



**The Association for Overseas Technical Cooperation and Sustainable Partnerships**

**30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534**

Tel: 81-3-3888-8256 Fax: 81-3-3888-8242 E-mail: [shouhei-au@aots.jp](mailto:shouhei-au@aots.jp) URL: <http://www.aots.jp/>

# ODA Program

**August 2025**

**Program Outline**

**&**

**Participation Requirements**

**of**

**The Training Program on Program & Project Management**

**[PPTP]**

**21 January – 3 February 2026**

The Association for Overseas Technical Cooperation and Sustainable Partnerships [AOTS]

## 1. BACKGROUND OF THE PROGRAMS:

The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) is an organization for human resources development mainly in overseas 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.

AOTS 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 200,000 individuals from 198 countries and regions have undergone our training in Japan, while the cumulative attendance at our overseas programs till the end of fiscal 2023 exceeded 240,000.

AOTS organizes and develops a various range of training courses based on requests from returning participants and industry in developing countries.

The Training Program on Program & Project Management\* (PPTP) is one of such management training programs conducted by AOTS organized in order to impart the system and method of program and project management based on the P2M<sup>®\*\*</sup> Guidebook of Japan to training program participants.

\* Program & Project Management: Program management is a set of processes such as conception, basic planning and implementation management of a program that is positioned as a management unit to realize an organization's strategy for business expansion, growth and adaptation to changing external environment such as emerging green economy, digital transformation (DX), response to technology disruption, and Society 5.0 proposed by Japanese Government, and is a cluster of component projects to deliver the strategy.

Project management is a set of management processes for creating unique, new value in a project context (mission driven, time, resources and budget constrained) such as the engineering and construction of land and social infrastructure, oil and gas plants, production facilities, ICT systems, new product development, sustainability in responding to climate changes and organizational transformation. A project can be initiated on a stand-alone basis (discrete projects) or as an integral part of a program.

\*\* P2M : P2M is the "Guidebook of Program & Project Management for Enterprise Innovation" originally issued by the Engineering Advancement Association of Japan in 2001 after three years of research in response to a commission from the Ministry of Economy, Trade and Industry of Japan (METI), and has been owned, disseminated and enhanced, since 2002, by the Project Management Association of Japan (PMAJ). Originally, P2M was developed as a vehicle to support Japanese enterprises, organizations, and the government agencies to reinforce their competitiveness through innovation and serves as a program management methodology that considers not only how to deliver one project successful by meeting the quality, budget and delivery time requirements, but also is an edifice of knowledge that integrates a program consisting of plural projects under a common program mission, for conceiving and delivering innovation, high value added and sustainability by intellectually combining a variety of management disciplines as well as strength of the Japanese industry, and helping pursue total optimization from higher and wider perspectives.

P2M has its English Edition and has been taught or practiced in some 25 countries including France, Ukraine, Russia, the Philippines, Senegal, Bangladesh and Mexico.

## **2. COUNTRY:**

Please refer to “[Appendix 4] List of Target Countries and Regions” of this program outline.

Those who reside in the countries listed in the table and are recommended by AOTS’s Overseas Collaborative Organization or able to apply from a Japanese company located in Japan may apply.

## **3. NUMBER OF PARTICIPANTS:**

15 participants

## **4. PARTICIPATION REQUIREMENTS:**

- (1) Participants should be senior managers, directors, middle managers in companies who manage their companies by projects or directly manage a program or a large project; and project managers/project leaders who are in a position to plan and/or manage projects, managers or staff of industrial promotion organizations and/or business associations who support local companies in facilitating project management in the developing countries designated by AOTS.
- (2) Participants should be, in principle, more than 25 years old and over with minimum business experience of three years.
- (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 the developing countries and/or regions.
- (7) Participants should not be an owner or an employee of management consulting companies.
- (8) Participants should not be students or armed forces personnel.
- (9) Former participants of the subsidized training programs in Japan organized by AOTS are not entitled to apply for any program which starts within six months (183 days) after they have returned home countries from Japan.

Notes:

- (1) Participants shall attend all the events in the curriculum provided for each management training program.
- (2) Family members or business partners (colleagues/subordinates of the participant’s company) are not allowed to accompany participants on their journey in Japan.
- (3) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional programs, and shall leave Japan and return to their home countries soon after the completion of the program.

Preferential Selection:

- (1) Participants from Japanese companies, business partners of Japanese companies, companies planning to deal with Japanese companies are most desirable. (In the case of applications from Japanese companies, business partners of Japanese companies, companies planning to deal with Japanese companies, the priority for selection becomes higher.)
- (2) In the case of applications from non- Japanese affiliated companies that do not have any business relations with Japanese companies, the priority for selection becomes lower.
- (3) In addition, applications from companies with capital from developed countries will be given lower priority in the selection process than applications from local companies that hold local capital.
- (4) Those who work in the national government (agency) or the local government (agency) have lower priority to participate in this training programs, since the programs are mainly targeted at the people working in the companies/organizations in the private sector.
- (4) 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 AOTS can accept.

## 5. OUTLINE OF THE PROGRAM:

### - OBJECTIVES

This training program is designed for the participants to (1) acquire the fundamental methods and basic application skills of project management used to manage a single (discrete) project, (2) familiarize themselves with “agile project management method”, an emerging variation of project management which is suited to software development, development of a highly innovative product or service, and stepwise corporate innovation where no model or prototype exists, hence, it is difficult to define what to make from the beginning, (3) learn the concept of program management which serves as corporation’s essential management unit to link a pillar of corporate strategy to front-line projects to deliver on strategies, and is gaining increasingly important roles for higher business competitiveness, innovation in a variety of sectors, and sustainability in global competition, and (4) enable the participants to obtain deeper understanding of roles of project managers and program managers in the contemporary fast moving economy and industry and the society.

The participants are provided step-by-step opportunities to learn how to apply program management and project management in the order of 1) program value identification and program development, 2) well informed project objectives setting, 3) efficient project planning and management, and 4) project objectives management on the project’s scope, delivery schedule, quality requirements, risk and project organization.

### - KEY BENEFITS & CONTENTS

#### Pre-Step: Pre-study Requirements in the Application Sheet

The Participant is required to enter responses to the questions and pre-study guideline laid out in the Pre-Training Report, which will be reflected in the lecturers’ training sessions, utilized during the discussions and group workshops of the Training Program. The pre-study requirements include, in addition to the corporate profile, business operations characteristics and project management environment of applicant’s firm.

#### Step 1: Program Management

Learn the concept of Program Management through lectures, discussions and two company/organization visits to observe program management applications, which is a methodology for the conception, formulation, design & structuring, implementation management (project management of the program’s component projects), and innovative product servicing, of a program, as an organizational vehicle to realize an organization’s strategy, **formed into a cluster of component projects**. In this concept, participants would not only study how to translate a pillar (discrete component) of a corporation’s strategy into a program then being decomposed into projects, but also challenge a program to build a new business model such as business expansion into a new business domain; enhancing sustainability of the company, industry and society; developing a green industry and beyond; promoting energy saving or new energy development; an innovative model of green construction or green infrastructure, etc.

#### Step 2: Project Management

Project management applies to both a component project of a program explained in Step 1 and to stand-alone projects.

The participants learn the terms, knowledge areas and the integration framework (the methods) of Project Management and its basic application skills which will become the common language in executing and managing projects. In doing so, the participants will gradually form a method of how to apply project management knowledge and skill to enterprise and industry objectives.

Also, learn agile project management useful for digital transformation (DX) applications and development of highly innovative products.

#### Step 3: Summary: Forming Comprehensive Professional P2M Knowledge and Application Skills

The Course ensures, by way of Project-based Learning (PBL), that the participants understand what they

have learned in the training program by way of a series of hands-on case exercises provided in most sessions, two half-day corporate application case studies, one full-day agile project planning methodology practice workshop and one full-day overarching workshop based on the respective group's thematic initiatives. Participants recognize their own roles in carrying out or implementing Program & Project Management.

This training program is designed to learn the system and methods of program and project management based on P2M.

By attending this program, participants will be able to have a more concrete image of their own roles as the persons responsible for project management and in the future as a program manager for innovation, as well as to acquire the systematic knowledge covered by P2M. **Those participants who have successfully completed the training program and has been conferred AOTS's official certificate, will also be awarded the International P2M Practitioner (iP2M) credential by Project Management Association of Japan.**

Further, by learning the P2M-based program and project management and by having a close look at actual examples of its application in Japanese corporations, participants will have a chance to know the efforts taken by the Japanese corporations, and can extend their knowledge, which will become the basis by which they facilitate effective and efficient communications in various business environments with Japanese industries after returning to home country.

The course will usually consist of three hours in the morning and three hours in the afternoon. Please see the Tentative Schedule for further details.

**- DURATION**

Wednesday 21 January – Tuesday 3 February 2026 (10 working days)

**- LANGUAGE**

All lectures, discussions and workshops will be conducted in English. One half-day project study company visit will be partially with translation between Japanese and English. All the program documents and training materials will be prepared in English.

**- PROGRAM DIRECTOR**

Toru Kato, MSc. in Administration Engineering, Professional Engineer (Japan), PMP®, P2M-PMS, METI Project Manager in IT/IS,  
President of Project Management Association

Mr. Kato is the President of Project Management Association (PMAJ) since 2019. He was an employee, manager and board member/CEO of division companies of Chiyoda Corporation, Japan's leading engineering, procurement and construction company having a globally top-class share in LNG plants and refineries, until 2018. His professional expertise includes development and deployment administration of project-oriented information systems; project controls on major-sized global projects; consulting (as business) on structured project management and building project management systems for clients. He carries the functions of a certification committee member on Japanese government-initiated certification programs for IT project managers. He holds MSc. in Administration Engineering from University of Keio. Mr. Kato holds project management professional credentials of Japanese Government Certified Registered Professional Engineer in both, Information Systems and Project Management, PMP® of PMI, PMS-P2M of Japan, and Certified Information Systems Project Manager of the Japanese Government.

Mr. Kato is an authorized lecturer at AOTS hosting this training program.

## - PROGRAM ADVISOR

Professor, Dr. Hiroshi Tanaka, Ph.D. (France), Dr.PM Hon. (Ukraine)  
Academic Adviser, Past President of Project Management Association of Japan (PMAJ)

Dr. Hiroshi TANAKA is Course Director from 2009 to 2023 for AOTS training programs coded PPTP/PHPP on program and project management. Originally, he spent 42 years at JGC Holdings Corporation, global EPC and PM company, and was founder and the first president of Project Management Association of Japan for 14 years. He also taught strategy and project management subjects at graduate schools in five countries (France, Ukraine, Senegal, Russia and Japan) as Professor. He holds Ph.D. of France and Doctor of Project Management of Ukraine.

## -LECTURERS

All lecturers are registered lecturers of project management at Project Management Association of Japan (PMAJ). Most have project management certification credentials, or a Ph.D. in Project Management degree.

**\*PMAJ** - The Project Management Association of Japan – is a non-profit organization with the purpose of advancing and disseminating program and project management knowledge and skills.  
(<http://www.pmaj.or.jp/>)

The main activities of PMAJ are:

- Publication and maintenance of Japan's national program and project management standard guidebook titled "Program and Project Management for Enterprise Innovation (P2M<sup>®</sup>)"
- Promotion of P2M both in Japan and abroad in the private and public sectors as well as academic community.
- Conducting education, training and seminars related to program and project management
- Administration of the P2M based PM Professionals Certification
- Operation of project management society platforms for structured or volunteer activities for the advancement of professional and corporate capabilities of program and project management
- Research and development in program, project and other related management areas.
- Global cooperation in the program and project management community e. g. cooperation with other project management associations, contribution to global project management platforms (ISO committees, Global Alliance for Performance-based Standards).

## -TRAINING LOCATION AND ACCOMMODATION

**AOTS Tokyo Kenshu Center (TKC) <may change in consideration of various factors>**

<http://www.aots.jp/en/center/about/tkc.html>

30-1, Senju-Azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan

Tel: 81-3-3888-8231 (Reception) Fax: 81-3-3888-0763

**Tentative Schedule**  
**of**  
**The Training Program on Program & Project Management [PPTP]**  
 21 January - 3 February 2026  
 AOTS Tokyo Kenshu Center (TKC)

Date	Morning (09:00 - 12:00)	Afternoon (13:00 - 16:00)
20 Jan. (Tue)	Arrival at AOTS Tokyo Training Center	
21 January (Wed.)	<ul style="list-style-type: none"> <li>Administrative Orientation on the Training Program</li> <li>Opening Ceremony</li> </ul>	Inaugural Lecture by the Course Directorate: <ul style="list-style-type: none"> <li>Program &amp; Project Management as Dynamic Management Paradigm &amp; Methodology for Competitiveness, Innovation and Sustainability in 21<sup>st</sup> Century</li> <li>Introduction to P2M Guidebook of Japan</li> </ul>
22 (Thu.)	Lecture & Exercise: Project Management (1) <ul style="list-style-type: none"> <li>Project Development and Front-end Planning before Final Project Investment Decision</li> </ul>	Lecture & Exercise: Project Management (2) <ul style="list-style-type: none"> <li>Project Scope Management</li> </ul>
23 (Fri.)	Lecture & Exercises: Project Management (3) <ul style="list-style-type: none"> <li>Development of Work Breakdown Structure (WBS) for an Industrial Project</li> </ul>	Lecture & Exercises: Project Management (4) <ul style="list-style-type: none"> <li>Project's Schedule Development and Progress Management</li> </ul>
24 (Sat.)	Day off	
25 (Sun.)	Day off	
26 (Mon.)	Interactive Theme Discussions: Project Management (5) <ul style="list-style-type: none"> <li>Leadership &amp; Communications in Projects</li> </ul>	Lecture & Discussions: Program Management (1) <ul style="list-style-type: none"> <li><b>Essence of P2M Program Management</b> as an intermediate management unit purposefully linking corporate strategy pursuing higher corporate value, innovation and/or sustainability to front-line projects to deliver strategy via conceptualization, formulation, structure design, planning and implementation</li> </ul>
27 (Tue.)	Case Study I (Guest Lecture): Program Management (2) <ul style="list-style-type: none"> <li>P2M Program Management Framework-based Innovative Business Scheme Simulation Workshop at a Large Business Unit</li> <li>How to share the design of an innovative business ecosystem, balance interests among partners, and manage global communications as the foundation of collaborative programs and projects.</li> </ul>	Company Visit I [P2M case study]
28 (Wed.)	Lecture & Exercises: Project Management (6) Agile Project Management – a variation edition of project management suited to development of highly unique product or software	
29 (Thu.)	Lecture & Case Study: Project Management (7) <ul style="list-style-type: none"> <li>Project Cost Management &amp; Project Risk Management</li> </ul>	Lecture: Project Management (8) <ul style="list-style-type: none"> <li>Project Resources Management and Project Stakeholder Structuring and Organization Management</li> </ul>

30 (Fri.)	<p>Case Study-II (Guest Lecture): Program Management (3)</p> <ul style="list-style-type: none"> <li>Lessons Learned from the “Kibo (Hope) Project” as a Japanese Component of the Global Space Shuttle Project: success factors of multi-national project teams and how achievement of space development projects is being translated into industrial and social welfare use</li> </ul>	Company Visit II [P2M Case study]
31 (Sat.)	Day off	
February 1 (Sun.)	Day off	
2 (Mon.)	<p>Workshop: Full-day Program &amp; Project Management Group Workshop</p> <ul style="list-style-type: none"> <li>Project (or program) development &amp; planning and project management planning workshop, by trainee groups, along the instructor-given template on a group proposed project theme, e. g. a new plant/factory construction, developing sustainable new products services, introducing an energy saving/energy conversion/resource saving project, a green innovation project, an affordable social innovation project in community. The workshop will include presentations of group exercise results, instructors’ feedback and grading</li> </ul>	
3 (Tue.)	<p>Lecture and Discussions: Project Management (9)</p> <ul style="list-style-type: none"> <li>Look-back Review of the Entire Course Focusing on 50 Essential Points</li> </ul>	<p>Class Discussions:</p> <ul style="list-style-type: none"> <li>All Participants’ Feedback Comments</li> <li>Class Resolution for a Better Tomorrow of Participant’s Companies with P2M</li> </ul> <p>Course Completion Ceremony (from 15.30)</p>
4 (Sat.)	Departure from Japan	

Remarks: (1) The above schedule is subject to change for the convenience of lecturers and cooperating companies, or for other unavoidable reasons.  
(2) Several group discussion sessions may be arranged in the evening.



## **6. APPLICATION PROCEDURE: (Application from host companies in Japan)**

- (1) Advance application:** The Japanese host company should contact the Training and Expert Dispatch Administration Group of AOTS, the address of which appears in Appendix 1, by telephone or e-mail with an outline of the training plan (e.g., duties and background of the participants, whether practical training is required or not, etc.).

Please submit the following application documents to the Corporate Liaison Group I / II by the deadline.

1. AOTS Training Application Form (outline)
2. The trainee's personal record and enquiry into training contract
3. Pre-training report

- (2) Formal application:** After receiving notification of acceptance of the advance application, the host company will be informed about the preparation of the necessary documents and arrangements for the formal application.

\*If you have any questions, please contact the Corporate Liaison Group I / II (see Appendix 1).

\*The above-mentioned AOTS prescribed forms can be downloaded from the website below.

<https://www.aots.jp/hrd/technology-transfer/download/#kanri-shinkokoku> (Japanese).

### **(Application from overseas countries)**

Individual applicants should ensure the delivery of the following application documents in both PDF and Excel format through Overseas Collaborating Organizations to the Overseas Cooperation Group of AOTS listed in Appendix 1 by the deadline.

As the deadline for the submission of the application documents differs for each organization, please ask the Overseas Collaborating Organizations. Please contact the Overseas Cooperation Group of AOTS listed in Appendix 1 for the contact address of the Overseas Collaborating Organization.

Applicants will be interviewed by the Overseas Collaborating Organizations.

#### **[Application Documents]**

- (1) AOTS Training Application Form and Applicant's Personal Record  
(AOTS official form: Handwriting should be avoided.)  
\*Soft copies of both PDF and Excel file will be required to submit.
- (2) Enquiry about your Interest in doing business with Japanese companies and/or Entry into Japanese market  
\*Excel file
- (3) Medical Check Sheet (AOTS official form: Handwriting should be avoided.) \*PDF file
- (4) About the handling of Personal Information Concerning Trainees (AOTS official form) \*PDF file
- (5) Overseas Travel Insurance Consent Form \*PDF file
- (6) Enquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises) \*PDF file  
\*For application forms (1) and (3) and (4) to (6) above 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.
- (7) A brochure of the applicant's company/organization \*PDF file
- (8) Digital image of face photo (Please enter your name in the data title.)
- (9) Photocopy of the applicant's passport \*JPEG or PDF file  
\*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 letters) and date of birth should be submitted instead.
- (10) Pre-Training Report \*Word

Notes:

\*\*AOTS may ask the applicants to submit additional documents such as an official registration document and the latest financial statement of the company/organization, etc., other than the above listed, if necessary.

\*\* The formats are available from the Overseas Collaborating Organizations. Please ask them.

### **[Screening Committee Meeting]**

The application documents will be forwarded to the AOTS Screening Committee for official approval of participation. Those who successfully pass the screening process will be notified when they receive the invitation documents.

Notes: If the number of applicants is less than the number of participants by the application deadline, AOTS may cancel or postpone this program.

Deadline of applications for PPTP to reach AOTS, Japan: **no later than 14 Oct 2025.**

Screening Committee for PPTP: **20 Nov 2025**

## **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 their settlement differ depending on whether an overseas company makes the application via the Overseas Collaborating Organization or a Japanese host company in Japan makes the application. The following is an explanation of the case of the application from an overseas country via a Collaborating Organization.

### **8-1) Outline**

AOTS training programs are financed by Official Development Assistance (ODA) subsidies 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.
- Participants shall purchase their air tickets by themselves. For information on how to purchase tickets, please refer to “Guidelines for Purchase of Air Tickets by the Participant and method of reimbursement by AOTS” on Appendix 2.
- In principle, the subsidy from the Japanese Government applies from the day before the start of the training until the last day of the training.
- Please refer to Table 1 “List of Target Countries and Regions” on Appendix 4 for the classification of Category 1 and Category 2.
- Sample estimates of the Participation Fee for the countries of Category 1 and Category 2 are shown in Appendix 3-1, 3-2 “Estimate of the Fees and Costs”.
- Participants are encouraged to enter the round-trip amount of the airline ticket they intend to purchase in order to ascertain the approximate amount of the participation fee when applying for training.
- For Category 1, the participation fee is the sum of 1/3 of 1. Allowance Costs and 210,000 yen, 2. Course Implementation Costs minus ODA subsidies on Appendix 3-1.
- For Category 2, the participation fee is 156,000 yen, after subsidy for 2. Course Implementation Costs minus ODA Subsidies on Appendix 3-2. (1. Allowance Costs are fully subsidized.)
- Participants will pay the participation fee upon arrival in Japan.
- AOTS will reimburse the international travel expenses to the participant (the amount will be finalized based on the AOTS rules and regulations after checking the evidence documents for the purchase of the ticket submitted by the participant when he/she arrives in Japan).

- The amount the participant actually pays after arrival in Japan is the participation fee minus the international travel expenses.
- In principle, payment is accepted by credit card.  
AOTS Tokyo Center (Tokyo): Visa and Mastercard can be accepted.  
AOTS Kansai Kenshu Center (Osaka): Visa, Mastercard, JCB, American Express, Diners Club, and Discover can be accepted.
- If it is difficult to pay by credit card, payment by cash will be accepted. In such case, please contact AOTS before coming to Japan.

## **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 and 2. Course Implementation Costs. The Participation Fee, the amount that participants should bear, consists of “Contribution to Allowance Costs” and “Contribution to Course Implementation Costs” [A].

### **1. Allowance Cost**

The allowance cost is composed of the following items.

The Contribution to Allowance Costs for the participants from the countries in Category 1 is 1/3 of the Allowance Costs. Participants from the countries in Category 2 do not have to pay the Contribution to Allowance Costs.

#### **(1) International Travel Expenses**

- International travel expenses are provided if an air ticket and its evidence document for purchase of the air ticket 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 round-trip air tickets by themselves. Please refer to “Guidelines for Purchase of Air Tickets by the Participant and method of reimbursement by AOTS” listed on Appendix 2 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 the participant’s home country and Japan for any reasons other than flight convenience. In such a case, AOTS might not reimburse the International Travel Expenses to the participant.

#### **(2) Accommodation and Meal Allowance**

##### **At the AOTS Kenshu Center**

- During the training period, participants will be accommodated at an AOTS Kenshu Center. AOTS will provide a participant with accommodation in a single room to the value of JPY 11,600 per day with meals (lunch, dinner and breakfast), while the participant stays at an AOTS Kenshu Center.
- For the arrival day, AOTS will provide a participant with accommodation to the value of JPY 10,600 per day with dinner and breakfast at an AOTS Kenshu Center.
- Please note that AOTS Kenshu Center canteens are closed on Sundays. The participant will receive JPY 3,100 in cash per day for meals to cover the days 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 JPY 14,500 (the upper limit) per day, and the meal allowance (JPY 3,100 per day) will be provided to participants in kind or paid in cash by AOTS.

#### **(3) Personal Allowance**

- AOTS will pay JPY 1,000 per day in cash to a participant.

#### **(4) Welfare costs (Overseas Travel Insurance premiums)**

- These are the costs of overseas travel insurance insured by AOTS for the participants.

## 2. Course Implementation Costs

The Contribution to Course Implementation Costs for a two-week course (the amount participants should bear) is JPY 210,000 for those participating from Category 1 countries and JPY 156,000 for those participating from Category 2 countries.

## 3. Domestic Travel Allowance

AOTS will arrange for the participants a chartered bus or other means of transport from the international airport to the AOTS training center on arrival in Japan, or provide part of the transport costs in cash as per the table below.

### 【Train】

Airport of arrival in Japan	Training Center	Standard Amount (Round trip)	Standard Route
Narita International Airport (Tokyo)	AOTS Kenshu Center (TKC)	JPY 5,500	Narita international Airport (Tokyo)—AOTS Tokyo Kenshu Center (TKC)

- In either case, AOTS will arrange a meeting service at the arrival airport in Japan.

### Contribution to AOTS's Administration Cost

AOTS would like to ask the participants to support us by offering JPY 30,000 per participant as Contribution to AOTS'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. AOTS will issue the receipt for the participants.

## **9. VISA ACQUISITION PROCEDURES:**

### **(1) Status of Residence:**

The status required for your training in Japan is a “Trainee.”

### **(2) Visa Acquisition**

A participant shall apply for and obtain a “Trainee” visa at a Japanese embassy or a general consulate (hereinafter: diplomatic mission) with materials issued by AOTS such as a Guarantee Letter. It may be the case that the submitted materials are forwarded to the Consular Affairs Bureau (Tokyo) for checking. Please note that it is strongly recommended to apply well in advance as the application documents may be referred to the ministry in Japan, which can take time.

### **(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 AOTS management training program.

## **10. OVERSEAS TRAVEL INSURANCE COVERAGE:**

AOTS provides participants with travel insurance from the time of arrival in Japan until the time of departure from Japan. The cover consists of medical expenses for medical treatment at a medical institution for injuries and illnesses, as well as liability and rescue costs. Please refer to “Overseas Travel Insurance Consent Form” and submit a signed agreement to confirm your agreement with the overseas travel insurance coverage when you apply for the training.

## **11. HANDLING OF PERSONALLY IDENTIFIABLE INFORMATION:**

AOTS 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 Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS)

Group in charge: General Affairs and Personnel Group, General Affairs & Planning Department, AOTS

Tel: 81-3-3888-8211 E-mail: [kojinjoho-cj@aots.jp](mailto:kojinjoho-cj@aots.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 AOTS’s privacy policy, please visit below website.

<https://www.aots.jp/en/privacy-policy/>

## **PRE-TRAINING REPORT**

### **- The Training Program on Program & Project Management - [PPTP]**

Please fill in the following items by using a personal computer or similar equipment in English. Handwriting should be avoided. AOTS will duplicate and distribute it to lecturers and other participants as a reference material for the group discussion and the presentations to be held during the program.

1. Your name	
2. Your country	
3. Name of your company/ organization	
4. Outline of your organization  (Please give a brief description or outline of your company/organization)	
5. Business outline, product lines/service, and size of business of your company	
6. Your position and department  (preferably attach an organizational chart, indicating your position)	
7. Your duties in detail	

<p>8. . Experience of participating in any project at your workplace</p> <p>(Project contents, project period, and your role)</p>	
<p>9. Project for which you are going to work after returning to your home country</p> <p>(Project contents, project period, and your role)</p>	
<p>10. Any management issues or trouble you had in managing a project you engaged in</p>	
<p>11. Your expectations for the program</p>	

**Appendix 1 : Contact Information****AOTS (Japan)**

<b>Application from overseas countries:</b>	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan	
<b>Overseas Cooperation Group I, Overseas Management Department</b>	Tel:	81-3-3888-8256
	Fax:	81-3-3888-8242
	E-mail:	shouhei-au@aots.jp

<b>Application from host companies in Japan:</b>	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan	
<b>Corporate Liaison Group I / II, Corporate Liaison Department</b>	Tel:	81-3-3888-8221
	Fax:	81-3-3888-8428
	E-mail:	kigyo-inquiry-az@aots.jp

\*For the contact address of the Overseas Collaborating Organizations, please contact Overseas Cooperation Group.

<b>Application from overseas countries:</b>	Gaysorn Amarin 12F 496-502 Ploenchit Rd, Lumpini, Pathumwan, Bangkok 10330 Thailand	
<b>Bangkok Office</b>	Tel:	66-2-255-2370
	Fax:	66-2-255-2372
	E-mail:	<a href="mailto:information@aots.or.th">information@aots.or.th</a>

<b>Application from overseas countries:</b>	12A Floor, Wisma KEIAI, Jl. Jend Sudirman Kav 3 Jakarta 10220, Indonesia	
<b>Jakarta Office</b>	Tel:	62-21-572-4262、62-21-572-4263
	Fax:	
	E-mail:	<a href="mailto:information@aots.or.id">information@aots.or.id</a>

<b>Application from overseas countries:</b>	Office Unit 12A, Rectangle One, D-4 Saket District Center, New Delhi 110017, India	
<b>New Delhi Office</b>	Tel:	91-11-41054504
	Fax:	
	E-mail:	<a href="mailto:info@aots.org.in">info@aots.org.in</a>



**Appendix 2:****Guidelines for Purchase of Air Tickets by the Participant  
And method of reimbursement by AOTS****1. Arrival and Departure Dates:**

In principle, arriving in Japan **on the day before** the commencement of the program and departing on the day after the closing day of the program.

**2.Method of Reimbursement:**

When purchasing an air ticket, participants are requested to submit purchase evidence documents to show that participants have **purchased a discount economy air ticket. If the participants purchase a ticket other than economy class, such as first class, business class, the expenses will not be reimbursed.**

**(1) International Travel Expenses eligible to be Subsidized (Reimbursement)**

During the training program in Japan, participants should present to AOTS their air tickets and submit purchase evidence documents (2) (i) to (iii) below. AOTS finalizes the travel expenses based on these documents and will reimburse the participant in cash (JPY) the amount eligible for subsidy out of the sum of the following items (i) and (ii).

- (i) In principle, the actual round-trip airfare for a discounted economy class flight on a direct flight or a connecting flight on a reasonable route.

\* The round-trip airfare arranged up to a ceiling of the amount listed on the following page will be eligible for subsidy.

\*If the participant purchases a ticket that does not satisfy the above (i) required conditions, such as business class, the subsidized amount for travel expenses will not be reimbursed.

\* A participant is not allowed to overstay at city(ies) of a third country between the participant's home country and Japan for any reason other than flight convenience. In such a case, AOTS might not reimburse the International Travel Expenses to the participant.

- (ii) The departure tax, airport tax and security insurance fees, other taxes and actual costs of ticketing fees by travel agents indispensable to above (i) flight.

**(2) Evidence Documents of Purchasing of Air Ticket**

When purchasing air tickets, participants are requested to arrange an air ticket that meets the conditions in (1) (i) above, then obtain an quotation issued by travel agents or obtained via an Internet service for purchasing air tickets. The participants should then submit the payment evidence documents in (i) to (iii) below.

Purchase Evidence Documents	Details	
(i) Evidence Documents confirming the amount quoted at the time of ticket purchase.	-Estimate obtained by any of the methods a) to c) listed on the right must be submitted.	a) Quotation issued by the travel agency. b) An email with the quoted price sent by the travel agency (copy) c) A screenshot of website displaying the prices of the air ticket on the Internet.  *The quotations in a) to c) above, (quotation) or a screenshot of a price on the Internet shall contain the following information. (The conditions such as date of travel and seat classes (e.g., economy class))
(ii) Receipt	-Receipts issued by travel agencies. -If purchased via the internet, a screenshot of the credit card authorization screen or a copy of the credit card statement is acceptable. -E-tickets with the word 'receipt' and statement of the actual purchase price are also acceptable).	
(iii) E ticket	-E ticket requires the passenger's name, itinerary, and e-ticket number (13 or 10 digits).	

## &lt;Upper limit for round-trip airfare to Japan eligible for subsidy (Provisional version) &gt;

Departing from		Upper Limit for Round-trip (JPY)
Southeast Asia	Indonesia	275,450
	Malaysia	267,520
	Myanmar	285,370
	Philippines	163,470
	Thailand	282,190
	Vietnam	252,480
Northeast Asia	Mongolia	170,530
South Asia	Bangladesh	404,340
	India	422,610
	Nepal	292,940
	Pakistan	317,600
	Sri Lanka	282,680
Latin America	Argentina	627,500
	Bolivia	710,170
	Brazil	517,110
	Colombia	643,120
	Guatemala	927,460
	Mexico	570,420
	Paraguay	596,820
	Peru	579,140
	Venezuela	786,800

Departing from		Upper Limit for Round-trip (JPY)
Africa	Egypt	329,950
	Ghana	576,630
	Kenya	423,510
	Malawi	364,960
	Tanzania	482,390
	Zambia	464,780
Middle East	Iran	418,790
Europe and Others	Georgia	490,150
	North Macedonia	434,780
	Turkey	452,340
	Serbia	526,680

**Notes:** This table is applicable to participants in training programs **starting between 1 July, 2025 and 30 September, 2025**. The actual amount will be informed after it is settled.

**[Appendix 3-1] Estimate of the Fees and Costs [Category 1 Country]****Estimate of the Training Costs**

Country: Philippines  
 International Travel Expenses: Philippines ⇄ Japan, Roundtrip  
 Management Training Course: PPTP (14-day Course)

(Japanese Yen)			
Training Costs	Total Amount	ODA Subsidies	Participation Fee
1. Allowance Costs			
<Breakdown of Allowance Cost>	<Breakdown>		
(1) International Travel Expenses	163,470 [B]		
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 10,600 x 1 day (Arrival Day) =	10,600		
@ 11,600 x 14 days =	162,400		
[during the study tour]			
b. Meal Allowance			
@ 3,100 x 0 day(s) =	0		
c. Accommodation Allowance			
@ 14,500 x 0 day(s) =	0		
(3) Personal Allowance			
@ 1,000 x 15 days =	15,000		
(4) Welfare Costs			
Overseas Travel Insurance	1,290		
Subtotal (1)~(5)	352,760	235,173 [2/3]	117,587 [1/3]
2. Course Implementation Costs			
<Breakdown of Course Implementation Costs>	<Breakdown>		
(1) Direct Course Implementation Cost	149,000	99,333	49,667
(2) Personnel expenses, Miscellaneous costs	401,000	240,667	160,333
Subtotal (1)~(2)	550,000	340,000	210,000
3. Domestic Travel Allowance			
(Narita Airport - TKC)	5,500	5,500	
Total	908,260	580,673	327,587 [A]

**2. Settlement Method and Breakdown**

After arrival in Japan, the participant and AOTS shall make a settlement  $[C]=[A]-[B]$  shown below.

If the difference  $[C]$  is negative (-), it means that the amount will be paid from AOTS to the participant.

	Item	Amount (Japanese Yen)	Note
[A]	Participation Fee (Participation Fee consists of 1. Allowance Costs and 2. Course Implementation Costs minus ODA Subsidies)	327,587	This is the amount participants should bear, and the value of which varies with the International Travel Expenses amount, and participants' staying days, etc.
[B]	International Travel Expenses paid back from AOTS to participant during the training.	163,470	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan $[C]=[A]-[B]$	164,117	-

(Japanese Yen)		
	Amount paid to participants from AOTS to participant in cash during the training.	20,500
	Total amount of yellow colored column in the table.	

\*In the case that participants travel to the Kenshu (Training) Center by bus, the transportation is provided in kind and not by cash.

**3. Notes**

Air ticket will be purchased by participant. AOTS will subsidize the amount in accordance with rules & regulations.

International travel expenses subsidy will be provided if an air ticket and its receipt satisfy required conditions; not provided if unsatisfying conditions or for a free ticket.

In case 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 be changing accordingly.

## **[Appendix 3-2] Estimate of the Fees and Costs [Category 2 Country]**

### **Estimate of the Training Costs**

Country: **Bangladesh**  
 International Travel Expenses: **Bangladesh ⇄ Japan, Roundtrip**  
 Management Training Course: **PPTP (14-day Course)**

#### **1. Overview of the Estimate of the Training Costs**

(Japanese Yen)

<i>Training Costs</i>	Total Amount	ODA Subsidies	Participation Fee
1. Allowance Costs <Breakdown of Allowance Cost>	<Breakdown>		
(1) International Travel Expenses	404,340	[B]	
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 10,600 x 1 day (Arrival Day) =	10,600		
@ 11,600 x 14 days =	162,400		
[during the study tour]			
b. Meal Allowance			
@ 3,100 x 0 day(s) =	0		
c. Accommodation Allowance			
@ 14,500 x 0 day(s) =	0		
(3) Personal Allowance			
@ 1,000 x 15 days =	15,000		
(5) Welfare Costs			
Overseas Travel Insurance	1,290		
Subtotal (1)~(5)	593,630	[3/3] 593,630	[NONE] 0
2. Course Implementation Costs <Breakdown of Course Implementation Costs>	<Breakdown>		
(1) Direct Course Implementation Cost	149,000	149,000	0
(2) Personnel expenses, Miscellaneous costs	401,000	245,000	156,000
Subtotal (1)~(2)	550,000	394,000	156,000
3. Domestic Travel Allowance (Narita Airport - TKC)	5,500	5,500	
Total	1,149,130	993,130	156,000 [A]

The amount of International Travel Expenses shown here is for reference only. Please put the airfare you plan to purchase and make calculation by yourself. Please also see 3. Notes at the bottom of the page.

Grey colored column = The amount paid in kind to participant by AOTS.

Yellow colored column = The amount paid in cash to participant by AOTS during the training.

#### **2. Settlement Method and Breakdown**

After arrival in Japan, the participant and AOTS shall make a settlement  $[C]=[A]-[B]$  shown below.

If the difference  $[C]$  is negative (-), it means that the amount will be paid from AOTS to the participant.

	Item	Amount (Japanese Yen)	Note
[A]	Participation Fee (Participation Fee consists of 2. Course Implementation Costs minus ODA Subsidies.)	156,000	This is the amount participants should bear.
[B]	International Travel Expenses paid back from AOTS to participant during the training.	404,340	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan $[C]=[A]-[B]$	-248,340	-

(Japanese Yen)

	Amount paid to participants from AOTS to participant in cash during the training.	20,500	Total amount of yellow colored column in the table.
--	---	--------	---

\*In the case that participants travel to the Kenshu (Training) Center by bus, the transportation is provided in kind and not by cash.

#### **3. Notes**

Air ticket will be purchased by participant. AOTS will subsidize the amount in accordance with rules & regulations.

International travel expenses subsidy will be provided if an air ticket and its receipt satisfy required conditions; not provided if unsatisfying conditions or for a free ticket.

In case 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 be changing accordingly.

## [Appendix 4] List of Target Countries and Regions

Trainees should be residing in the following countries/regions.

<i>Category 1*</i>		
Albania	Iran	Papua New Guinea
Argentina	Iraq	Paraguay
Armenia	Jamaica	Peru
Azerbaijan	Jordan	Philippines
Belarus	Kazakhstan	Samoa
Belize	Kosovo	Serbia
Bhutan	Kyrgyzstan	Sri Lanka
Bolivia	Lebanon	St. Helena
Bosnia and Herzegovina	Libya	St. Lucia
Brazil	Malaysia	St. Vincent and Grenadines
Colombia	Maldives	Suriname
Costa Rica	Marshall Islands	Syrian Arab Republic
Cuba	Mexico	Tajikistan
Dominica	Micronesia	Thailand
Dominican Republic	Moldova	Tokelau
Ecuador	Mongolia	Tonga
El Salvador	Montenegro	Turkey
Fiji	Montserrat	Turkmenistan
Georgia	Nauru	Ukraine
Grenada	Nicaragua	Uzbekistan
Guatemala	Niue	Vanuatu
Guyana	North Macedonia	Venezuela
Honduras	Pakistan	Viet Nam
India	Palau	Wallis and Futuna
Indonesia	Panama	West Bank and Gaza Strip
<i>Category 2*</i>		
Afghanistan	Ethiopia	Niger
Algeria	Gabon	Nigeria
Angola	Ghana	Rwanda
Bangladesh	Gambia	Sao Tome and Principe
Benin	Guinea	Senegal
Botswana	Guinea-Bissau	Sierra Leone
Burkina Faso	Haiti	Solomon Islands
Burundi	Kenya	Somalia
Cabo Verde	Kiribati	South Africa
Cambodia	Lao People's Democratic Republic	South Sudan
Cameroon	Lesotho	Sudan
Central African Rep.	Liberia	Tanzania
Chad	Madagascar	Timor-Leste
Comoros	Malawi	Togo
Congo	Mali	Tunisia
Côte d'Ivoire	Mauritania	Tuvalu
Democratic Republic of the Congo	Mauritius	Uganda
Djibouti	Morocco	Yemen
Egypt	Mozambique	Zambia
Equatorial Guinea	Myanmar	Zimbabwe
Eritrea	Namibia	
Eswatini	Nepal	

1. The list above is in alphabetical order, with the generic name for the country being used.
2. These countries and regions are mainly developing countries as designated by the OECD/DAC (Organization for Economic Co-operation and Development / Development Assistance Committee).

**\*Low/Lower Middle/Upper Middle Income Countries (Category 1):**

According to the DAC list of ODA recipients effective for reporting on 2024 and 2025 flows, these are Low/Lower Middle/Upper Middle Income Countries and regions which are not “Least Developed Countries”, and thus have been recognized by the Japanese government as target countries for ODA. African countries and regions listed have been excluded as they will be treated as Category 2 countries this fiscal year.

**\*Least Developed Countries (Category 2):**

These are mainly the least developed countries on the DAC list and countries in the African countries and regions, which the Japanese government has identified as target countries to especially support through ODA.