

AOTS Employers' Organizations Cooperation Program

FY2024 PROGRAM NOTIFICATION

April 26, 2024

1. Title:

The Program on Occupational Safety and Health Management and Work Environment Improvement [ERWM]

2. Duration:

- First Half (Online): July 11,12,16,17, 18, 2024 (About 20 hours:4 hours x 5 days)
- Second Half (In-person): Wednesday, August 21 to Tuesday, August 27, 2024
- In the first half of the program, ten lectures will be conducted online during the period, excluding Saturday and Sunday.
- In the second half of the seminar, ten lectures will be scheduled on consecutive weekday, excluding Saturday and Sunday. (The date of arrival in Japan will be August 20 and the date of departure from Japan will be August 28.)

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:

15 in total

5. Selection of participants:

AOTS will consider the balance of countries among the selected participants.

6. Seminar Language:

English or Japanese with English interpretation

8. Objectives:

This seminar aims to deepen participants understand the trend of Occupational Safety and Health (OSH) management, labor management, and labor situation in Japan. Participants will deepen their knowledge of OSH through observing the best practices, comparing them with their own system in their companies, and finding solutions to their issues concerning OSH management. The lectures will review concepts and methodologies of OSH and confirm that cooperation between employers and workers is important for utilizing OSH management in their companies.

9. Seminar Elements:

This seminar consists of the following modules:

(1) Lectures by Japanese specialists and experts

*Online lectures will be delivered in real time. If it is difficult to participate due to the time difference, please refer to item 12. "Participation Requirement" (11)

(2) Company visits

(3) Group discussion and presentations by participants

10. Tentative Schedule:

Please refer to the attached schedule (appendix).

11. Target Participants:

Persons who have responsibility for OSH management in their companies or organizations and are willing to play a key role in the dissemination of knowledge in the field of OSH management in their respective countries.

12. Participation Requirement:

Applicants must meet all the following requirements:

- (1) Junior to middle managers, middle-level staff members or specialists who have responsibility for OSH management in Employers' Organizations or their member companies and are likely to become future leaders of Employers' Organizations or their member companies.

*Middle managers such as managers, section managers or section chiefs are preferable (not beyond these positions).

- (2) Persons who are not over the age of 60 and not younger than 25 on the first day of the seminar.
- (3) Persons who graduated from either a four-year college or university course or have an equivalent educational background.

- (4) 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.

- (5) Persons who are recommended by both Employers' Organization and their employer.

- (6) Persons who can 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.

- (7) Persons who can 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 after returning to their organization with the cooperation of Employers' Organization.
- (8) Persons who are physically and mentally able to attend the program. In ensuring good health, pregnant applicants are not considered.
- (9) Persons should not be full-time students or military personnel.
- (10) Persons who have not attended Employers' Organization Cooperation Program previously in Japan over the past five years.
- (11) Persons who can attend whole lectures and discussions including the online sessions 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 15:30 and 16:30 to 18:30 (Japan Standard Time/UTC+9). 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 presentations by participants and submit assignment after each session.

13. 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) In principle, participants shall 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.

14. Selection of Participants:

Selection of participants will be based on the application documents. AOTS will notify the result of selection to Employers' Organizations as well as the selected participants **by Friday, June 21, 2024 (Japan Standard Time) at the latest.**

15. 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.
- (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.

16. 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 August 20 and depart from Japan on August 28, 2024. <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 8 nights from August 20 to August 27, 2024 @JPY 1,040 × 8 nights *Personal allowance will be provided only for the staying days in Japan.</p>	JPY 8,320
<p>(3) Accommodation and Meals 8 nights from August 20 to August 27, 2024 (a) August 20, 2024 (Arrival Day) Accommodation with dinner of the Arrival Day. (b) August 28, 2024 (Departure Day) Accommodation with breakfast of the Departure Day. (c) August 20 to August 27, 2023 (8 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 8,320

(JPY: Japanese Yen)

17. 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 7)
- (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
- (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 ERWM****1. First Half (Online)**

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)
Jul. 11 (Thu.)	13:00-13:30 Brief Guidance of Seminar Opening Ceremony 13:30-15:30 Presentation of Pre-Training Report by Participants	Presentation of Pre-Training Report by Participants
Jul. 12 (Fri.)	Keynote speech Improving Workplace Environment Improvement of Occupational Safety and Health Management (OSMH)	Improving Workplace Environment Workshop 1: Occupational Safety and Health: Experiences in Japan and Asia
Jul. 16 (Tue.)	Improving Workplace Environment Workshop 2: Online Company Visit & Check List Exercise	Improving Workplace Environment Workshop 3: Check List Exercise
Jul. 17 (Wed.)	Improving Workplace Environment Workshop 4: Mental Health	Improving Workplace Environment Workshop 5: Workshop Design
Jul. 18 (Thu.)	Improving Workplace Environment Workshop 6: Teamwork Environment	Improving Workplace Environment Workshop 7: Materials Handling

*1) Dates and seminar contents are subject to change. The lecture may be conducted in a different day during the above-described seminar period. We will let you know as early as possible.

*2) All lectures will live stream.

*3) 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.

2. Second Half (In-person) * Conducted in Japan

Date	3-hours Morning Session (9:30-12:30 AM in Japan Standard Time)	3-hours Afternoon Session (13:30-16:30 PM in Japan Standard Time)
Aug. 20 (Tue.)	Arrive in Japan	
Aug. 21 (Wed.)	9:00-10 :15 Orientation 10:30-12:30 Presentation by Participants	Presentation by Participants Implementing Improvements for Better Work and Productivity
Aug.22 (Thu.)	Improving Workplace Environment Workshop 8: Implementing Improvements for Better Work and Productivity	Improving Workplace Environment Workshop 9: International Cooperation in Improving Workplace Environment through Short-Term Training
Aug.23 (Fri.)	Lecture: Current Development and Future Challenges of Trade Unions in Japan	Company Visit : 5S and KAIZEN Activities from the Viewpoints of Improving Workplace Environment
Aug.26 (Mon.)	Improving Workplace Environment Workshop 10: Business and Human Rights at Workplace	Improving Workplace Environment Workshop 11: Action Planning and Future Cooperation
Aug.27 (Tue.)	Presentation of Action Plan by Participants	Presentation of Action Plan by Participants 16:30-16:45 Closing Ceremony
Aug.28 (Wed)	Depart from Japan	

*1) All times shown above are Japan Standard Time (JST). (UTC+9)

*2) Dates and seminar contents are subject to change. The method of conducting the seminar may be changed from in-person/visiting Japan to online depending on the infectious disease situation and/or other inevitable reasons. In that case, we will inform you once the changes are confirmed.