

For Host Organizations

**GHC Global Business
Internship Program
(AOTS)**

Program Outline



AOTS Research Institute, AOTS

GHC Global Business Internship Program (AOTS)



The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) 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 among those countries.

Program since 2015

AOTS launched a program called “AOTS GHC Global Business Internship Program” in 2015. This program was created in response to the needs for developing global human resource among Japanese companies.

Aside from the GHC Global Business Internship Program, AOTS implemented “METI Global Internship Program” entrusted by the Japanese Ministry of Economy, Trade and Industry (METI) and **dispatched 693 Japanese young company employees as interns to 28 countries between FY2012 and FY2017.*

Program Goals

In order to develop young Japanese company employees as “global human resources” that can handle the increasingly rapid globalization of the economy, AOTS dispatches them to host organizations in the respective host country to provide them with an opportunity to acquire independence and a proactive attitude, the ability to understand other cultures, and communication skills, and to develop personal networks through internship activities.

Proposal Overview *for young Japanese company employees*

1. Intern	Young company employees (between 20s and 30s in most cases) who work at Japanese companies. <i>Their nationality is Japanese in most cases, but not always.</i>
2. Host organizations	Private companies, public organizations, government organizations located outside Japan
3. Internship period	From 1 to 6 months <div style="border: 1px solid yellow; padding: 5px; display: inline-block; margin-left: 20px;"> <i>Internship period is usually decided through communication between Japanese interns and host organizations to suit both parties' convenience.</i> </div>
4. Internship program contents	Actual work & tasks in the field of sales & marketing, quality/production management, software development etc. <i>*Based on mutual agreement between each host organization and interns</i>
5. Remuneration to host organizations	90,000 JPY / person / month ※Please refer to the <u>slide 7</u> .
6. Language during the internship	English <i>*Intern's instructor/mentor is required to be fluent in English.</i>
7. Local partner organizations	AOTS works with a local partner organization in each country/city. Their roles are: <ul style="list-style-type: none"> - Identification of ideal host organizations - Support communication between AOTS/interns and host organizations - Guide and support interns to be settled in local life - Monitor internship progress etc.
8. Intern's accommodation	Hotels or service apartments near internship sites (Information on recommended facilities is welcomed.)

Matching between interns and host organizations

Step 1

Based on each Japanese customer's (intern's employer) requirement, AOTS / local partner organizations identify candidate host organizations by contacting **several organizations** to confirm their interest in accepting young Japanese company employees as interns with them. Those who have interest in the program are **registered as candidate host organizations**.

Matching process STARTED

Step 2

AOTS proposes a list of candidate host companies to Japanese customers (intern's employer) for confirming their interest and priority.

Step 3

Japanese customers (intern's employer) decides if they apply for the internship program or not. If yes, they select 1st and 2nd priority host organizations and submit provisional application with intern's CV to AOTS.

Step 4

AOTS / local partner organizations send the intern's CV to the 1st priority candidate host company for them to consider if the intern is acceptable. (If the 1st priority organization turns down the offer, the intern's CV is sent to the 2nd priority.)

Step 5

If the host organization decides to accept the intern, AOTS / local partner organizations send official request to the host organization to receive the intern.

Step 6

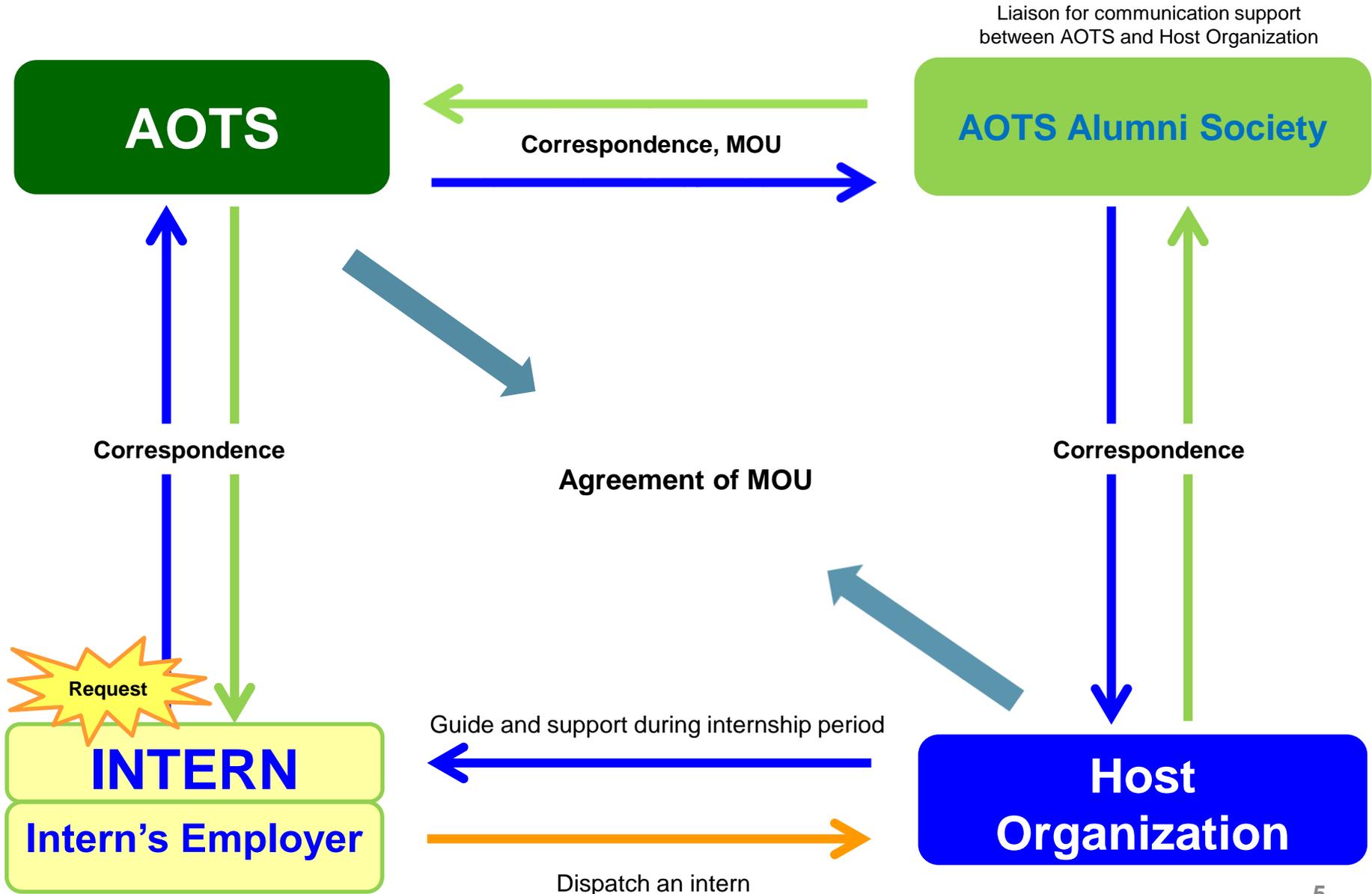
After the request is officially accepted by the host organization, related stakeholders (i.e. intern, his/her employer, host organization, AOTS / local partner organization) proceed to actual preparation step.

Matching process COMPLETED

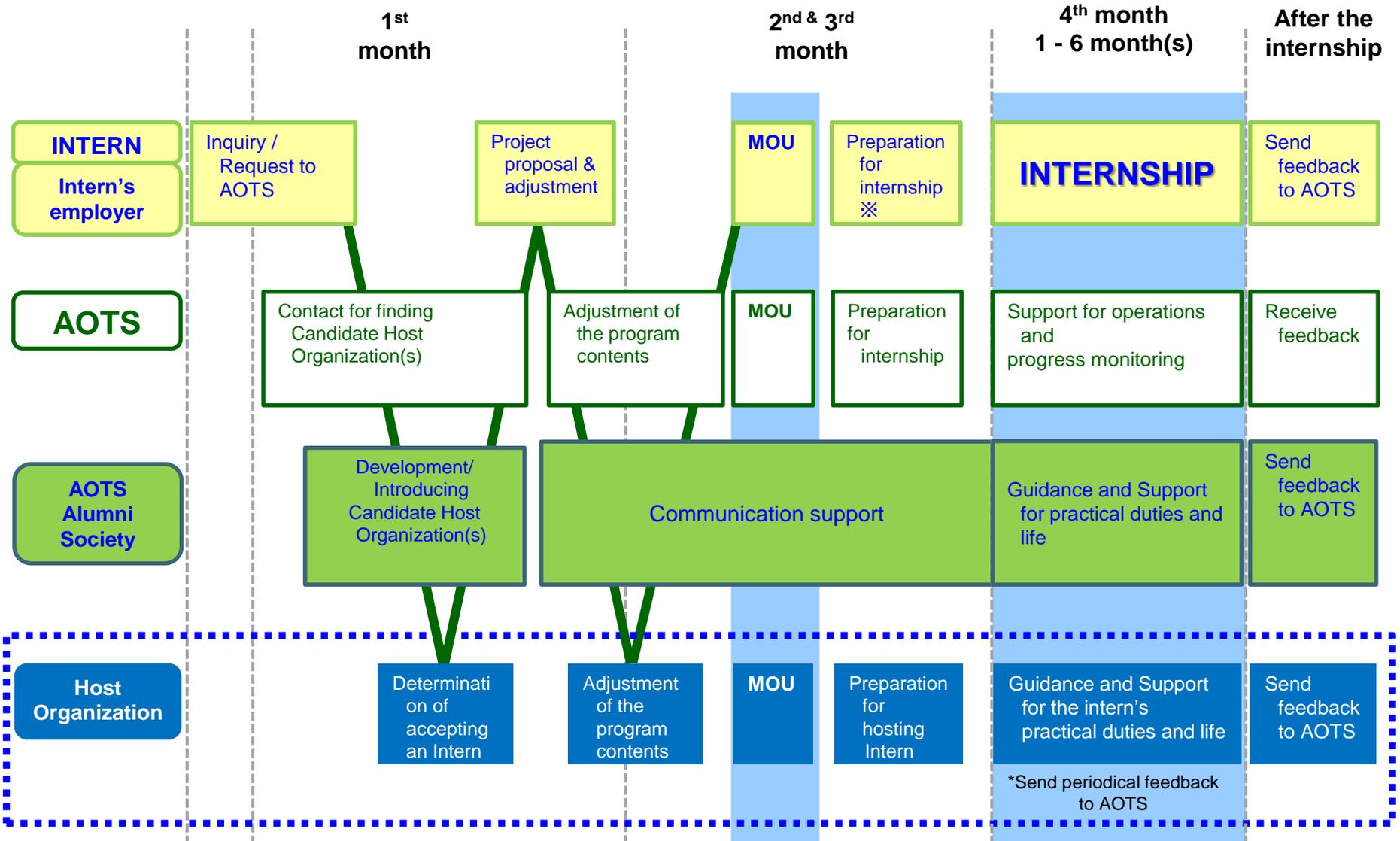
Step 7

Memorandum of understanding (MOU) is to be agreed between the host organization and AOTS.

Stakeholders in the program



Model Schedule



※ It may take longer than above to acquire visas and governmental permissions in some cases.

Merits for host organizations

1. Network formation

- Formation of a network with Japanese companies
- Exchange knowledge and experience with Japanese companies



2. Contribution by interns

- Gain outcome of assigned tasks by interns
e.g. market research,
liaison with Japanese affiliated companies



3. Raise host organizations' reputation

- Accepting interns from Japan is considered as social contribution to global human resources development activity



Remuneration to host organizations

Support for implementation expenses

During the internship period, AOTS will pay the host organization **90,000 JPY /person/month** as remuneration.

- The remuneration will be wired via international money transfer from Japan to the bank account designated by the host organization after the end of the internship.
- **Necessary expense shall be covered by the intern as a rule.**
e.g. **Transportation** (domestic business trip expenses, local commute expenses),
accommodation, daily meal, visa application fee to entry the country, medical fee etc.

*Exception: Expenses for text material, assigning an instructor, and office consumables etc. to carry out the internship program shall be covered by the host organization **by utilizing remuneration.**

Roles of the host organization: 1 of 2

Roles of the Host Organization for this program are as follows;

1. Make an internship plan through discussion with the intern, intern's employer, and AOTS until both parties (Host Organization and Intern) reach agreement before the intern's departure from Japan.
2. Deploy an appropriate staff member in the host organization for the management, supervision, and direction of the intern.
3. Provide the intern with an orientation, including safety regulations, so that the intern can operate smoothly within the host organization.
4. Assign the intern with actual work and tasks within the host organization and provide necessary directions and support.

* Verifying the progress status of the internship program. If any problems occur in implementation for the tasks, the host organization shall discuss with intern changing the internship plan and consult with AOTS about this issue in order to solve the problem. Even if there are no particular problems, the host organization shall take time to talk with the intern regularly and provide them with relevant feedback.



Roles of the host organization: 2 of 2

5. Secure **safety** and crime-free workplace, commuting route, and daily life for the intern and take necessary measures in the case of emergencies such as accidents.
6. Provide the necessary information and procurement support for **commuting** methods, and **communication tools** (cell phones, personal computers, Internet access) so that the intern may adapt smoothly to their living environment (the cost of necessary expense shall be covered by the intern as a rule).
7. Take all responsibility for management and supervision during domestic business trip or when the internship takes place at an external related organization.
8. Provide pickup and transportation to and from the **airport** when the intern arrives at and departing the host country.
9. Provide all the necessary documentation required for implementing the internship program in India (if any) and send the documents to AOTS or the supervisory authority.
10. Provide AOTS with periodical **feedback** during and after the internship period.
11. Take any other necessary procedures and measures required through discussion with AOTS.



Question and Answer 1 of 2

1. Who bear Rental of accommodation, Daily commuting to and from the Host Organization (using taxi) ,daily meals a day (breakfast, lunch and dinner)?

⇒A. The intern would bear the above cost.

2. Is the intern expected to be paid some allowances?

⇒A. No. The Host Organization doesn't need to pay allowance to the intern.

3. If the intern falls sick, who is responsible for his medical bills?

⇒A. The intern will pay the medical bills. Because the intern has been insured overseas travel insurance.

4. Is the host organization expected to be with the intern 24 hours a day?

⇒A. No. The host organization doesn't take care of the intern 24 hours. But we would like the host organization to assign the instructor for the intern and to give the appropriate task to the intern.

AOTS would like the host organization to take care of him/her in cooperation with Local Partner Organization when the intern has problems.

The host organization and Local Partner Organization are expected to take the necessary measures in the case of emergencies such as accidents at any time.

Question and Answer 2 of 2

5. When the host organization take the intern to Domestic Business Trip using airplane, Who will bear the cost?

⇒ The airplane fee and accommodation fee for this trip will be borne by the intern. Please make sure the intern about the fee before Domestic Business Trip.

But the host organization pays travel cost within the city for the internship purpose.

✧ We hope that this program will be implement successfully, and we could expand our relationship. Thank you very much for your kind attention in advance.

