

C RTP Program

November 2016

Program Outline

&

Participation Requirements

of

The Production Management Training Program-2

- For Productivity Improvement and Energy Conservation -

[PMTP-2]

(Carbon Reduction Technology Promotion Program)

1 – 14 March 2017

1. BACKGROUND OF THE PROGRAM:

The Overseas Human Resources and Industry Development Association (HIDA) is an organization for human resources development in developing 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.

HIDA 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 Production Management Training Program (PMTP) is one of the management training courses conducted by HIDA 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.

Open to all countries, this training program is designed to study production management techniques and their underlying concepts, which are characteristic of Japanese companies. It also aims to help middle and senior managers at manufacturing companies improve their capacities in production management, which is necessary to effectively promote production activities and energy conservation in their companies.

2. COUNTRY:

All Countries and Regions

3. NUMBER OF PARTICIPANTS:

25 participants

4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, senior to middle managers or plant managers who are engaged in production management, productivity enhancement, and/or factory management and the like in the manufacturing industry.
- (2) Participants should be, in principle, between 25 and 60 years of age, with three years or more of business experience in either production management, productivity enhancement, and/or factory management.
- (3) Participants should be university graduates and/or have equivalent professional experience.
- (4) Participants should have a sufficient working knowledge of English.
- (5) Participants should be healthy enough to undergo an intensive training program in Japan.
- (6) Participants should be residing in all countries and/or regions except for Japan.
- (7) Participants should not be students or armed forces personnel.
- (8) Former participants of HIDA 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 HIDA 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 HIDA 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 HIDA 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 HIDA listed in Item 10, **no later than 6 January 2017.**

[Application Documents]

- (1) HIDA Training Application Form and Applicant's Personal Record
(HIDA official form: Handwriting shall be avoided.)
- (2) Medical Check Sheet (HIDA 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 Report and Questionnaires (HIDA official form)
- (7) Overseas Travel Insurance Consent Form (HIDA official form)
- (8) About the handling of Personal Information Concerning Trainees (HIDA 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 (HIDA 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.

*HIDA may ask the applicants to submit additional documents other than above listed, if necessary.

The formats are readily downloadable at our website.

<http://www.hidajapan.or.jp/en/ikusei/application.html>

5-2) Application from host companies in Japan

Please refer to below website (Japanese).

(<http://www.hidajapan.or.jp/jp/ikusei/management/proc01.html>)

Host companies should ensure the delivery of application documents to the Training Administration Group of HIDA, the address of which appears in Item 10, **no later than 6 January 2017.**

[Screening Committee Meeting]

The application documents will be forwarded to the HIDA Screening Committee, which will meet on **26 January 2017**, 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 13 as of 6 January 2017, HIDA may postpone or cancel this program.

6. OUTLINE OF THE PROGRAM:

- OBJECTIVES

The objective of the program is to improve the capabilities of middle and senior managers as well as factory managers, all of who are directly involved in production management at production sites, in terms of production management that helps promote energy conservation in the manufacturing process; through a better understanding of the concept and methods of Japanese manufacturing companies' *Monozukuri*, as well as productivity improvement, failure rate reduction, and waste elimination.

* *Monozukuri*, a combination of the words *mono* (thing) and *zukuri* (process of making), has a deeper meaning than its literal meaning in Japanese. *Monozukuri* means having the spirit to produce excellent products and the ability to constantly improve a production system and process.

- KEY BENEFITS

By the end of this program, participants will have:

- (1) Deepened their understanding of the Japanese way of thinking in production management and effective production systems in Japan that are necessary to enforce effective production activities.
- (2) Deepened their understanding of the operational procedure in production management techniques in order to establish the production site base necessary for introducing/implementing a higher level production management system such as lean production management.
- (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

1 – 14 March 2017 (2 weeks)

- CONTENTS

Preparatory Step

Participants will prepare for their presentations on the final day by referring to the descriptions of the “Pre-training Report” and “Questionnaire 2” (e.g., your company’s present situation, challenges, problems, and *Kaizen* numerical targets). Participants thus need to prepare to bring the data and other information used as the basis for identifying the current values and setting the numerical targets written in the forms, before coming to Japan.

First Step

Participants will first examine the current situations of manufacturing industries and their mindset in Japan. Then, participants will overview production management in highly regarded Japanese manufacturing companies.

Second Step

Participants will study the means essential for productivity improvement such as 5S and Visual Management, and will learn various practical management tools to make improvements in quality and productivity through exercises. Then, participants will deepen their understanding of how those management tools are actually put into practice at production sites of Japanese companies through company visits. Participant will re-examine feasibility of numerical goals of energy saving through exercises after learning energy saving methods at

lectures.

Third Step

Participants will identify the causes hindering productivity improvement at their companies through the training. Thereafter, participants will establish practical action plans to specify how to promote and implement Japanese-style production management techniques that are learnt through the training program, for accomplishing the challenges at their companies, which will lead to energy conservation and other improvements, and make presentations on the final day.

A typical daily schedule consists of a 3-hour morning session and a 3-hour afternoon session. Some evening sessions may also be organized after dinner, as per necessary, dependent upon initiatives of participants of group.

Refer to the Tentative Schedule for further details.

- LANGUAGE

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

- PROGRAM DIRECTOR

Mr. Shigenobu Wada
President, JOTOC Limited

Mr. Wada is a management consultant and specializes in manufacturing systems (production system) and production management systems (information system). He has guided many companies in introducing factory improvement, operation improvement, 5S, IE, QC, VE/VA, JIT, TQM, PM, etc. Also, he has been engaged in efforts to enhance the quality control level in companies and to contribute to reducing global environment degradation through providing his expert guidance to companies in preparation for ISO9001 and ISO14001 screening and certificate acquisition. He is often invited as a speaker/lecturer at corporate seminars on production management, quality management, and related subjects.

- TRAINING LOCATION AND ACCOMMODATION

HIDA Kansai Kenshu Center (KKC) <may change in consideration of various factors>

<http://www.hidajapan.or.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 Production Management Training Program [PMTP-2]**

1 – 14 March 2017

HIDA Kansai Kenshu Center<To Be Determined>

Date	Morning Session	Afternoon Session
28 Feb. (Tue.)	(Arrival in Japan)	
1 Mar (Wed.)	Opening Ceremony / Orientation LECTURE: Low Carbon Society and Challenge by the Japanese Companies	LECTURE: The Current Situation of Manufacturing Industries in Japan and Their Competitiveness - A low carbon society is being called for-
2 (Thu.)	LECTURE & EXERCISE: 5S and Visual Management	COMPANY VISIT: Practical Case Study of 5S Implementation
3 (Fri.)	LECTURE & EXERCISE: Company-wide Activity of Equipment Maintenance and Productive Maintenance -Outline of equipment maintenance/productive maintenance involving all the staff/workers	
4 (Sat.)	Day off	
5 (Sun.)	Day off	
6 (Mon.)	LECTURE & EXERCISE: Overview of JIT Production System (1) -Concept of waste elimination (7 Mudras) -Factors composing JIT production system in Japan (Kanban, Takt time, Standardized Operations, Heijunka, Just-in-Time, Automation)	LECTURE & EXERCISE: Overview of JIT Production System (2) -Human Resource Development and Organizational Management Method among Group Companies -Roles required of management at the production site in implementing the Japanese production system
7 (Tue.)	LECTURE: Quality Assurance and Quality Control at Production Sites	
8 (Wed.)	STUDY TOUR	COMPANY VISIT: Case Study of Energy Conservation
9 (Thu.)		COMPANY VISIT: Case Study of Productivity improvement and <i>Kaizen</i> Activities/Productive Maintenance
10 (Fri.)		COMPANY VISIT: Case Study of the Japanese Production System
11 (Sat.)	Day off	
12 (Sun.)	Day off	
13 (Mon.)	LECTURE & EXERCISE: Energy-Saving Activities at Production Sites	
14 (Tue.)	Final Report Presentation	Final Report Presentation Closing Ceremony
15 (Wed.)	(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

HIDA 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 HIDA 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 HIDA's Standard Airfare Limits for FY2016 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, HIDA might not reimburse the International Travel Expenses to the participant.

(2) Accommodation and Meal Allowance

At the HIDA Kenshu Center

- During the training period, participants will be accommodated at a HIDA Kenshu Center. HIDA 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 a HIDA Kenshu Center.
- For the arrival day, HIDA will provide a participant with accommodation to the value of ¥8,030 per day with dinner and breakfast at a HIDA Kenshu Center.
- Please note that HIDA 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 HIDA.

(3) Personal Allowance

- HIDA will pay ¥820 per day in cash to a participant.

2. Course Implementation Costs

Course Implementation Costs, which is the cost to carry out a 2-week HIDA Management Training Program, is ¥340,000 and the Contribution to Course Implementation Costs (the amount participants should bear) is ¥135,000.

3. Domestic Travel Allowance

- Expenses for a part of transportation fee between international airport in Japan and HIDA Kenshu Center
- HIDA will pay ¥1,780 in cash to a participant for the cost of travel between Kansai international Airport (Osaka) and HIDA Kansai Kenshu Center (KKC).

Contribution to HIDA's Administration Cost

HIDA would like to ask the participants to support us by giving us ¥30,000 per participant as Contribution to HIDA'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)

<i>Training Costs</i>	Total Amount	Japanese government Subsidy	Participation Fee
1. Allowance Costs	<u>251,230</u>	167,486	83,744
<Breakdown of Allowance Cost>	<Breakdown>	[2/3]	[1/3]
(1) International Travel Expenses	99,400		
(2) Accommodation and Meal Allowances			
a. [at the HIDA Kenshu Center]			
@ 8,030 x 1 day (Arrival Day) =	8,030		
@ 8,850 x 12 days =	106,200		
[during the study tour]			
b. Meal Allowance			
@ 2,570 x 2 day(s) =	5,140		
c. Accommodation Allowance			
@ 10,080 x 2 day(s) =	20,160		
(3) Personal Allowance			
@ 820 x 15 days =	12,300		
2. Course Implementation Costs	<u>340,000</u>	205,000	135,000
3. Domestic Travel Allowance (Kansai Airport - KKC)	<u>1,780</u>	1,780	
Total	<u>593,010</u>	<u>374,266</u>	<u>218,744</u>

* The maximum amount of airfare claimable to subsidize the air ticket's purchase. The air ticket should be purchased by the participant. HIDA 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 HIDA [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 (FY 2016)

Unit: Japanese Yen

Area	Country	Place of Departure	Place of Arrival	Airfare Limit
South East Asia	Indonesia	Jakarta	Tokyo/Osaka	112,700
		Manado	Tokyo/Osaka	108,700
		Surabaya	Tokyo/Osaka	125,600
		Medan	Tokyo/Osaka	110,300
	Cambodia	Phnom Penh	Tokyo/Osaka	118,300
	Singapore	Singapore	Tokyo/Osaka	72,400
	Thailand	Bangkok	Tokyo/Osaka	79,800
		Chiang Mai	Tokyo/Osaka	119,400
	Philippines	Cebu	Tokyo	62,800
			Osaka	60,500
		Manila	Tokyo	61,000
			Osaka	58,700
		Davao	Tokyo	70,900
	Osaka		68,600	
	Vietnam	Ho Chi Minh City	Tokyo/Osaka	106,800
		Hanoi	Tokyo/Osaka	106,800
		Da Nang	Tokyo/Osaka	106,800
	Malaysia	Kuala Lumpur	Tokyo/Osaka	62,300
Kota Kinabalu		Tokyo/Osaka	74,900	
Penang		Tokyo/Osaka	74,900	
Myanmar	Yangon	Tokyo/Osaka	140,100	
Laos	Vientiane	Tokyo/Osaka	112,500	
Northeast Asia	Mongolia	Ulan Bator	Tokyo	133,700
		Osaka	120,200	
	China	Beijing	Tokyo	141,900
		Osaka	127,800	
		Shanghai	Tokyo	110,900
		Osaka	92,200	
Shenzhen	Tokyo	136,800		
	Osaka	135,600		
Middle Asia	Afghanistan	Kabul	Tokyo/Osaka	332,900
	Uzbekistan	Tashkent	Tokyo	189,700
		Osaka	178,300	
Kazakhstan	Almaty	Tokyo/Osaka	150,400	
South Asia	India	Calcutta	Tokyo/Osaka	137,900
		Cochin	Tokyo/Osaka	101,200
		Chennai	Tokyo	93,000
			Osaka	103,700
		Thiruvananthapuram	Tokyo/Osaka	101,400
		Bengaluru	Tokyo/Osaka	98,100
		Delhi	Tokyo/Osaka	83,100
		Hyderabad	Tokyo/Osaka	101,300
		Mumbai	Tokyo/Osaka	116,300
		Ahmedabad	Tokyo/Osaka	127,700
	Coimbatore	Tokyo/Osaka	99,800	
	Pune	Tokyo/Osaka	121,500	
	Sri Lanka	Colombo	Tokyo	65,500
		Osaka	68,500	
	Nepal	Kathmandu	Tokyo/Osaka	132,000
	Pakistan	Karachi	Tokyo	97,400
			Osaka	92,700
		Lahore	Tokyo	97,400
			Osaka	92,700
Islamabad	Tokyo	97,400		
Osaka	92,700			
Bangladesh	Dhaka	Tokyo	115,200	
		Osaka	99,400	
	Chittagong	Tokyo	116,700	
Osaka	100,900			
Maldives	Male	Tokyo	264,800	
		Osaka	324,700	
Oceania	Samoa	Apia	Tokyo/Osaka	107,700
	Vanuatu	Port Vila	Tokyo/Osaka	167,500
	Papua New Guinea	Port Moresby	Tokyo/Osaka	213,600
	Fiji	Nadi	Tokyo/Osaka	103,300

Area	Country	Place of Departure	Place of Arrival	Airfare Limit
Central and South America	Argentina	Buenos Aires	Tokyo/Osaka	255,100
	Uruguay	Montevideo	Tokyo/Osaka	216,400
	Ecuador	Quito	Tokyo/Osaka	260,800
	El Salvador	San Salvador	Tokyo/Osaka	227,900
	Guatemala	Guatemala City	Tokyo/Osaka	227,900
	Costa Rica	San Jose	Tokyo/Osaka	245,000
	Colombia	Bogota	Tokyo/Osaka	253,400
		Medellin	Tokyo/Osaka	253,400
	Jamaica	Kingston	Tokyo/Osaka	357,400
		Montego Bay	Tokyo/Osaka	357,400
	Chile	Santiago	Tokyo/Osaka	316,400
	Dominican Republic	Santo Domingo	Tokyo/Osaka	357,400
	Nicaragua	Managua	Tokyo/Osaka	227,900
	Haiti	Port Au Prince	Tokyo/Osaka	357,400
	Panama	Panama City	Tokyo/Osaka	245,000
	Paraguay	Asuncion	Tokyo/Osaka	252,100
	Brazil	Sao Paulo	Tokyo/Osaka	405,200
	Venezuela	Caracas	Tokyo/Osaka	278,000
	Peru	Lima	Tokyo/Osaka	210,700
	Bolivia	La Paz	Tokyo/Osaka	257,800
	Honduras	Tegucigalpa	Tokyo/Osaka	227,900
	Mexico	Guadalajara	Tokyo/Osaka	182,700
		Mexico City	Tokyo/Osaka	159,700
		Mazatlan	Tokyo/Osaka	182,700
San Luis Potosi		Tokyo/Osaka	182,700	
Monterrey		Tokyo/Osaka	182,700	
Morelia		Tokyo/Osaka	182,700	
Cancun		Tokyo/Osaka	183,700	
Africa	Algeria	Algiers	Tokyo/Osaka	165,600
	Uganda	Entebbe	Tokyo/Osaka	113,700
	Egypt	Cairo	Tokyo/Osaka	83,800
		Alexandria	Tokyo/Osaka	77,000
	Ethiopia	Addis Ababa	Tokyo/Osaka	158,800
	Ghana	Accra	Tokyo/Osaka	210,600
	Cameroon	Douala	Tokyo/Osaka	218,900
		Yaounde	Tokyo/Osaka	221,500
	Kenya	Nairobi	Tokyo/Osaka	204,800
		Lusaka	Tokyo/Osaka	185,700
	Zambia	Ndola	Tokyo/Osaka	194,800
		Harare	Tokyo/Osaka	145,600
	Sudan	Khartoum	Tokyo/Osaka	193,200
	Seychelles	Mahe Island	Tokyo/Osaka	111,600
	Senegal	Dakar	Tokyo/Osaka	225,500
	Tanzania	Dar Es Salaam	Tokyo/Osaka	168,700
	Tunisia	Tunis	Tokyo/Osaka	259,800
	Nigeria	Lagos	Tokyo/Osaka	141,400
	Namibia	Windhoek	Tokyo/Osaka	144,100
	Botswana	Gaborone	Tokyo/Osaka	103,600
	Madagascar	Antananarivo	Tokyo/Osaka	238,800
	Mozambique	Maputo	Tokyo/Osaka	120,000
	Mauritius	Mauritius	Tokyo/Osaka	174,400
	Mauritania	Nouakchott	Tokyo/Osaka	184,900
Morocco	Casablanca	Tokyo/Osaka	174,700	
South Africa	Johannesburg	Tokyo/Osaka	100,300	
Malawi	Lilongwe	Tokyo/Osaka	189,800	
Libya	Tripoli	Tokyo/Osaka	63,900	
Middle East	Azerbaijan	Baku	Tokyo/Osaka	270,900
	Yemen	Sanaa	Tokyo/Osaka	141,800
	Iran	Tehran	Tokyo/Osaka	133,000
		Tabriz	Tokyo/Osaka	136,600
	Jordan	Amman	Tokyo/Osaka	179,900
	Syria	Damascus	Tokyo/Osaka	68,200
Lebanon	Beirut	Tokyo/Osaka	234,000	
Europe	Ukraine	Kiev	Tokyo/Osaka	140,600
	Serbia	Belgrade	Tokyo/Osaka	189,100
	Montenegro	Podgorica	Tokyo/Osaka	190,200
	Turkey	Istanbul	Tokyo/Osaka	127,700
		Antalya	Tokyo/Osaka	135,000
		Izmir	Tokyo/Osaka	133,200
	Macedonia	Skopje	Tokyo/Osaka	111,600
	Bulgaria	Sofia	Tokyo/Osaka	125,500
	Romania	Bucharest	Tokyo/Osaka	209,100
	Hungary	Budapest	Tokyo/Osaka	112,900
	Slovakia	Bratislava	Tokyo/Osaka	309,900
Czech Republic	Prague	Tokyo/Osaka	156,100	
Poland	Warsaw	Tokyo/Osaka	128,200	

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 HIDA 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 HIDA'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, HIDA might not reimburse the International Travel Expenses to the participant.

3. Official Receipts:

HIDA 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) HIDA 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 HIDA.**

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 HIDA 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 HIDA management training program.

9. HANDLING OF PERSONALLY IDENTIFIABLE INFORMATION:

HIDA 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 Overseas Human Resources and Industry Development Association (HIDA)
Group in charge: General Affairs Group, General Affairs & Planning Department, HIDA
Tel: 81-3-3888-8211 E-mail: kojinjoho-cj@hidajapan.or.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 HIDA's privacy policy, please visit below website.

<http://www.hidajapan.or.jp/en/policy/privacy.html>

10. FURTHER INFORMATION:

Training Administration Department of HIDA

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

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

OVERSEAS OFFICES

1. Bangkok Office / (Vice Representative) Mr. Yoshitaro Nagoya 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 430, 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 Production Management Training Program -
 - For Productivity Improvement and Energy Conservation -
 [PMTP-2]

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.

***HIDA will not use this information for any other purposes other than a HIDA training program.**

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

(<http://www.hidajapan.or.jp/jp/ikusei/management/files/16pmt-2-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 (preferably attach an organization brochure)	
5. Your position and name of your department/division (preferably attach an organizational chart, indicating your position)	
6. Your duties in detail	

7. Present situation of production management in your organization	
8. Most critical managerial problems related to production management you are now facing, indicating their causes from your viewpoint	
9. Possible measures to solve such problems together with limitation factors	

<p>10. Your expectations of the program in relation to the described problems</p>	
---	--

Name

Questionnaire 1

1. Level of Comprehension

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

Level a: You can explain what it is to others. Or you have applied it in your work.

Level b: You know what it is. Or you have learned it at college/university or by yourself.

Level c: You do not know it well. Or you have never heard of it.

Item	a	b	c	Item	a	b	c
1	Just-in-time (JIT)			18	Production of many models in small quantities		
2	<i>Kanban</i> system			19	SMED (Single Minute Exchange of Die)		
3	Production leveling			20	Small-lot production		
4	Pull system			21	PM		
5	Takt time			22	Preventive maintenance		
6	Continuous flow processing			23	Maintenance Prevention		
7	Multi-process handling			24	<i>Karakuri Kaizen</i>		
8	Standardized Operation			25	7 major losses		
9	Standard in-process stock			26	Individual Improvement		
10	<i>JIDOKA</i> (Autonomation)			27	Autonomous maintenance		
11	5S			28	Planned maintenance		
12	Visual control			29	Quality maintenance		
13	<i>Poka yoke</i> (fool proof)			30	Mean Time Between Failures (MTBF)		
14	<i>Muda</i> (waste)			31	Mean Time To Repair (MTTR)		
15	Cycle time			32	Daily maintenance		
16	<i>Kaizen</i> (Continuous improvement)			33	Overall Equipment Efficiency (OEE)		
17	Liveliness index of transportation			34	Small Group Activities		

2. The Standard and Tools Your Company Has Adopted

Please indicate the current situation in your company by checking the appropriate boxes.

Techniques / Tools	Implemented with Japanese Consultant	Adopted	Not Adopted
5S			
ISO9000			
JIT			
TQM			
PM			

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	<p>What has been done toward realizing energy conservation at the company and/or departmental levels?</p> <p>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.</p>	
2	<p>What types of measuring tools have you used to identify the results of the aforesaid actions (<i>e.g.</i>, failure rates, waste quantity, utilization rates, labor productivity per person, and tact time)? Specify all of them if there is more than one.</p>	
3	<p>What are the current values expressed in the measuring tools?</p>	
4	<p>What are the target values that are</p>	

	<p>expressed in the measuring tools, and need to be achieved by applying the content to be studied during this training program?</p> <p>NOTE: The target values should be practical.</p>				
5	<p>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)?</p> <p>No need to fill in both A and B.</p> <p>NOTE: If your department is INDIRECTLY involved in manufacturing, write about the whole of your factory. The target values should be practical.</p>	Choose A or B	Current Values		Target Values
		<p>A: Yearly power consumption of the whole of your factory</p>	<p>_____</p> <p>(kWh/year)</p>	⇒	<p>_____</p> <p>(kWh/year)</p>
		<p>B: Yearly power consumption of a process at your manufacturing department (or factory)</p>	<p>_____</p> <p>(kWh/year)</p>	⇒	<p>_____</p> <p>(kWh/year)</p>
		<p>NOTE: If you choose B, write about the process you referred to, in the right column.</p>			

