



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

**October 2023**

**Program Outline**  
**&**  
**Participation Requirements**  
**of**  
**The Program on Organizational Revitalization for Latin America**  
**[LAOR]**

**21 February – 5 March 2024**

## 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 2021 exceeded 230,000.

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

The Program on Organizational Revitalization for Latin America (LAOR) is designed for owners, executives, and senior managers in the Latin America region, with the aim of developing human resources capable of revitalizing organizations in companies and other organizations.

Through lectures, participants will understand and study the attitude of leaders who promote organizational revitalization and learn organizational development methods through exercises.

Participants will also learn about case studies of Japanese companies that have permeated their corporate philosophies and implemented organizational development initiatives, which will help them to think about their own future management style and revitalize their own organizations.

## 2. COUNTRY:

Developing countries in Latin America

Argentina	Haiti
Belize	Honduras
Bolivia	Jamaica
Brazil	Mexico
Colombia	Montserrat
Costa Rica	Nicaragua
Cuba	Panama
Dominica	Paraguay
Dominican Republic	Peru
Ecuador	St. Lucia
El Salvador	St. Vincent and Grenadines
Grenada	Suriname
Guatemala	Venezuela
Guyana	

Those who are residing in the country which is listed in the table who can be interviewed by AOTS Alumni Societies are welcome to apply.

## 3. NUMBER OF PARTICIPANTS:

25 participants

## 4. PARTICIPATION REQUIREMENTS:

(1) Participants should be, in principle, owners, executives, senior managers, etc. of companies residing in

developing countries in Latin America.

- (2) Participants should be, in principle, 20 years old and over and have working experience at least 5 years.
- (3) Participants should be university graduates and/or have equivalent professional experience.
- (4) Participants should have a high working knowledge of Spanish to be able to listen, discuss, present, and write reports in Spanish.
- (5) Participants should be healthy enough to undergo an intensive training program in Japan.
- (6) Participants should NOT be consultants.
- (7) Participants should not be students or armed forces personnel.
- (8) Former participants of AOTS training programs (ODA-funded programs) organized in Japan 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 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. 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 Item 12, 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 Training and Expert Dispatch Administration Group by **no later than 4 December 2023**.

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 Training and Expert Dispatch Administration Group.

\*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 Item 12, **no later than 4 December 2023.**

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 Item 12 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.

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

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **11 January 2024**, 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 participants is less than 25 as of the application deadline, AOTS may cancel or postpone this program.

## 6. OUTLINE OF THE PROGRAM:

### - OBJECTIVES

The Program is designed for owners, executives, and senior managers in the Latin America region, with the aim of developing human resources capable of revitalizing organizations in companies and other organizations.

Through lectures, participants will understand and study the attitude of leaders who promote organizational revitalization and learn organizational development methods through exercises.

Participants will also learn about case studies of Japanese companies that have permeated their corporate philosophies and implemented organizational development initiatives, which will help them to think about their own future management style and revitalize their own organizations.

### - DURATION

21 February 2024 (Wed) – 5 March 2024 (Tue) (2 weeks)

### - CONTENTS

[1<sup>st</sup> Step]

Understand how leadership should be as a corporate manager and what kind of leadership is required these days. Learn the importance of corporate philosophy, mission, and vision, how to permeate them into the organization as a leader, and the concept and specific methods of Organization Development.

[2<sup>nd</sup> Step]

Learn about the penetration of management philosophy, fostering corporate culture, organizational development, and the role of leaders at each company through company visits.

[3<sup>rd</sup> Step]

Learn how Kyocera has built a strong organization by aligning management accounting with its management philosophy, using Kyocera's management by all members as a case study.

[4<sup>th</sup> Step]

Think about the future management style of your company. Make and present an action plan after returning to your home country, including how to permeate your management philosophy and vision, and how to generate motivation, initiative, and creativity.

A typical daily schedule consists of a 3-hour morning session and a 3-hour afternoon session.

Refer to the Tentative Schedule for further details.

### - LANGUAGE

All lectures, discussions, and company visits and exercises will be conducted in Japanese with translation into Spanish. In principle, the program documents and training materials will be prepared in Spanish.

### -TRAINING LOCATION AND ACCOMMODATION

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

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

7-5, Asaka 1-chome, Sumiyoshi-ku, Osaka, Osaka 558-0021, Japan

Tel: 81-6-6690-8260 (Reception) Fax: 81-6-6690-2678

**Tentative Schedule**  
**of**  
**The Program on Organizational Revitalization for Latin America [LAOR]**

21 February – 5 March 2024

AOTS Kansai Kenshu Center (KKC) <To Be Determined>

L: Lecture, E: Exercise, V: Visit

Date	Morning	Afternoon
20 Feb. (Tue.)	(Arrival in Japan)	
21 (Wed.)	Orientation / Opening Ceremony	L: Human Resource Management for Organizational Revitalization
22 (Thu.)	L: Corporate Philosophy, Vision and Management Strategy	
23 (Fri.)	L: Diversity Management	
24 (Sat.)	Day Off	
25 (Sun.)	Day Off	
26 (Mon.)	V: Management Philosophy and Leadership Development of Leading Japanese Companies	V: Organizational Revitalization (1)
27 (Tue.)	V: Organizational Revitalization (2)	V: Organizational Revitalization (3)
28 (Wed.)	L&E: Organizational Revitalization through Organizational Development 1	
29 (Thu.)	L&E: Organizational Revitalization through Organizational Development 2	
1 Mar. (Fri.)	L: Management with Full Participation of All Employees	
2 (Sat.)	Day Off	
3 (Sun.)	Day Off	
4 (Mon.)	Final Presentation (within a group)	V: Management with Full Participation of All Employees
5 (Tue.)	Final Presentation	Final Presentation / Closing Ceremony
6 (Wed.)	(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 will be arranged in the evening.

(3) Though Saturdays and Sundays are day off in general, lectures may be scheduled if deemed necessary.

## **7. ARRIVAL AND DEPARTURE DATES:**

Participants “in principle” are requested to arrive in Japan **the day before** the commencement of the training program and leave Japan the day after the final day of the program.

Current Japanese Boarder Measures are as follows. Please check.

<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

## **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”.
- 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” for the classification of Category 1 and Category 2.
- Sample estimate of the Participation Fee for the countries of Category 1 is shown in Table 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. Allowance Costs and 192,000 yen, 2. Course Implementation Costs minus ODA subsidies on Table 2-1.
- 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 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 page 11 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 ¥9,900 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 ¥9,020 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 ¥2,750 in cash per day for meals to cover the days of closure.

### (3) Personal Allowance

- AOTS will pay ¥1,040 per day in cash to a participant.

### (4) 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
Kansai International Airport (Osaka)	AOTS Kenshu Center (KKC)	1,800JPY	Kansai International Airport (Osaka) – AOTS Kansai Kenshu Center (KKC)

#### 【Bus】

Airport of arrival in Japan	Training Center	Standard Amount (One way)	Standard Route
Kansai International Airport (Osaka)	AOTS Kenshu Center (KKC)	3,000JPY	Kansai International Airport (Osaka) – AOTS Kansai Kenshu Center (KKC)

- In either case, AOTS will arrange a meeting service at the arrival airport in Japan for ¥4,500.

### (5) 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 ¥192,000 for those participating from Category 1 countries and ¥133,000 for those participating from Category 2 countries.

**Contribution to AOTS's Administration Cost**

AOTS would like to ask the participants to support us by offering ¥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.

**[Table 1] List of Target Countries and Regions (2023-2024)**

Trainees should be residing in the following countries/regions.

<i>Category 1*</i>		
Argentina	Ecuador	Nicaragua
Belize	El Salvador	Panama
Bolivia	Grenada	Paraguay
Brazil	Guatemala	Peru
Colombia	Guyana	St. Lucia
Costa Rica	Honduras	St. Vincent and Grenadines
Cuba	Jamaica	Suriname
Dominica	Mexico	Venezuela
Dominican Republic	Montserrat	
<i>Category 2*</i>		
Haiti		

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 2022 and 2023 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.

**[Table 2-1] Estimate of the Fees and Costs [Category 1 Country]**

**Estimate of the Training Costs**

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

(Japanese Yen)			
<i>Training Costs</i>	Total Amount	ODA Subsidies	Participation Fee
1. Allowance Costs			
<Breakdown of Allowance Cost>	<Breakdown>		
(1) International Travel Expenses	660,660	[B]	
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 9,020 x 1 day (Arrival Day) =	9,020		
@ 9,900 x 14 days =	138,600		
[during the study tour]			
b. Meal Allowance			
@ 2,750 x 0 day(s) =	0		
c. Accommodation Allowance			
@ 12,100 x 0 day(s) =	0		
(3) Personal Allowance			
@ 1,040 x 15 days =	15,600		
(4) Domestic Travel Allowance (Kansai Airport - KKC) (Meeting Service)	1,800		
	4,500		
(5) Welfare Costs			
Overseas Travel Insurance	1,800		
Subtotal (1)-(5)	831,980	554,653 [2/3]	277,327 [1/3]
2. Course Implementation Costs			
<Breakdown of Course Implementation Costs>	<Breakdown>		
(1) Direct Course Implementation Cost	176,300	117,533	58,767
(2) Personnel expenses, Miscellaneous costs	369,700	236,467	133,233
Subtotal (1)-(2)	546,000	354,000	192,000
<b>Total</b>	<b>1,377,980</b>	<b>908,653</b>	<b>469,327</b> [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 1. Allowance Costs and 2. Course Implementation Costs minus ODA Subsidies)	<b>469,327</b>	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.	<b>660,660</b>	The amount of International Travel Expenses shown here is for reference only.
[C]	Amount to be settled after coming to Japan [C]=[A]-[B]	<b>-191,333</b>	-

(Japanese Yen)

	Amount paid to participants from AOTS to participant in cash during the training.	<b>17,400</b>	Total amount of yellow colored column in the table.
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\*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.

**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.**

**(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		

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

Departing from		Upper Limit for Round-trip (JPY)
Latin America	Argentina	660,660
	Bolivia	908,440
	Brazil	618,680
	Ecuador	605,300
	Mexico	736,930
	Paraguay	837,080
	Peru	725,190
	Venezuela	684,490

**Notes:** This table is applicable to participants in training programs starting between November 1, 2023 and March 31, 2024.

## 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 departure from their home country until the time of return to their home country. 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.

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

## 12. FURTHER INFORMATION:

<b>AOTS (Japan)</b>	
<b>Application from overseas countries:</b>	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan
<b>Overseas Cooperation Group, Operations Management Department</b>	Tel: 81-3-3888-8256
	Fax: 81-3-3888-8242
	E-mail: <a href="mailto:shouhei-au@aots.jp">shouhei-au@aots.jp</a>
<b>Application from host companies in Japan:</b>	30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan
<b>Training &amp; Expert Dispatch Administration Group, Corporate Liaison Department</b>	Tel: 81-3-3888-8221
	Fax: 81-3-3888-8428
	E-mail: <a href="mailto:kigyo-inquiry-az@aots.jp">kigyo-inquiry-az@aots.jp</a>

\*The requirements written in this program outline are based on the Japanese Government's border measures as of 9 May 2023. The requirements may change due to changes in the Japanese Government's border measures and conditions for the termination of isolation.

### **PRE-TRAINING REPORT**

The Program on Organizational Revitalization for Latin America  
[LAOR]

This document will be used as a reference material in 1) the screening process of applicants and 2) the group discussion and the presentation to be held during the program by sharing with lecturers and other participants. Therefore, the applicant is requested to fill in all of the items clearly and concretely.

\*AOTS will not use this information for any other purposes other than an AOTS training program.

Note: Please fill in the following items by using a personal computer or similar equipment in English or Spanish. Handwriting should be avoided.

1. Your name	
2. Name of your company/ organization	
3. Outline of your company/ organization  (Please give a brief description or outline of your company/organization. In addition, please also attach a brochure of your company/organization if available.)	
4. Your position and the name of your department  (preferably by attaching an organizational chart indicating your position)	

<p>5. Your duties in detail</p>	
<p>6. Please write down your company/ organization's corporate philosophy /credo/Mission and vision? (if any?)</p>	
<p>7. What is the most critical challenge you are now facing in cultivating company/ organization's corporate philosophy /credo/Mission and vision into your organization? (if any?)</p>	
<p>8. What do you think are the qualities of a leader necessary for organizational revitalization?</p>	
<p>9. What are your expectations of this training program?</p>	