [ERWM]
2. **Duration:** From July 9 to July 24, 2019 (16 days)
(Date of arrival in Japan on July 8 and date of departure from Japan on July 25)
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:** 16 in total
5. **Invited Countries:** Bangladesh(BEF), Cambodia(CAMFEBA), Fiji(FCEF), Ghana(GEA), India (AIOE), Indonesia(APINDO), Lao P.D.R.(LNCCI), Mexico(COPARMEX), Mongolia(MONEF), Myanmar(UMFCCI), 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. **Nomination Deadline:** Monday, May 20, 2019*
*The application documents should be reached to AOTS by this deadline.
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 their own systems, find solutions to issues concerning OSH management by applying concepts and methodology that need mutual cooperation between employers and workers, and optimally utilize OSH management at their companies/organizations by observing the best practices.
9. **Program Elements:**
The program is consist of the following three elements:
 - (1) Lectures by specialists and experts
 - (2) Company visits
 - (3) Group discussions and presentations by participants

10. Tentative Schedule:

Please refer to the attached schedule (appendix).

11. 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.

12. 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 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 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.
- (6) Participants shall leave Japan and return home upon completion of the program in Japan according to the original schedule proposed by AOTS.

3) 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 June 7, 2019 at the latest** in order to facilitate the process of obtaining the entry visa for Japan smoothly.

4) Certificate of Attendance:

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

Appendix

Tentative Schedule of The Program on Occupational Safety and Health Management and Work Environment Improvement- [ERWM] From July 9 to July 24, 2019, Tokyo Kenshu Center

Date		Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
July 9	Tue.	Orientation	Presentation of Pre-departure Assignment by Participants and Discussion
		Opening Ceremony	
10	Wed.	Workshop I introduction: Trends in managing occupational safety and health	Lecture: Current Labor and Economic Situation in Japan
11	Thu.	Workshop II: Occupational safety and health: Experiences in Japan and Asia	Company Visit OSH management case in Japanese company
12	Fri.	Workshop III: Check list exercise: Cost effective improvement at workplaces	Lecture: Practice and Introduction of Improving workplaces
13	Sat.	Day-off	
14	Sun.	Day-off	
15	Mon.	Workshop IV: Low-cost ways of improving safety and productivity (1): Material handling	Company Visit: Japan Industrial Safety & Health Association: Promotion of OSH
16	Tue.	Move	Company Visit: Global Safety & Health Education Center in Japanese company
17	Wed.	Museum Visit Toyota Commemorative Museum of Industry and Technology	Company Visit OSH management case in Japanese company
18	Thu.	Company Visit Promotion of the employment of people with disabilities	Move
19	Fri.	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
20	Sat.	Day-off	
21	Sun.	Day-off	
22	Mon.	Workshop VI: Low-cost ways of improving safety and productivity (3): Workstation design	Workshop VII: Implementing improvements for better work and productivity
23	Tue.	Company Visit Actual Practices of Work Place Environment by the Japanese Company	Lecture: Practices and Introduction of Improving Workplace Environment
24	Wed	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.**