

AOTS Employers' Organizations Cooperation Program

FY2023 PROGRAM NOTIFICATION

May 26, 2023

1. Title:

The Program on Industrial Relations and Human Resource Management for Executives [ERHE]

2. Duration:

- First Half (Online): August 8,9,22,23,24, 2023
- Second Half (In-person): September 25 to September 29, 2023
- In the first half of the program, ten lectures will be conducted online during the period, excluding Saturday Sunday.
- In the second half of the seminar, ten lectures will be scheduled on consecutive weekday, excluding. (The date of arrival in Japan will be September 24 and the date of departure from Japan will be September 30.)

3. Venue:

Training and accommodation location for the in-person lectures in Japan is as follows:

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:

18 in total

5. Invited Countries:

Bangladesh (BEF), Brazil (CNI), Cambodia (CAMFEBA), Egypt (FEI), Fiji Islands (FCEF), Ghana (GEA), India (AIOE, EFI), Indonesia (APINDO), Kenya (FKE) Peru (CONFIEP), Lao P.D.R. (LNCCI), Malaysia (MEF), Mexico (COPARMEX), Mongolia (MONEF), Nepal (FNCCI-CE), Pakistan (EFP), The Philippines (ECOP), South Africa (BUSA), Sri Lanka (EFC), Thailand (ECONTHAI, ECOT), Turkey (TISK), Vietnam (VCCI)

6. Seminar Language:

English or Japanese with English interpretation

7. Nomination Deadline:

Tuesday, June 27, 2023

Application documents should reach AOTS by this deadline.

8. Objectives:

The seminar aims for participants to understand Japanese practices of industrial relations (IR) and human resource management (HRM) compared with their own systems, find solutions to issues they are facing from the view point of executive management, and improve their capabilities to optimally utilize human resources at a company-wide level.

9. Seminar Elements:

The seminar is consist of the following elements:

- (1) Background and recent trends in IR and HRM in Japan
- (2) Key elements related to HRM practices
- (3) Labor-management communication
- (4) Human resource development (HRD)
- (5) Company visits to observe IR and HRM practices in Japan
- (6) Creating an action plan to improve IR and HRM in participants' respective companies/ organizations

10. Tentative Schedule:

Please refer to the attached schedule (appendix).

11. Target Participants:

Executive or senior managers of Employers' Organizations or its member companies of HRM/HRD department who have responsibilities for IR, HRM and/or HRD in their companies/organizations.

12. Seminar Elements:

The seminar consists of the following elements:

- (7) Live streaming lectures by specialists and experts
*Lectures will be delivered in real time. If it is difficult to participate due to the time difference, please refer to item 13. "Participation Requirement" (12)
- (8) Online company visit
- (9) Group discussion and presentations by participants

13. Participation Requirement:

Applicants must meet all the following requirements:

- (1) Executives including general managers of Employers' Organizations or their member companies.
- (2) Persons who have at least five years' management experience in the field of IR and/or HRM.
- (3) Persons who are not over the age of 60 and not younger than 30 on the first day of the seminar.
- (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.
*If a candidate 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 recommended by both Employers' Organization and their employer.
- (7) Persons who are able to fully complete the seminar and to carry out two tasks.
 - (a) To make a presentation on their "Action Plan" on the final day of the seminar and to send an "Action Plan Implementation Report" to AOTS 3 months after the seminar finished
*Action Plan Implementation Report: All participants are expected to submit report how you have implemented your Action Plan and what you have achieved over the 3 months after the course finished.
 - (b) To send the "Evaluation Sheet for the Participant's Organization" to AOTS within one month after the seminar.
- (8) Persons who are able to apply the lessons of the seminar in their daily working environment and have concrete plans to disseminate the learning experiences and knowledge acquired from the seminar with the cooperation of Employers' Organization.
- (9) Persons who are healthy enough to attend the online seminar.
- (10) Persons should not be full-time students or military personnel.
- (11) Persons who have not attended Employers' Organization Cooperation Program previously in Japan over the past five years. However, the participants of EREO seminar which was held in FY2018 are eligible to apply for seminars from FY2021.
- (12) Persons who can attend all online lectures and discussions during the seminar period. Equipment such as a personal computer, a microphone, a webcam, and internet connection to attend the online lectures should be prepared by themselves. Basically, the online lectures are supposed to be held from 13:30 to 18:30 (one hour break included) in Japan Standard Time (UTC+9). Assignment may be given after each session. For those in countries where there are difficulties taking live lectures because of the time difference, they are required to view a video stream of those lectures excluding

sessions of presentation by participants.

14. Terms and Conditions:

Since this program is 100% subsidized by the Japanese government, participants must confirm their agreement to the "AOTS Program Conditions of Participation," which include the following conditions, and participants must abide by the rules of this program.

- (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. 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 seminar will lose his/her place. AOTS will arrange their flights for arrival in Japan one day before the seminar begins and their flights for departure one day after the seminar 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 a city/cities 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 seminar.
- (5) Participants must stay at the designated accommodations during the seminar, staying overnight out of the center, extension of stay in Japan, doing business in Japan are not permitted.
- (6) Participants shall not request AOTS to arrange nor arrange by themselves any additional program for themselves during or before/after the seminar.
- (7) Participants must attend all lectures, discussions, visits and ceremonial programs arranged by AOTS.
- (8) Participants shall leave Japan and return home upon completion of the seminar in Japan according to the original schedule proposed by AOTS.
- (9) Although the second half of this program is scheduled to be conducted in person, it may be switched to online depending on the infectious disease situation and other inevitable matters. Participants shall comply with any changes that occur as a result of the switch from in-person to online implementation of the seminar.
- (10) Participants shall prepare for the second half of the program according to the notification from AOTS, which will be provided around the time when the first half will be completed.
- (11) Regarding intellectual property rights, the streamed lectures may not be downloaded or recorded in anyway and they may also not be used for any other purpose than participation in the seminar. Data distributed to participants through the lectures may be used only for designated and approved purposes. The ID, password and any other personal information issued to participants may not be used by anyone other than the designated person.
- (12) In Japan, wearing a mask, disinfecting fingers are advisable in public places to prevent infectious disease.

15. Selection of Participants:

Selection of participants will be based on the application documents. AOTS will notify the result of screening to Employers' Organizations as well as the selected participants **by Tuesday, July 18, 2023 at the latest.**

16. Certificate:

When a participant completes the scheduled lectures and discussions satisfactorily, a certificate shall be awarded to him/her by AOTS. However, if he/she fails to follow the conditions listed below, in general, the certificate will not be issued to them:

- (1) Attend all online lectures and discussions. If a participant lives in a country where there are difficulties taking live interactive lectures because of the time difference, he/she will be required to view a video stream of those lectures excluding sessions of presentation by participants.

- (2) Attend at least two-thirds of the scheduled activities in Japan.
- (3) Submit all documents which are required for the seminar.
- (4) Obtain sufficient learning results which are expected for each seminar by lecturers and AOTS.

17. Financial Arrangements:

This program is financed by Japanese Ministry of Health, Labor and Welfare. Expenses directly related to the seminar will be met by AOTS as per the AOTS rules and regulations.

However, AOTS will not cover any expenses incurred in participating in the online seminar and in traveling between the participant's country and Japan except for those shown in the table.

Examples of expenses borne by participants are as follows.

Expenses for internet access and equipment (such as a personal computer, a microphone, and a webcam), postage, fees for passport issuance, visa application fees, vaccination fees, infectious disease inspection fee and other fees related to entry and exit, health checks, travel expenses in their countries, etc. In addition, if you become infected with infectious disease while in Japan, you may be liable for expenses that are not covered by the overseas travel insurance arranged by AOTS.

<p>(1) Air Fare Arrive in Japan on September 24 and depart from Japan on September 30, 2023. <u>The most efficient and economical route for round trip economy class air ticket</u> between the airport specified by AOTS in participant's home country and Japan will be arranged and purchased by AOTS. Domestic transportation expenses in participant's home country are excluded.</p>	IN KIND
<p>(2) Personal Allowance in cash 6 nights from September 24 to September 29, 2023 @JPY 1,040 × 6 nights *Personal allowance will be provided only for the staying days in Japan.</p>	JPY 6,240
<p>(3) Accommodation and Meals 6 nights from September 24 to September 29, 2023 (a) September 24, 2023 (Arrival Day) Accommodation with dinner of the Arrival Day. (b) September 30, 2023 (Departure Day) Accommodation with breakfast of the Departure Day. (c) September 24 to September 29, 2023 (6 nights) Accommodation with lunch, dinner, and breakfast of the following day *JPY 2,750 per day will be provided in cash for meals when the meals are not provided IN KIND. *Accommodation and meals will be provided only for the staying days in Japan.</p>	IN KIND*
<p>(4) Domestic Travel Allowance in Japan (a) Arrival day: Arrival Airport (Narita or Haneda) → TKC (b) Departure day: TKC → Departure Airport (Narita or Haneda) *Fixed amount of domestic travel allowance will be paid to participants in accordance with AOTS's rules and regulations during the orientation session of the first day of the seminar.</p>	Fixed amount in cash
<p>(5) Overseas Travel Insurance Overseas travel insurance for the entire period of the seminar 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 6,240

(JPY: Japanese Yen)

18. Application Documents:

Applicants should prepare and submit the following documents to Employers' Organization in their countries. Please do not directly submit them to AOTS.

- (1) Application Form (Part 2 to 5)
- (2) A copy of certificate to prove applicant's English proficiency such as TOEFL, TOEIC or IELTS if the applicant has not been educated in English.
- (3) Applicant's face photo (3 cm x 4 cm)
- (4) A copy of applicant's passport or ID card to check the spelling of name, birthday, etc.
- (5) Applicant's company brochure

After gathering applications, Employers' Organizations should submit the necessary application documents to AOTS by email before the deadline. Please refer to "Expected Actions by Employers' Organizations" for the actions to be taken for nomination.

Appendix**Tentative Schedule of ERHE****<Online First half>**

Date	2-Hour Session (Basically 13:30-15:30 in Japan Standard Time)	2-Hour Session (Basically 16:30-18:30 in Japan Standard Time)
Aug. 8 (Tue.)	13:00-13:30 Brief Guidance of the Seminar and Opening Ceremony 13:30-15:30 Presentation by Participants: Pre-Training Report	Presentation by Participants: Pre-Training Report
Aug. 9 (Wed.)	Live Streaming Lecture: Industrial Relations and Human Resource Management in Japan (1)	Live Streaming Lecture: Impact of the pandemic of COVID-19 on the working and employment environment in Japan and “New Normal” Working Style
Aug. 22 (Tue.)	Live Streaming Lecture: Wage and Performance Appraisal System in Japanese Companies	Live Streaming Lecture: Current Development and Future Challenges of Trade Unions in Japan
Aug. 23 (Wed.)	Live Streaming Lecture: Impact of AI and IoT on Labor in Japan	Live Streaming Lecture: Labor-Management Relations Considering Business and Human Rights
Aug. 24 (Thu.)	Live Streaming Lecture: Japanese Labor Law and Industry initiatives	Presentation by Participants: Sharing of learnings from the first half and objectives for the second half

<Second half (In-Person)>

Date	3-Hour Session (9:30-12:30)	3-Hour Session (13:30-16:30)
Sep. 25 (Mon.)	Presentation by Participants: Initiatives after the first half of the seminar and expectations for training in Japan	Lecture: Enhancement of Organization Motivation and Engagement
Sep. 26 (Tue.)	Lecture: Work Environment Improvement and Mental Health Care	Lecture: 5S and Kaizen Activities for Human Resource Development
Sep. 27 (Wed.)	Lecture: Global Management and Japanese Managers	Lecture: ESG Management
Sep. 28 (Thu.)	Organization Visit: Industrial Relations	Company Visit: Human Resource Development in Japanese Companies
Sep. 29 (Fri.)	Lecture: Harmonization of Management Strategy and HRM	Presentation by Participants: Action Plan Wrap-up and Evaluation Closing Ceremony

- *1) Twenty lectures in total will be conducted from August 8 to September 29, 2023.
- *2) The schedule is subject to change for the convenience of lecturers and cooperating companies.
- *3) Online First half: A participant who lives in a country where there are difficulties taking live lectures because of the time difference, he/she is allowed to view a video stream of those lectures. However, as for sessions where participants are requested to give a presentation, he/she needs to attend live lectures.