

AOTS Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

March 13, 2019

1. **Title:** Invitation Program for Leaders of Employers' Organizations and for Successful Former Participants - 1 [EREF-1]
2. **Duration:** From June 3 to June 7, 2019 (5 days)
(Date of arrival in Japan on June 2 and date of departure from Japan on June 8, 2019)
3. **Venue:** **Training and Accommodation Location:**
Tokyo Kenshu Center [TKC]
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
4. **Number of Participants:** 10 in total
5. **Invited Countries:** Cambodia (CAMFEBA), India (AIOE, EFI), Indonesia (APINDO), Malaysia (MEF), Myanmar (UMFCCI), Nepal (FNCCI-EC), the Philippines (ECOP), Thailand (ECOT), Turkey (TISK)
6. **Program Language:** English or Japanese with English interpretation
7. **Nomination Deadline:** Friday, April 12, 2019*
*The application documents should be received by AOTS by this deadline.
8. **Objectives:**
This program is aimed at the former participants of NICC short-term invitation programs or the AOTS/HIDA Employers' Organization Cooperation Program who already have a basic understanding of the Japanese labor situation and leaders of Employers' Organizations in countries where major industrial disputes have taken place in the recent past. Participants are expected to disseminate the latest labor and economic information of their respective countries among Japanese business persons in a meeting as well as to up-date their knowledge on and deepen their understanding of the latest practices of IR and HRM in Japan.
9. **Program Elements:**
The program is consist of the following three elements:
 - (1) Lectures by specialists and experts
 - (2) Company visits
 - (3) Group discussions
 - (4) Individual work (making action plan, etc.)
 - (5) Presentations* by participants*Please refer to "2) Presentation Requirements" of "12. Participation Requirement" on page 2.

10. Tentative Schedule:

Please refer to the attached schedule (appendix).

11. Target Participants:

Target participants are one of the following categories:

- (1) Leaders (managers or specialists) of employers' organizations who are involved in activities in the labor issues and are able to give a presentation on their country labor issues.

OR

- (2) Former participants of NICC short-term program or/and AOTS/HIDA Employers' Organization Cooperation Program in Japan who have responsibilities for industrial relations (IR), human resource management (HRM) and/or human resource development (HRD) in their companies or organizations and who are willing to play a key role for dissemination of knowledge in the field of IR, HRM and/or HRD etc.

12. Participation Requirement:

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

- (1) Leaders (managers or specialists) of employers' organizations who have not attended the AOTS/HIDA Employers' Organization Cooperation Program in Japan over the past five years.

OR

Former participants of NICC Short-term program and/or AOTS/HIDA Employers' Organization Cooperation Program in Japan who have not attended the said program between the FY 2017 and the FY2018 (from April 2017 to March 2019).

- (2) Managers or specialists who have at least two years of experiences in the fields of IR and/or HRM.
- (3) Persons whose ages are between 26 and 60 years old*.

** It is strongly advised that the applicants' ages fall within the range of 26 and 60 in order to maximize the outcome (i.e. dissemination of the result of the program) and benefit at most from their participation in the program. The applicants who are under 26 or over 60 may not be eligible even if other requirements are satisfied.*

- (4) Persons who graduated from either a four-year college or university course, or have an equivalent educational background.

- (5) Persons who have a good command of both written and spoken English*.

**For those who were not educated in English, the official English score, such as TOEFL, TOEIC, or IELTS, should be attached to prove his/her English proficiency.)*

- (6) Persons from the member companies should be recommended by both the Employers' Organization and their employer, while persons from the EO should be recommended by the Employers' Organization only.

- (7) Persons who are able to fully complete the program and to carry out the following two tasks

- (a) To make a presentation on their 'Action Plan' on the final day of the program and to send an 'Action Plan Implementation Report' to AOTS by September 30, 2019.

- (b) To send the 'Evaluation Sheet for the Participant's Organization' to AOTS upon their return home.

- (8) 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.

- (9) Persons who are physically and mentally able to attend the program. In ensuring good health, pregnant applicants are not considered.

- (10) Persons should not be full-time students or armed forces personnel.

2) Presentation Requirements:

Each participant is requested to give presentation during the program other than the presentation of Action Plan of the final day.

- (a) The participants who are the former participants of the said program should give presentation on the progresses on their action plans that have been implemented since their return to their work place after they first participated in the program.
- (b) The participants from the EO should give presentation on the latest labor and economic issues in their own countries.

3) 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.

4) 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 May 10, 2019, at the latest** in order to facilitate the process of obtaining the entry visa for Japan smoothly.

5) Certificate of Attendance:

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

Appendix

**[Tentative Schedule]
The Invitation Program
for Leaders of Employers' Organizations and for Successful Former Participants 1[EREF-1**

From June 3 to June 7, 2019, Tokyo Kenshu Center (TKC), Tokyo, Japan

Date	Morning Session (9:30-12:30)	Afternoon Session (13:30-16:30)
June 2 (Sun.)	Arrival in Japan	
June 3 (Mon.)	Orientation Opening Ceremony	Lecture: Current Labor Economic Situation in Japan
June 4 (Thu.)	Lecture: Recent Trend and Issues of Labor Union of Japan	Presentation by Participants
June 5 (Wed.)	Organization Visit	Company Visit
June 6 (Thu.)	Lecture: Impact of the Introduction of AI and ICT on Corporate HRM	Lecture: Work Style Reform of Japan
June 7 (Fri.)	Lecture: Japanese Companies in Globalization	Presentation of Action Plan by Participants Course Evaluation Certificate Award Ceremony
June 8 (Sat.)	Departure from Japan	

NOTE: the schedule may change without notice.