

The Positioning of this Course (Target Participants)

AOTS uses the following outline to design courses on quality management, according to the positions of the participants. This course (PQPS) has been designed for managers/supervisors and engineers who wish to acquire practical knowledge of techniques for improving quality and resolving important problems.

	Program	Target Participants	Aims	Duration
Owners/ Top Executives	EPQM	Owners/ Top Executives	<Strategy Level> Improving management ability, with a focus on quality	16 - 24 May, 2018 (8 days)
Senior Managers	PQM	Senior Managers/ Middle Managers who are expected to play further roles in the future	<Management Level> Improving ability to promote quality management based on the policies of the top managers	20 - 31 August, 2018 (2 weeks)
Managers	PQPS	Managers/Supervisors, Engineers	<Operation Level> Learning approaches to and techniques for quality improvement	3 - 14 September, 2018 (2 weeks)
Supervisors/ Engineers				

Aims of the Course (Advantages of Course Participation)

- Through lectures and case studies focusing on practical understanding, the program seeks to ensure that participants master approaches to the ways of utilizing QC problem-solving methods, which are indispensable as a basis of TQM.
- The program seeks to ensure that participants improve their own ability to resolve quality problems in their workplaces.
- The program aims to improve the ability of participants to lead and promote problem-solving activities in their workplaces.

***A curriculum under the supervision of first-ranked lecturers and a great environment for learning will be provided.**

The Instructors

Senior Program Director: Dr. Noriaki Kano

Professor Emeritus, Tokyo University of Science
 Honorary Chairperson, Asian Network for Quality (ANQ)
 Chairperson, Selection Committee for Deming Prize for Individuals
 Board Member, Union of Japanese Scientists and Engineers (JUSE)
 Honorary Member, Japanese Society for Quality Control (JSQC)
 Honorary Member, International Academy for Quality (IAQ)
 Honorary Member, the American Society for Quality (ASQ)
 Foreign Honorary Adviser, China Association for Quality (CAQ)
 Principal Counselor, Indian Society for Quality (ISQ)
 Honorary Advisory Board Member, Hamdan Bin Mohammed e-University, Dubai
 Honorary Member, Philippine Society for Quality (PSQ), Singapore
 Quality Institute (SQI), Quality and Productivity Society of Pakistan (QPSP), Vietnam Quality Association of Ho Chi Minh City (VQAHA), Indian Society for Quality (ISQ), Chilean Association for the Quality (ASCAL), Business Foundation for Quality and Excellence (FUNDECE, Argentina) and Finnish Society for Quality (FSQ), etc.

Dr. Kano is a world authority on TQM field. His numerous research results, such as "The House of TQM" and "Attractive Quality and Must-Be Quality (Kano Model)", and "The Task Achieving QC Story" have brought him an international reputation. He has published more than 300 research papers and books. He is renowned throughout the world as the founder of the "Kano Model." He was awarded the 1997 Deming Prize for Individuals by the Deming Prize Committee (JUSE), the 1997 Deming Lecturer by the American Statistical Association (ASA), the 2002 E. Jack Lancaster Medal, the 2006 E. L. Grant Medal by the American Society for Quality (ASQ), the 2009 Distinguished Service Medal, the 2008 Dronacharya Award by Indian Society for Quality (ISQ), and the 2014 A. V. Feigenbaum Lifetime Achievement Medal by Asia Pacific Quality Organization (APQO), and the 2016 presidential Georges Borel Award for international achievements by the European Organization for Quality (EOQ), which is regarded as the best prize in the field of quality in Europe. In 2009, the Kano Quality Award was established by the Technology Promotion Association in Thailand for excellent and successful companies in management based on TQM. In 2010, Ishikawa-Kano Award named after Dr. Kaoru Ishikawa and Dr. Kano has been established by the Asian Network for Quality (ANQ) for individuals who have made great contribution to the development of quality in Asia.

Program Director: Mr. Yukihiro Ando

TQM Consultant
 Lead Examiner, the Deming Prize Committee
 Academician, International Academy for Quality (IAQ)
 Board member, the Japanese Society of Quality Control (JSQC)
 Honorary Advisor, Saitama Region QC Circle
 Member of the Committee on the Domestic Response to ISO/TC176

Mr. Yukihiro Ando has been offering his expertise as a TQM consultant for many years to a large number of companies in both manufacturing and service sectors both at home and abroad, of which 25 companies have been awarded the Deming Application Prizes. He is a lecturer for quality management seminars held by organizations such as the Union of Japanese Scientists and Engineers, and has established a reputation as a lecturer who gives practical, enjoyable lectures. He has published many books on TQM. He was awarded the 1987 and 1997 Nikkei QC Literature Prizes, and the 2010 Distinguished Service Award for Promoting Quality Control from the Japan Society for Quality Control. His book published in 2010 "Daily Management - The TQM way" was awarded 2011 Masing Medal from International Academy for Quality.

Program Director: Dr. Masaaki Kaneko

Associate Professor, Department of Management Systems Engineering, School of Information and Telecommunication Engineering, Tokai University

Dr. Masaaki Kaneko has been engaged in his research at universities, specialized in Quality Control and TQM, after completing his doctorate degree at the Graduate School of Science and Engineering at Waseda University. He has won the Research Recognition Award by the Japanese Society for Quality Control (JSQC) four times, and the Best Paper Award by the Asian Network for Quality (ANQ) three times. He is also a representative of JSQC and a member of its international committee. In addition, he acts as a lecturer at seminars held by the Union of Japanese Scientists and Engineers (JUSE), and he was given an award for especially skillful lecturers at the 2005 and 2015 BC annual campaigns. He was also awarded the 2015 Nikkei QC Literature Prize for a collective-writing book, "QMS Approaches for Medical Care Quality to be Assured by Organizations."

Tentative Schedule

Date		Morning Session	Afternoon Session	Evening
4 Sep.	Mon	Orientation Opening Ceremony	LECTURE: Course Overview / Introduction to TQM The Importance of Problem Solving Activities	LECTURE & EXERCISE: Approaches to and Ways of Implementing Problem Solving
5	Tue	LECTURE & EXERCISE: "Observation" and Techniques - Check Sheets and Pareto Diagrams	LECTURE & EXERCISE: "Analysis" and Techniques -Cause-and-Effect Diagrams LECTURE & EXERCISE: "Standardization" and Techniques	
6	Wed	COMPANY VISIT: - Case Study of Promoting Improvement Activities		
7	Thu	LECTURE & EXERCISE: Instructions for Statworks "Observation" and Techniques - How to Read and Draw a Histogram	LECTURE & EXERCISE: "Observation" and Technique - How to Read and Draw a Histogram	
8	Fri	LECTURE & EXERCISE: "Analysis" and Techniques - How to Draw a Scatter Diagram/ Stratification	LECTURE & EXERCISE: "Analysis" and Techniques - Regression Analysis EXERCISE: Combined Exercise -1 - Histogram and Scatter Diagrams	LECTURE: Introduction of actual QM Research -1
9	Sat	Day Off		
10	Sun	Day Off		
11	Mon	LECTURE & EXERCISE: "Observation" and Techniques - Control Charts	LECTURE & EXERCISE: "Observation" and Techniques - Control Charts	LECTURE: Introduction of actual QM Research -2
12	Tue	EXERCISE: Combined Exercise -2 - Histogram and Control Charts	LECTURE & EXERCISE: -Introduction of Company Visit -Pre-Discussion of Company Visit	Study Tour(Move to visiting city)
13	Wed	COMPANY VISIT: -Problem Solving Case Study		Back to TKC
14	Thu	EXERCISE: Comprehensive Case Study -Guidance to the Case Study	EXERCISE: Comprehensive Case Study -Preparation for Reports by group	
15	Fri	EXERCISE: Comprehensive Case Study -Presentation/ Q and A	LECTURE: Special Lecture "Advanced Quality Theory"/ Training Evaluation Session and Closing Ceremony	

Language

All lectures and visits will be conducted in English, or Japanese with translation into English

- Part of the participation expenses will be covered by subsidy from the Japanese government -



Please Contact: Overseas Cooperation Group, AOTS
Hakutsuru Bldg. 4F, Ginza 5-12-5, Chuo-ku, Tokyo 104-0061, Japan
Tel: 81-3-3549-3052 Fax: 81-3-3549-3055
E-mail: shouhei-au@aots.jp

Visit http://www.aots.jp/jp/ikusei/management/files/18PQPS_e.pdf
for the Program Outline and Participation Requirement



Application Deadline: 2 July 2018 (Mon)



The Association for Overseas Technical Cooperation and Sustainable Partnerships
Hakutsuru Bldg. 4F, 12-5, Ginza 5-chome, Chuo-ku, Tokyo 104-0061
Tel: 81-3-3549-3052 Fax: 81-3-3549-3055 E-mail: shouhei-au@aots.jp URL: <http://www.aots.jp/>

ODA Program

April 2018

Program Outline
&
Participation Requirements
of
The Program for Quality Problem Solving
[PQPS]

3 – 14 September 2018

1. BACKGROUND OF THE PROGRAM:

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 186,000 individuals from 171 countries have undergone our training in Japan, while the cumulative attendance at our overseas programs till the end of fiscal 2016 exceeded 199,000.

The Program for Quality Problem Solving (PQPS) is one of the management training courses which is conducted by the Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS). This program is designed for all the developing countries to learn business management/administration techniques and their underlying ways of thinking, all of which are characteristics of Japanese companies. It also aims to strengthen and improve the problem-solving abilities of managers of companies in developing countries, with a view to improving quality.

2. COUNTRY:

Please refer to the List of Target Countries and Regions.

(<http://www.aots.jp/jp/ikusei/files/taishokoku.pdf>)

NOTE: The general-purposed web page enlists China, which is not a target country of this program.

3. NUMBER OF PARTICIPANTS:

26 participants

4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, managers/supervisors or engineers who wish to acquire practical knowledge of techniques for improving quality and resolving important problems.
- (2) Participants should have, in principle, three years or more of business experience. It is preferable that participants are between 25 and 45 years of age.
- (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 students or armed forces personnel.
- (8) Former participants of AOTS training programs (ODA-funded and CRTP programs) organized in Japan are not entitled to apply for any program which starts within six months (183 days) after they have returned home 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 country soon after the completion of the program.
- (4) In the case of applications from other than Japanese-affiliated companies or local companies that hold local capital, the priority for selection becomes lower.
- (5) Those who work in the national government (agency) or the local government (agency) are not eligible to participate in the AOTS management training programs, since the programs are mainly targeted at the people working in the companies/organizations in the private sector.
- (6) 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:

The application procedures differ depending on whether an overseas company makes the application directly or a Japanese host company in Japan makes the application. Please see below for details.

5-1) Application from overseas countries

Individual applicants should ensure the delivery of the following application documents to the Management Training Administration Group of AOTS listed in Item 10, **no later than 2 July 2018.**

[Application Documents]

- (1) AOTS Training Application Form and Applicant's Personal Record
(AOTS official form: Handwriting shall be avoided.)
- (2) Medical Check Sheet (AOTS official form: Handwriting shall be avoided.)
- (3) 2 copies of the applicant's photo (4 cm×3 cm) (Please write the applicant's name on the back.)
- (4) A brochure of the applicant's company/organization
- (5) Photocopy of the applicant's passport
*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 letter) and date of birth should be submitted instead.
- (6) Pre-Training Report and Readiness Test
- (7) Overseas Travel Insurance Consent Form
- (8) About the handling of Personal Information Concerning Trainees (AOTS official form)
*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.
- (9) About the Benefits of Management Training Program (AOTS official form)
*In principle, a representative of the applicant's employer shall fill in the questionnaires.
*The form is attached to the end of the outline.
- (10) Enquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises)

Notes:

*A soft copy of the application documents will not be accepted.

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

The formats are readily downloadable at our website.

<http://www.aots.jp/en/ikusei/application.html>

5-2) Application from host companies in Japan

Please refer to below website (Japanese).

(<http://www.aots.jp/jp/ikusei/management/proc01.html>)

Host companies should ensure the delivery of application documents to the Training Administration Group of AOTS, the address of which appears in Item 10, **no later than 2 July 2018.**

[Screening Committee Meeting]

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **2 August 2017**, for official approval of participation. Those who have successfully passed the screening process will be notified when they receive the invitation documents.

Notes: If the number of participants is less than 13 as of 2 July 2018, AOTS may postpone or cancel this program.

6. OUTLINE OF THE PROGRAM:

- OBJECTIVES

- (1) Through lectures and case studies focusing on practical understanding, the program seeks to ensure that participants master approaches to the ways of utilizing QC problem-solving methods, which are indispensable as a basis of TQM.
- (2) The program seeks to ensure that participants improve their own ability to resolve quality problems in their workplaces.
- (3) The program aims to improve the ability of participants to lead and promote problem-solving activities in their workplaces.

- AIMS

This program aims to enable the participants to learn QC problem-solving methods intensively, which are considered as key factor in Japanese way of TQM. Considering that it is rather difficult to use QC problem-solving methods in a practical manner if you only understand a general outline of the methods, this program provides the participants with practical training in the methods. Via this, it will provide the opportunity to develop key persons who will be the core person in companies to promote QC problem-solving methods in practical way.

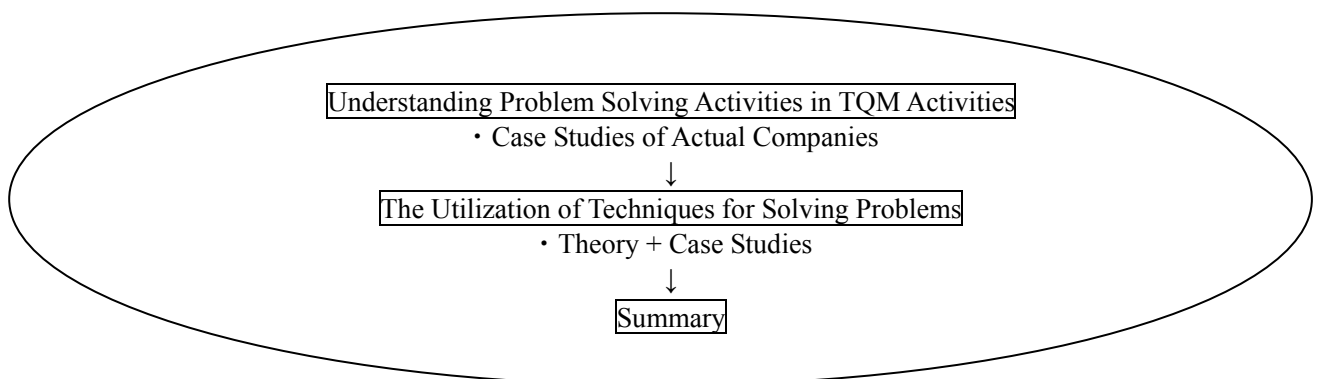
- CONTENTS

To achieve the above-mentioned aims, in this program participants will study the following contents after studying the theory behind QC problem-solving methods.

- (1) Theoretical lectures and many practices about useful techniques and methods for each steps in problem-solving.
- (2) Combined exercises of techniques and methods for advanced problem-solving.
- (3) Actual experience of problem-solving steps through exercises using actual case studies.

As one of the characteristics of this program, in each exercise participants can receive careful, detailed guidance from a number of lecturers. Moreover, participants will visit Japanese companies that are practicing excellent quality activities, to learn about examples of those activities. Furthermore, a special lecture will be delivered by Dr. Kano, who is the most prominent figures in the TQM field, and this will give participants a wider view of the theme.

This curriculum focuses on “What should I do and how should I do it?”, based on the positions of both managers and staff involved in the promotion of TQM and quality management, so it can be put into practice immediately after participants return to their home countries.



The course will usually consist of a three hours in the morning and three hours in the afternoon. Group Discussion may take place after dinner. Please see the Tentative Schedule for further details.

- DURATION

3 – 14 September 2018 (2 weeks)

- LANGUAGE

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

- PROGRAM DIRECTOR

Dr. Noriaki Kano

Professor Emeritus, Tokyo University of Science

Honorary Chairperson, Asian Network for Quality (ANQ)

Chairperson, Selection Committee for Deming Prize for Individuals

Board Member, Union of Japanese Scientists and Engineers (JUSE)

Honorary Member, Japanese Society for Quality Control (JSQC)

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Honorary Member, Philippine Society for Quality (PSQ), Singapore Quality Institute (SQI), Quality and Productivity Society of Pakistan (QPSP), Vietnam Quality Association of Ho Chi Minh City (VQAH), Indian Society for Quality (ISQ), Chilean Association for the Quality (ASCAL), Business Foundation for Quality and Excellence (FUNDECE, Argentina) and Finnish Society for Quality (FSQ)

Committee Member, Deming Application Prize (1978 -2010), Chairperson (2004-2007)

President (2000-2002), Japanese Society for Quality Control (JSQC)

Auditor, Sekisui Chemical Co., Ltd. (2003-2009)

Board Director, Komatsu Co., Ltd. (2008-2014)

Chair Professor, Chung Yuan Christian University (Taiwan) (2006 -2012)

Board Member, Overseas Human Resources and Industry Development Association (HIDA) (2007-2012)

Dr. Kano is a world authority on TQM field. His numerous research results, such as “The House of TQM” and “Attractive Quality and Must-Be Quality (Kano Model)”, and “The Task Achieving QC Story” have brought him an international reputation. He has published more than 300 research papers and books. He is renowned throughout the world as the founder of the “Kano Model.” He was awarded the 1997 Deming Prize for Individuals by the Deming Prize Committee (JUSE), the 1997 Deming Lecturer by the American Statistical Association (ASA), the 2002 E. Jack Lancaster Medal, the 2006 E. L. Grant Medal by the American Society for Quality (ASQ), the 2009 Distinguished Service Medal, the 2008 Dronacharya Award by Indian Society for Quality (ISQ), and the 2014 A. V. Feigenbaum Lifetime Achievement Medal by Asia Pacific Quality Organization (APQO), and the 2016 presidential Georges Borel Award for international achievements by the European Organization for Quality (EOQ), which is regarded as the best prize in the field of quality in Europe. In 2009, the Kano Quality Award was established by the Technology Promotion Association in Thailand for excellent and successful companies in management based on TQM. In 2010, Ishikawa-Kano Award named after Dr. Kaoru Ishikawa and Dr. Kano has been established by the Asian Network for Quality (ANQ) for individuals who have made great contribution to the development of quality in Asia.

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companies in both manufacturing and service sectors both at home and abroad, of which 25 companies have been awarded the Deming Application Prizes. He is a lecturer for quality management seminars held by organizations such as the Union of Japanese Scientists and Engineers, and has established a reputation as a lecturer who gives practical, enjoyable lectures. He has published many books on TQM. He was awarded the 1987 and 1997 Nikkei QC Literature Prizes, and the 2010 Distinguished Service Award for Promoting Quality Control from the Japan Society for Quality Control. His book published in 2010 “Daily Management - The TQM way” was awarded 2011 Masing Medal from International Academy for Quality.

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- COURSE PLANNING COMMITTEE

- Dr. Kazuyuki Suzuki Professor Emeritus, the University of Electro-Communications
- Dr. Tomomichi Suzuki Professor, Department of Industrial Administration, Faculty of Science and Technology, Tokyo University of Science
- Dr. Satoko Tsuru Specially Appointed Professor, Healthcare Social System Engineering Laboratory, School of Engineering, the University of Tokyo
- Mr. Yoshihisa Matsuda Registered Consulting Engineer (Quality Management) Lecturer, Tokyo University of Science
- Dr. Masahiko Munechika Professor, Faculty of Science and Engineering, Associate Dean, School of Creative Science and Engineering, Waseda University

- 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 Program for Quality Problem Solving [PQPS]
 3 – 14 September 2018 AOTS Tokyo Kenshu Center (TKC) <To Be Determined>

Date	Morning Session		Afternoon Session	Evening
2 Sep. (Sun.)	(Arrival in Japan)			
3 (Mon.)	Orientation/ Opening Ceremony	LECTURE: Course Overview/ Introduction to TQM The Importance of Problem Solving Activities	LECTURE & EXERCISE: -Approaches to and Ways of Implementing Problem Solving	
4 (Tue.)	LECTURE & EXERCISE: "Observation" and Techniques - Check Sheets and Pareto Diagrams		LECTURE & EXERCISE: "Analysis" and Techniques -Cause-and-Effect Diagrams LECTURE & EXERCISE: "Standardization" and Techniques	
5 (Wed.)	COMPANY VISIT: - Case Study of Promoting Improvement Activities			
6 (Thu.)	LECTURE & EXERCISE: Instructions for Statworks "Observation" and Techniques - How to Read and Draw a Histogram		LECTURE & EXERCISE: "Observation" and Techniques - How to Read and Draw a Histogram	
7 (Fri.)	LECTURE & EXERCISE: "Analysis" and Techniques - How to Draw a Scatter Diagram/ Stratification		EXERCISE: Combined Exercise-1 - Histogram and Scatter Diagrams	LECTURE: Introduction of actual QM Research (1)
8 (Sat.)	Day Off			
9 (Sun.)	Day Off			
10 (Mon.)	LECTURE & EXERCISE: "Observation" and Techniques - Control Charts		LECTURE & EXERCISE: "Observation" and Techniques - Control Charts	LECTURE: Introduction of actual QM Research (2)
11 (Tue.)	EXERCISE: Combined Exercise-2 - Histogram and Control Charts		LECTURE & EXERCISE: -Introduction of Company Visit -Pre-Discussion of Company Visit	Study Tour (Move to visiting city)
12 (Wed.)	COMPANY VISIT: -Problem Solving Case Study			(Back to TKC)
13 (Thu.)	EXERCISE: Comprehensive Case Study -Guidance to the Case Study		EXERCISE: Comprehensive Case Study -Preparation for Reports by group	
14 (Fri.)	EXERCISE: Comprehensive Case Study -Presentation / Q and A		LECTURE: Special Lecture "Advanced Quality Theory" / Closing Ceremony	
15 (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 will be arranged in the evening.
 (3) Though Sundays is 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.

8. TRAINING COSTS (Application from overseas countries):

The training costs and the procedures for the settlement differ depending on whether an overseas company makes the application directly or a Japanese host company in Japan makes the application. The following is an explanation of the case of application directly from an overseas country. In the case of application from a Japanese host company in Japan, please contact the 'Training Administration Group' listed in 10. FURTHER INFORMATION.

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. Therefore, the Participation Fee will be finalized after their arrival in Japan by submitting the actual air ticket and the receipt. The international Travel Expenses have an upper limit called Standard Airfare Limits, which depend on the country and the region as shown in Table 2.

The Estimates of the Participation Fee for the countries of Category 1* and for the countries in Category 2* are shown in Tables 1-1 and 1-2. Please refer to Table 3 "List of Target Countries and Regions" for the classification of category 1 and category 2.

Participants will be requested to pay the Participation Fee in Japanese Yen in cash to AOTS after their arrival in Japan.

*Please note that the subsidy from the Japanese government will be applicable from the day before the commencement of the training program to the final day of the training program in principle.

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, 2. Course Implementation Costs, and 3. Domestic Travel Allowance. The Participation Fee, the amount that participants should bear, consists of Contribution to Allowance Costs and Contribution to Course Implementation Costs.

1. Allowance Cost

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

- The subsidy from the Japanese government will cover the actual airfare up to the Standard Airfare Limits (the AOTS's Standard Airfare Limits for FY2018 is shown in Table 2.). International travel expenses are provided if an air ticket and its receipt 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 own round-trip air tickets. Please refer to "Guidelines for Purchase of

Air Tickets by the Participant” 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 participant 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 ¥8,850 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 ¥8,030 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 ¥2,570 in cash per day for meals to cover the day 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 ¥10,080 (the upper limit) per day, but the meal allowance (¥2,570 per day) will be paid in cash by AOTS.

(3) Personal Allowance

- AOTS will pay ¥1,020 per day in cash to a participant.

2. Course Implementation Costs

Course Implementation Costs, which is the cost to carry out a 2-week AOTS Management Training Program, is ¥393,000 and the Contribution to Course Implementation Costs (the amount participants should bear) is ¥148,000.

3. Domestic Travel Allowance

- Expenses for a part of transportation fee between international airport in Japan and AOTS Kenshu Center
- AOTS will pay ¥5,260 in cash to a participant for the cost of travel between Narita International Airport (Tokyo) and AOTS Tokyo Kenshu Center (TKC).

Contribution to AOTS's Administration Cost

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

[Table 1-1] Estimate of the Fees and Costs [Category 1 Country]**Country: Thailand****International Travel Expenses: Bangkok - Narita /Japan, Roundtrip****Management Training Course: 2 -week Course**

(Japanese Yen)

<i>Training Costs</i>	Total Amount	ODA Subsidy	Participation Fee
1. Allowance Costs <Breakdown of Allowance Cost>	<u>233,990</u> <Breakdown>	155,993 [2/3]	77,997 [1/3]
(1) International Travel Expenses	102,700		
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 8,030 x 1 day (Arrival Day) =	8,030		
@ 8,850 x 11 days = [during the study tour]	97,350		
b. Meal Allowance			
@ 2,570 x 1 day(s) =	2,570		
c. Accommodation Allowance			
@ 10,080 x 1 day(s) =	10,080		
(3) Personal Allowance			
@ 1,020 x 13 days =	13,260		
2. Course Implementation Costs	<u>393,000</u>	245,000	148,000
3. Domestic Travel Allowance (Narita Airport - TKC)	<u>5,260</u>	5,260	
Total	<u><u>632,250</u></u>	<u><u>406,253</u></u>	<u><u>225,997</u></u>

* The maximum amount of airfare claimable to subsidize the air ticket's purchase. The air ticket should be purchased by the participant. AOTS will subsidize the amount in accordance with its rules & regulations.

* : those amounts highlighted in grey will be paid in kind. [1.-(2)-a. /1.-(2)-c.]

* : those amounts highlighted in yellow will be paid in cash to participants by AOTS [1.-(1) /1.-(2)-b. /1.-(3) /3.]

* International travel expenses subsidy will be provided if the air ticket and its receipt satisfy the required conditions; they are not provided if the conditions are not satisfied or the participant is travelling on a free ticket.

In the event that 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 change accordingly.

[Table 1-2] Estimate of the Fees and Costs [Category 2 Country]**Country: Bangladesh****International Travel Expenses: Dhaka - Narita /Japan, Roundtrip****Management Training Course: 2 -week Course**

(Japanese Yen)

<i>Training Costs</i>	Total Amount	ODA Subsidy	Participation Fee
1. Allowance Costs	<u>251,990</u>	251,990	0
<Breakdown of Allowance Cost>	<Breakdown>	[3/3]	[None]
(1) International Travel Expenses	120,700		
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 8,030 x 1 day (Arrival Day) =	8,030		
@ 8,850 x 11 days =	97,350		
[during the study tour]			
b. Meal Allowance			
@ 2,570 x 1 day(s) =	2,570		
c. Accommodation Allowance			
@ 10,080 x 1 day(s) =	10,080		
(3) Personal Allowance			
@ 1,020 x 13 days =	13,260		
2. Course Implementation Costs	<u>393,000</u>	245,000	148,000
3. Domestic Travel Allowance	<u>5,260</u>	5,260	
(Narita Airport - TKC)			
Total	<u>650,250</u>	<u>502,250</u>	<u>148,000</u>

* The maximum amount of airfare claimable to subsidize the air ticket's purchase. The air ticket should be purchased by the participant. AOTS will subsidize the amount in accordance with its rules & regulations.

* : those amounts highlighted in grey will be paid in kind. [1.-(2)-a. /1.-(2)-c.]

* : those amounts highlighted in yellow will be paid in cash to participants by AOTS. [1.-(1) /1.-(2)-b. /1.-(3) /3.]

* International travel expenses subsidy will be provided if the air ticket and its receipt satisfy the required conditions; they are not provided if the conditions are not satisfied or the participant is travelling on a free ticket.

In the event that 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 change accordingly.

[Table 2] Standard Airfare Limits (FY 2018)

*Mark indicates the countries of category 2.

Unit: Japanese Yen

Area	Country	Place of Departure	Place of Arrival	Airfare Limit	
South East Asia	Indonesia	Jakarta	Tokyo/Osaka	117,300	
			Nagoya	125,100	
		Surabaya	Tokyo/Osaka	125,200	
			Nagoya	125,200	
		Manado	Nagoya	134,000	
		Medan	Tokyo/Osaka	114,000	
		Nagoya	116,200		
		Yogyakarta	Tokyo/Osaka/Nagoya	129,800	
	*Cambodia	Phnom Penh	Tokyo/Osaka/Nagoya	92,200	
	Singapore	Singapore	Tokyo/Osaka/Nagoya	77,600	
	Thailand	Chiang Mai	Tokyo/Osaka/Nagoya	123,400	
		Bangkok	Tokyo/Osaka/Nagoya	102,700	
	Philippines	Cebu	Tokyo/Nagoya	59,600	
			Osaka	57,400	
		Manila	Tokyo/Nagoya	62,700	
		Osaka	54,500		
	Vietnam	Hanoi	Tokyo/Osaka	103,800	
			Nagoya	113,100	
		Ho Chi Minh City	Tokyo/Nagoya	103,800	
	Osaka	103,800			
Malaysia	Kuala Lumpur	Tokyo/Osaka/Nagoya	60,300		
	Kota Kinabalu	Tokyo/Osaka/Nagoya	72,500		
	Penang	Tokyo/Osaka/Nagoya	72,500		
*Myanmar	Yangon	Tokyo/Osaka/Nagoya	114,700		
Laos	Vientiane	Tokyo/Osaka/Nagoya	107,000		
North east Asia	Mongolia	Ulaanbaatar	Tokyo	126,900	
			Osaka	113,700	
South Asia	India	Kolkata	Tokyo/Osaka/Nagoya	97,700	
		Chennai	Tokyo	93,900	
			Osaka/Nagoya	102,400	
		Coimbatore	Tokyo	100,600	
			Osaka/Nagoya	109,000	
		Kochi	Tokyo	102,000	
			Osaka/Nagoya	110,500	
		Thiruvananthapuram	Tokyo	102,200	
			Osaka/Nagoya	110,600	
		Hyderabad	Tokyo	102,100	
			Osaka/Nagoya	110,500	
		Bengaluru	Tokyo	99,000	
			Osaka/Nagoya	107,400	
		Delhi	Tokyo/Osaka/Nagoya	91,800	
	Mumbai	Tokyo/Osaka	93,900		
		Nagoya	93,900		
	Ahmadabad	Tokyo/Osaka	101,400		
		Nagoya	101,400		
	Pune	Tokyo/Osaka	121,100		
		Nagoya	121,100		
	Sri Lanka	Colombo	Tokyo	55,000	
			Osaka	55,000	
Nagoya			60,300		
*Nepal	Kathmandu	Tokyo/Osaka	118,800		
		Nagoya	118,800		
South Asia	Pakistan	Karachi	Tokyo	112,600	
			Osaka	129,000	
			Nagoya	106,900	
		Islamabad	Tokyo	112,600	
			Osaka	129,000	
			Nagoya	106,900	
		Lahore	Tokyo	125,100	
			Osaka	143,300	
			Nagoya	118,800	
		*Bangladesh	Dhaka	Tokyo	120,700
				Osaka	108,900
	Nagoya			120,700	
	Chittagong	Tokyo	98,000		
		Osaka	88,500		
		Nagoya	98,000		
	Maldives	Male	Tokyo/Nagoya	306,100	
			Osaka	306,100	
	Central and South America	Argentina	Buenos Aires	Tokyo/Osaka/Nagoya	215,900
		Colombia	Bogota	Tokyo/Osaka/Nagoya	245,200
			Medellin	Tokyo/Osaka/Nagoya	245,200
		Jamaica	Kingston	Tokyo/Osaka/Nagoya	172,300
			Montego Bay	Tokyo/Osaka/Nagoya	172,300
Paraguay		Asuncion	Tokyo/Osaka/Nagoya	167,300	
Brazil		Sao Paulo	Tokyo/Osaka/Nagoya	248,000	
		Brasilia	Tokyo/Osaka/Nagoya	362,600	
Venezuela		Caracas	Tokyo/Osaka/Nagoya	222,900	
Peru		Lima	Tokyo/Osaka/Nagoya	172,000	
Bolivia		La Paz	Tokyo/Osaka/Nagoya	245,200	
Mexico		Mexico City	Tokyo/Osaka/Nagoya	180,300	
		Guadalajara	Tokyo/Osaka/Nagoya	162,500	
		Cancun	Tokyo/Osaka/Nagoya	163,400	
		San Luis Potosi	Tokyo/Osaka/Nagoya	162,500	
		Leon	Tokyo/Osaka/Nagoya	162,500	
		Mazatlan	Tokyo/Osaka/Nagoya	162,500	
	Morelia	Tokyo/Osaka/Nagoya	162,500		
Monterrey	Tokyo/Osaka/Nagoya	162,500			
Africa	Egypt	Alexandria	Tokyo/Osaka/Nagoya	61,600	
		Cairo	Tokyo/Osaka/Nagoya	81,400	
	*Ethiopia	Addis Ababa	Tokyo/Osaka/Nagoya	150,800	
	Ghana	Accra	Tokyo/Osaka/Nagoya	171,300	
	Cameroon	Douala	Tokyo/Osaka/Nagoya	222,700	
		Yaounde	Tokyo/Osaka/Nagoya	225,400	
	Kenya	Nairobi	Tokyo/Osaka/Nagoya	179,500	
	*Sudan	Khartoum	Tokyo/Osaka/Nagoya	146,900	
	Nigeria	Lagos	Tokyo/Osaka/Nagoya	228,400	
	Namibia	Windhoek	Tokyo/Osaka/Nagoya	172,800	
Mauritius	Mauritius	Tokyo/Osaka/Nagoya	154,000		
Middle East	Iran	Tehran	Tokyo/Osaka/Nagoya	131,900	
		Tabriz	Tokyo/Osaka/Nagoya	134,900	
Europe	Serbia	Belgrade	Tokyo/Osaka/Nagoya	146,800	
	Kosovo	Pristina	Tokyo/Osaka/Nagoya	148,500	
	Turkey	Istanbul	Tokyo/Osaka/Nagoya	98,700	
		Antalya	Tokyo/Osaka/Nagoya	105,600	
		Ankara	Tokyo/Osaka/Nagoya	103,900	
	Izmir	Tokyo/Osaka/Nagoya	103,900		
Macedonia	Skopje	Tokyo/Osaka/Nagoya	113,600		

[Table 3] List of Target Countries and Regions

Trainees should be residing in the following countries/regions.

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

- The list above is in alphabetical order, with the generic name for the country being used.
- These countries and regions are mainly developing countries as designated by the OECD/DAC (Organization for Economic Co-operation and Development / Development Assistance Committee).
- The following countries and regions have already been excluded from the list of target countries and regions:
China (Hong Kong, Macau), Singapore, Brunei, United Arab Emirates, Qatar, Kuwait, Bahamas, Greece, Puerto Rico, French Guiana, Israel, Cyprus, Guadeloupe, Saint Pierre and Miquelon, Martinique, Réunion, Bermuda, Cayman Islands, Falkland Islands, Republic of Korea, Aruba, French Polynesia, Gibraltar, Netherlands Antilles, New Caledonia, Northern Mariana Islands, British Virgin Islands, Malta, Slovenia, Bahrain, Estonia, Slovakia, Czech, Hungary, Bulgaria, Poland, Latvia, Lithuania, Romania, Saudi Arabia, Barbados, Oman, Trinidad and Tobago, Croatia, Chile, Seychelles, Uruguay

*Developing Countries (Category 1): According to the DAC list of ODA recipients effective for reporting on 2018, 2019 and 2020 flows, these are developing countries and regions other than the “Least Developed Countries”, and thus have been recognized by the Japanese government as target countries for ODA.

*Least Developed Countries (Category 2): These are the least developed countries on the DAC list.

Guidelines for Purchase of Air Tickets by the Participant
And method of reimbursement by AOTS

1. Arrival and Departure Dates:

Arriving in Japan on the day before the commencement of the program and departing on the day after the closing day of the program or the nearest days to be allowed by the flight schedule within two days before and/or after the program.

2. Method of Reimbursement:

During the training program in Japan, participants should present to AOTS their air tickets and submit official receipts of air ticket purchase for reimbursement. The sum of the following items (1) and (2) will be subsidized.

In principle, an economy class air ticket purchased for a round-trip on the standard route according to the criteria of the International Air Transport Association (IATA) is defined as the standard airfare to be covered.

- (1) Actual round-trip airfare within the Standard Airfare Limits (the limits of AOTS's standard round-trip airfare amount) specified for the respective area (country).
- (2) The departure tax, airport tax and other taxes indispensable to the usual flight route defined by IATA subject to the submission of evidence.

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

3. Official Receipts:

AOTS will confirm the air ticket and official receipt and calculate the actual yen value of the air ticket with the exchange rate on the date of the ticket's issue.

- (1) AOTS can only accept the official receipts duly issued by the issuer in which a breakdown of the total airfare is explicitly described, such as airfare, tax (the departure tax, airport tax and other taxes indispensable to the usual flight route defined by IATA) and commission. It should also contain the name of the issuer's representative, address, telephone number and facsimile number.
- (2) Neither Invoice nor Calculation Sheet will be accepted as the receipt. However, an Invoice/Calculation Sheet using the letter-head of the air ticket issuer stating the word "Received" or "Paid" and including the signature of the air ticket issuer may be accepted.

*** If any participant fails to submit the official receipt duly issued by the relevant airline company or travel agent, the participant will not receive any subsidy towards his/her airfare and will be required to pay the full amount of the Participation Fee in cash to AOTS.**

Visa Acquisition Procedures:

1. **Status of Residence:**

The status required for your training in Japan is "Trainee."

2. **Visa Acquisition:**

A participant shall apply for and obtain a "Trainee" visa at a Japanese embassy or 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.

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.

9. 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 Group, General Affairs & Planning Department, AOTS
Tel: 81-3-3888-8211 E-mail: 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>

10. FURTHER INFORMATION:

Training Administration Department of AOTS

Application from overseas countries: Overseas Cooperation Group	Hakutsuru Bldg. 4F, Ginza 5-12-5, Chuo-ku, Tokyo 104-0061, Japan	
	Tel:	81-3-3549-3052
	Fax:	81-3-3549-3055
	E-mail:	shouhei-au@aots.jp

Application from host companies in Japan: Training Administration Group	Hakutsuru Bldg. 4F, Ginza 5-12-5, Chuo-ku, Tokyo 104-0061, Japan	
	Tel:	81-3-3549-3051
	Fax:	81-3-3549-3055
	E-mail:	g-ukeire-ak@aots.jp

OVERSEAS OFFICES

1. Bangkok Office / (Senior Deputy Representative) Mr. Hidenobu Toda Nantawan Building 16F, 161 Rajadamri Road, Pathumwan,,Bangkok 10330 TEL: 66-2-255-2370 FAX: 66-2-255-2372 E-mail: information@aots.or.th

2. Jakarta Office / (Representative) Mr. Hayato Tanaka 3A Floor, Graha Mandiri, Jl. Imam Bonjol No. 61, Jakarta 10310 TEL: 62-21-230-1820~1 FAX: 62-21-230-1831 E-mail: information@aots.or.id
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3. New Delhi Office / (Representative) Mr. Akira Kuriyama Office No. 504, 5th Floor, International Trade Tower, Block-E, Nehru Place, New Delhi, 110019 TEL: 91-11-4105-4504 E-mail: info@aots.org.in

4. Yangon Office / (Representative) Mr. Kenichiro Eguchi Room Unit 401, Yuzana Hotel 4th Floor 130 Shwe Gon Taing Road, Bahan Township, Yangon TEL: 95-1-8604922 E-mail: info@aots.org.mm

PRE-TRAINING REPORT
The Program for Quality Problem Solving
[PQPS]

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.

The report form is available here in an MS-Word format.

(<http://www.aots.jp/jp/ikusei/management/files/18pqps-e.doc>)

1. Your name	
2. Your country	
3. Name of your company/ organization	
4. Outline of your organization (preferably attach an organization brochure)	
5. Your position and department (preferably attach an organizational chart, indicating your position)	
6. Your duties in detail	
7. Describe the most critical problems that you are now facing in your quality improvement activities, indicating their suspected causes from your viewpoint	

READINESS TEST

In order to participate in the PQPS course and correctly understand its content, a basic knowledge of statistics and the fundamental concepts of quality control are required. **This readiness test is to estimate such knowledge and will be used as part of the reference materials for the screening.** Please read the following sentences carefully and select the right answer on the answer sheet. **(If you cannot achieve a score of at least 70% on this test, it will be difficult for you to understand the content of the course or to benefit from its full effects.)**

Question 1 : CONCEPT

Answer "C" (Correct) if the statement is correct, or "F" (Fault) if it is incorrect.

- (1) "Quality assurance" means satisfying customers with "free repairs" or "change to a new one" when a customer complains.
- (2) In order to avoid customer complaints about defective products, it is necessary for a company to implement 100% inspection.
- (3) PDCA is a profound principle in TQM and stands for "Please Don't Change Anything."
- (4) In Total Quality Management (TQM) "quality" represents not only quality of function of products but also quality of service and other areas.
- (5) TQM activities are executed at production sections and are thus not the concern of the sales or administrative sections.
- (6) In TQM, quality is the main focus, so that delivery, cost and other economic factors are not necessarily of concern.
- (7) As QC Circle activities are autonomous activities, they must be done outside of working hours and the company doesn't need to pay for them.
- (8) The person in charge of the "QC Program" should be the Quality Control Manager and not the Factory Manager.
- (9) Past data are not useful in the problem-solving process.
- (10) All factual information, even that which is not numerically expressible, like linguistic data, is potentially useful data in the problem-solving process.

Question 2: Ability to Draw Up Diagrams

The following table is a computation table used when drawing up a Pareto Diagram which is one of the QC tools. Select the correct numbers in cells (1) – (5) in the table.

Data Sheet for Pareto Diagram

Type of Defect	Number of Defects	Cumulative Total	Percentage of Overall Total	Cumulative Percentage
A	72	72	36	36
B	38	110	19	55
C	26	136	(1)	68
D	14	150	(2)	(3)
E	10	(4)	5	(5)
Others	40	200	20	100
Total	200	200	100	100

[a:7 b:13 c: 75 d:80 e: 160 f:165]

Question 3 : Basic Computational Ability which is required to utilize QC tools

Calculate the following and select the right answer.

$$1) \frac{(13.42 + 13.62 + 13.66 + 13.48 + 13.52 + 13.57)}{6} =$$

$$2) \frac{2.523 + 0.005 \times \frac{30}{90}}{90} =$$

$$3) \frac{\frac{1}{100^2} (1917 - \frac{1}{7} \times 103^2)}{7} =$$

$$4) \frac{29.86 + 0.577 \times 27.44}{27.44} =$$

$$5) \frac{29.86 - 0.577 \times 27.44}{27.44} =$$

$$6) \frac{\sqrt{0.669 \times 10^{-2}}}{10^{-2}} =$$

$$7) \frac{0.005 \times \sqrt{(302 - \frac{30^2}{90}) \div (90 - 1)}}{90 - 1} =$$

$$8) \frac{2312.02 - \frac{263.2^2}{30}}{30} =$$

$$9) \frac{\frac{0.0913}{\sqrt{2.88 \times 0.00840}}}{\sqrt{2.88 \times 0.00840}} =$$

[a: 0.00906 b: 4.01×10^{-2} c: 0.082 d: 0.59 e: 2.52467 f: 2.88 g: 13.545 h: 14.03 i: 45.69 j: 50.00]

Question 4: Mean & Standard Deviation

Calculate the mean and standard deviation of the next set of data, and select the right answer.

1) 2 5 1 3 4

$$\bar{x} = \underline{\hspace{2cm}} \quad s = \underline{\hspace{2cm}}$$

(1) (2)

2) 22 25 21 23 24

$$\bar{x} = \underline{\hspace{2cm}} \quad s = \underline{\hspace{2cm}}$$

(3) (4)

3) 234562 234565 234561 234563 234564

$$\bar{x} = \underline{\hspace{2cm}} \quad s = \underline{\hspace{2cm}}$$

(5) (6)

[a: 1.56 b: 1.57 c: 1.58 d:3.0 e: 23.0 f: 234563.0]

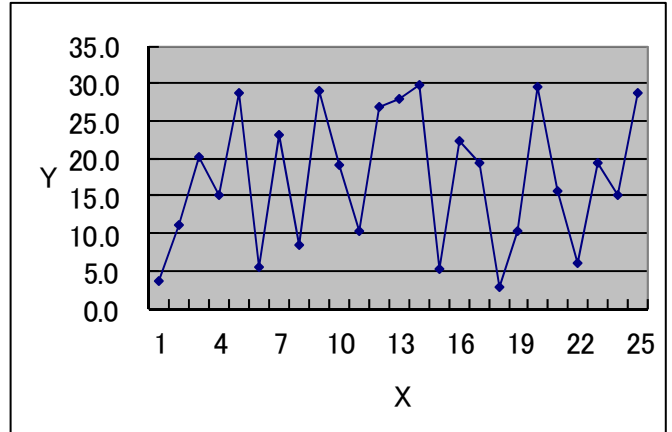
Question 5: Ability to Draw a Graph

Create the same type of graph shown below on the right as “Format” on the “Readiness Test Answer Sheet” by using the given data shown below on the left.

1) Data

X	Y	X	Y
1	35.6	14	29.8
2	29.2	15	31.6
3	20.2	16	22.2
4	39.4	17	31.2
5	29.2	18	28.8
6	31.4	19	31.4
7	23.2	20	29.6
8	32.0	21	39.0
9	29.0	22	19.4
10	32.6	23	34.2
11	32.2	24	32.6
12	26.8	25	28.2
13	27.8		

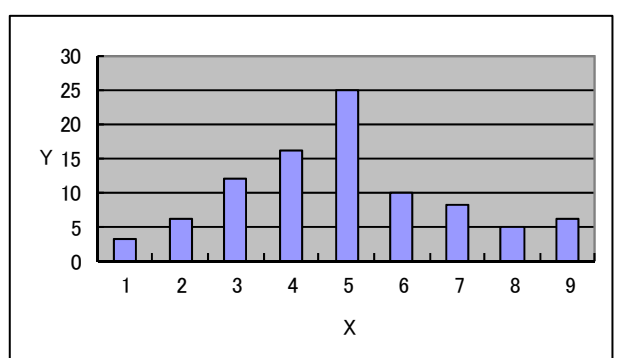
Format



2) Data

x	Y
1	1
2	4
3	9
4	14
5	22
6	19
7	10
8	5
9	6

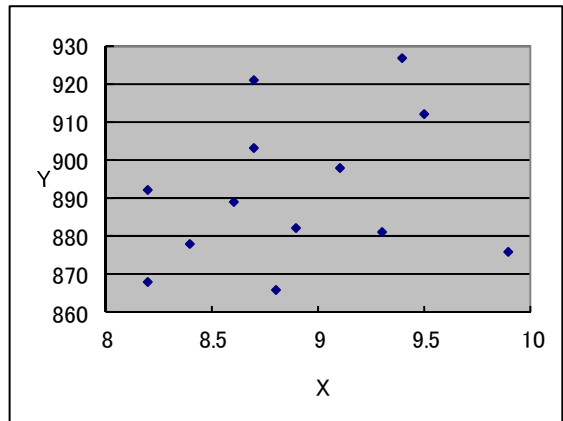
Format



3) Data

X	Y	X	Y
8.6	889	8.7	896
8.9	884	8.4	894
8.8	874	8.2	864
8.8	891	9.2	922
8.4	874	8.7	909
8.7	886	9.4	905
9.2	911		
8.6	912		
9.2	895		

Format



Question 6: English Check Sheet

Complete the following sentences with suitable words.

<Populations and Samples>

In quality control, we try to discover facts by collecting data and then take necessary action based on those facts. The data is not collected as an end in itself, but as a means of finding out the facts behind the data.

For example, consider a sampling inspection. We take a sample from a lot, carry out measurements on it, and then decide whether we should accept the whole lot or not. Here our concern is not the sample itself, but the quality of the whole lot. As another example, consider the control of a manufacturing process using an \bar{x} -R

control chart. Our purpose is not to determine the characteristics of the sample taken for drawing the \bar{x} -R chart, but to find out what state the process is in.

The totality of items under consideration is called the *population*. In the first example above, the population is the [(1)], and in the second it is the [(2)].

Some people may feel it difficult to regard a “process” as a “population” because while a “lot” is indeed a group of finite individual objects, a “process” itself is not a product at all, but is made up of the 5M’s (man, machine, material, method, and measurement).

When we turn our attention to product-making function, we will recognize that the “process” produces unmistakably a group of products. Moreover, the number of products is infinite unless the “process” stops producing them, and for this reason, a process is considered to be an infinite [(3)].

One or more items taken from a population intended to provide information on the population is called *sample*. Since a [(4)] is used for estimating the characteristics of the entire population, it should be chosen in such a way as to reflect the characteristics of the population. A commonly-used sampling method is to choose any member of the population with equal probability. This method is called *random sampling*, and a sample taken by random sampling is called a *random sample*.

We obtain [(5)] by measuring the characteristics of a sample. Using this data, we draw an inference about the population, and then take some remedial action. However, the measured value of a sample will vary according to the sample taken, making it difficult to decide what action is necessary. Statistical analysis will tell us how to interpret such data.

[a: data b: lot c: population d: process e: sample]

Readiness Test Answer Sheets

Question1-4, 6: Please circle the correct answer. Question5: Please make graphs on the sheet.

<u>Question 1</u>	(1)	F	C								
	(2)	F	C								
	(3)	F	C								
	(4)	F	C								
	(5)	F	C								
	(6)	F	C								
	(7)	F	C								
	(8)	F	C								
	(9)	F	C								
	(10)	F	C								
Question 2	(1)	a	b	c	d	e	f				
	(2)	a	b	c	d	e	f				
	(3)	a	b	c	d	e	f				
	(4)	a	b	c	d	e	f				
	(5)	a	b	c	d	e	f				
Question 3	(1)	a	b	c	d	e	f	g	h	i	j
	(2)	a	b	c	d	e	f	g	h	i	j
	(3)	a	b	c	d	e	f	g	h	i	j
	(4)	a	b	c	d	e	f	g	h	i	j
	(5)	a	b	c	d	e	f	g	h	i	j
	(6)	a	b	c	d	e	f	g	h	i	j
	(7)	a	b	c	d	e	f	g	h	i	j
	(8)	a	b	c	d	e	f	g	h	i	j
	(9)	a	b	c	d	e	f	g	h	i	j
Question 4	(1)	a	b	c	d	e	f				
	(2)	a	b	c	d	e	f				
	(3)	a	b	c	d	e	f				
	(4)	a	b	c	d	e	f				
	(5)	a	b	c	d	e	f				
	(6)	a	b	c	d	e	f				

Readiness Test Answer Sheets

Question 5	(1)									
	(2)									
	(3)									
Question 6	(1)	a	b	c	d	e				
	(2)	a	b	c	d	e				
	(3)	a	b	c	d	e				
	(4)	a	b	c	d	e				
	(5)	a	b	c	d	e				

About the Handling of Personal Information Concerning Trainees

Personal information of trainees which is obtained by The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) through a series of documents related to trainees' use of AOTS training programs in Japan shall be handled as follows.

1. Manager for personal information and the point of contact

Manager: General Manager, General Affairs & Planning Department, The Association for Overseas Technical Cooperation and Sustainable Partnerships

Point of contact: General Affairs & Planning Department, General Affairs Group
TEL: +81-3-3888-8211 E-mail: kojinjoho-cj@hidajapan.or.jp

2. Purpose of use of personal information

The personal information provided will be used within the scope of purposes of use indicated below.

Documents for submission	Purposes of use	Provision to a third party
Before arrival to Japan		
(i)-1 AOTS Training Application Form (except religious affiliation)	Screening of trainees qualification; preparation of invitation documents; preparation of a name list for the courses of participation	Yes
(i)-2 AOTS Training Application Forms (religious affiliation)	Consideration for life in Japan	No
(ii) Medical Check Sheet	Purchase and payment of the traveler's insurance; health management after arrival to Japan	Yes
(iii) Copy of Resident ID Card (in case of China)	Confirmation of the trainee's name, date of birth, etc.	No
(iv) Consent Form (for traveler's insurance)	Purchase and payment of the traveler's insurance	Yes
(v) Pre-Training Report	Understanding the current conditions of trainees	Yes
(vi) Enquiry into Training Contract (For Japanese Joint-Venture Companies and Companies exclusively funded by Japanese enterprises)	Screening of trainees qualifications	Yes
After arrival to Japan		
(i) Registration Card	Delivery of various notices on AOTS and of questionnaires after returning home. Notification of activities from an alumni society in each country	Yes
(ii) Questionnaire on Restriction on Meals	Meal arrangement while the course is in session	No
(iii) Questionnaire on Flights to and from Japan	Settling up of travel and accommodation expenses; arrangement for limousine buses	Yes
(iv) Evaluation Sheet	Improvement on future training courses at AOTS	Yes
(v) Photographs for record during training	Records on training	Yes
(vi) Copy of Passport	Confirmation on VISA qualification and the valid term of VISA	Yes

3. Provision to a third party

The personal information which you have provided may be provided to a third party ("Third Party") for the following purposes using the methods indicated below. Upon such provision, the handling of personal information will be supervised to ensure that the personal information is handled appropriately by AOTS and the Third Party.

Items	Purposes of Provision	Methods	Third Party
Before arrival to Japan Name/date of birth/nationality/affiliation/academic background/career/head-and-shoulders photo/sex/health information	Screening of qualification of trainees; preparation of invitation documents; preparation of a name list for trainees; purchase and payment of the traveler's insurance; health management after arrival to Japan; understanding the current conditions of trainees	• Paper • Data	Collaborating partners in the training; contract companies; medical institutions; government-affiliated agencies
After arrival to Japan Name/sex/address/place of employment/nationality/photo image	Delivery of various notices on AOTS and of questionnaires after returning home; notification of activities from an alumni society in each country; confirmation on the effects of training; implementation report; residence card	• Paper • Data	Trainees; collaborating partners in the training; contract companies, medical institutions; government-affiliated agencies

4. Outsourcing

In principle, handling of the personal information provided will not be outsourced.

5. Disclosure, correction, cessation of use, deletion, etc.

We will respond to requests for disclosure, correction, cessation of use, deletion of personal information provided to us. In this situation, please submit requests to the following office:

Consultation Office for Personal Information TEL: +81-3-3888-8211 E-mail: kojinjoho-cj@hidajapan.or.jp

6. Completion of forms

Provision of personal information is voluntary. However, without consent, it is impossible to participate in certain courses, receive the allowances of staying in Japan, or receive certain services after returning home.

Regarding the above "Handling of Trainees' Personal Information,"

Please tick the relevant box and sign below.

Date: _____

I agree I do not agree

Name: _____

Signature: _____

*この申告書を作成する前に添付の「研修後の勤務に関する拘束条項付研修契約の取扱基準」をお読みください。
Before filling in this form, please read the attached "Guidelines for Training Contract" carefully.

一般財団法人海外産業人材育成協会

THE ASSOCIATION FOR OVERSEAS TECHNICAL COOPERATION AND SUSTAINABLE PARTNERSHIPS [AOTS]

研修契約に関する申告書 Enquiry into Training Contract

1. 研修生は、日本における研修は、一般財団法人海外産業人材育成協会の制度により、日本政府(経済産業省)の補助金を受けて行われる事を知っていますか。

Has the trainee been informed that he/she is invited to Japan on the AOTS training subsidized by the Japanese government (Ministry of Economy, Trade and Industry : METI) ?

はい YES

いいえ NO

2. 研修生と派遣企業との間の文章による契約(研修契約)により、研修生は研修後一定期間、派遣企業又はその指定する企業で勤務すべきことが義務づけられていますか。

Has a written contract (Training Contract) been concluded between the trainee and the employer which obliges the trainee, upon completion of the training, to serve the employer or its affiliate for a certain period ?

はい YES

いいえ NO

「いいえ」の場合、以下3から7までの質問への回答は必要ありません。

If 'NO', there is no need to answer questions from 3 to 7 below.

3. 予定研修期間及び約定拘束期間をそれぞれ次欄に記入してください。

How long are the scheduled period of the training and the obligatory term of service ?
(Fill in the blanks below)

予定研修期間
Scheduled period of technical training

週間
week/s

拘束期間
Obligatory term of service

ヶ月
month/s

4. 研修生は拘束期間の途中で退職したとき、派遣企業に対して何らかの弁償を行うべき義務がありますか。

In the case of nonfulfillment of the obligatory term of service, must the trainee make any compensation to the employer ?

はい YES

いいえ NO

「いいえ」の場合、以下5から7までの質問への回答は必要ありません。

If 'NO', there is no need to answer questions from 5 to 7 below.

5. 弁償については通常二つの方法がとられます。一つは違約金で、これは実損の有無又はその額にかかわらず、予め定められた定額を支払わせるもの、二つは、研修に伴い派遣企業が実際に負担した費用を弁償させるものです。この研修契約では、どちらの方法がとられていますか。

Usually there are two types of compensation payable by trainee: one is compensation in the form of a penalty, that is, a fixed amount of money determined in advance irrespective of actual costs which the employer has incurred in the course of the training; the other is compensation for actual costs which the employer has incurred in the course of the training. Which type of compensation is provided for in this Training Contract concerned ?

違約金方式による弁償 Compensation in the form of a penalty

派遣企業が実際に負担した費用の弁償 Compensation for actual costs the employer has incurred

後者の場合、次ページの6及び7の質問に答えて下さい。

In the case of the latter, answer question 6 and 7 in next page.

6. 研修生が弁償すべき金額が、次の(1)、(2)及び(3)の費用の合計額を超えることがありますか。

Is the amount of money payable by the trainee likely to exceed the total sum of costs (1), (2) and (3) below ?

(1) 支度金等、派遣企業が研修生に対して、一般財団法人海外産業人材育成協会から支給されるものとは別に支給する費用があるときはその額。

Outfit and/or similar allowances if paid by the employer to the trainee above and beyond allowances covered by the AOTS.

(2) 研修期間中、研修生又は留守家族に対して支払われる賃金又は手当があるときはその額。

Salary and/or allowances if paid by the employer to the trainee or the trainee's family during the period of the training in Japan.

(3) 一般財団法人海外産業人材育成協会に対する民間分担金を派遣企業が負担するときはその額。

Prescribed contribution to training costs if paid by the employer to the AOTS

はい YES

いいえ NO

7. 弁償については、研修生が研修後勤務した期間に比例した減額がなされますか。

Has provision been made for proportional reduction of compensation should the trainee complete only part of the obligatory term of service ?

はい YES

いいえ NO

* * * * *

誓約 Declaration

研修生(A)及び派遣企業(B)は、以上の申告はすべて真実であることを誓約します。

We, the trainee(A) and the employer(B), declare that all the information furnished in this form is true, and promise that the trainee undergoing the training in Japan shall abide by all the regulations and follow the training Programme of the AOTS.

日 月 年
day month year

(A) 研修生氏名
Name of the Trainee

署名
Signature

(B) 派遣企業代表者氏名・役職名
Name of the Employer/Position

署名
Signature

派遣企業名
Company / Organization

海外旅行保険の説明書

当協会では、研修期間中の研修生の傷病、死亡等に備えるものとして、研修生を被保険者とする保険契約を締結しています。

契約の概要は以下のとおりですが、ご不明な点は当協会へお問い合わせ下さい。

1. 補償の種類と支払い金額

(1) 死亡保険金

事故などにより研修生が受傷し、事故の日から 180 日以内に死亡した場合、又は研修生が疾病により死亡した場合に保険金が支払われます。保険会社が保険金の全額を研修生の法定相続人に支払います。

支払い金額： 500 万円

(2) 傷害後遺障害保険金

事故などにより研修生が受傷し、事故の日から 180 日以内に後遺障害が発生した場合に保険金が支払われます。

支払い金額： 500 万円に後遺障害の程度に応じた割合(3~100%)を乗じた額。

(3) 治療・救護者費用保険金

事故などにより研修生が受傷し治療を受けた場合、又は疾病により研修生が治療を受けた場合に、治療費用として保険金が支払われます。ただし、医師の治療を開始した日からその日を含めて 180 日以内に要した費用に限ります。

保険金は、医療機関に直接支払われますので、原則として研修生は医療費を立て替える必要はありません。

研修生が研修期間中に、けがや病気により死亡した場合、事故により静止画確認できない場合、3日以上入院した場合等に必要となる救護費用(交通費、宿泊費等)が保険金で支払われます。

支払い金額： 治療費と救護者費用の合計の実費(600 万円限度)

但し、救護者費用に関しては、費用の内容によって限度額があります。

(4) 賠償責任保険金

研修生が他人にけがをさせたり、他人のものを壊したりしたことにより法律上の賠償責任を負った場合に、損害賠償金等につき保険金が支払われます。但し、研修時間中に起きた事故によるものは対象外です。

支払い金額： 損害賠償金その他の費用(1,000 万円限度)

Outline of Overseas Travel Insurance

The Association provides insurance coverage against illness, injury, or death for trainees during the training period.

The insurance provisions are summarized below. If you have any questions, contact AOTS.

1. Type of coverage and amount to be paid

(1) Indemnity in the event of death

Insurance will be paid in the event of a trainee's death within 180 days after an accident resulting in a fatal injury, or in the event of death due to an illness contracted during the course of training. The insurance company will pay the entire sum of the insurance to the trainee's beneficiary as defined under the probate laws of the trainee's country.

Amount to be paid: ¥5 million

(2) Insurance for disability resulting from an injury

Insurance will be paid in the event that a trainee is injured in an accident, as the result of which the trainee develops a disability within 180 days of the accident.

Amount to be paid: 3% to 100% of ¥5 million, depending upon the severity of the disability

(3) Insurance to cover treatment costs & Rescue expenses

Treatment costs will be covered when a trainee must receive medical treatment as the result of an accident or illness. However, the coverage is limited to the costs incurred no later than 180 days after the medical treatment starts.

Since funds are paid directly to the medical institution, the trainee is, in principle, not required to make provisional payments for medical expenses.

If during the training period, a trainee dies as the result of an injury or illness, is missing due to an accident, or is hospitalized for three or more days, necessary rescue expenses (transportation, accommodation, etc.) will be paid from the insurance benefit/settlement.

Amount to be paid: Total of Treatment Costs & Rescue Expenses (up to ¥6 million) Note that certain types of expenses will be covered only in part.

(4) Insurance to cover liability

When a trainee is legally liable to pay compensation for injuries caused to another person or damage to another person's property, the insurance will cover the amount of damage for which a trainee is liable. However, coverage does not include accidents occurring during training activities.

Amount to be paid: Damage liability amount (up to ¥10 million)

2. 保険金の請求について

保険金の請求は当協会が行いますので、けがや病気などの場合には、速やかに受入企業または当協会にご連絡下さい。

3. 注意事項

次のような場合は、保険金が支払われませんのでご注意ください。

1) 死亡、傷害後遺障害、傷害治療費用、救援者費用について

- (1) 入国前からのけがや病気
- (2) けんかや自殺、犯罪行為によるけがや死亡
ただし、自殺の場合、救援者費用は保険金支払いの対象となります。
- (3) 無免許運転、酒酔い運転等によるけがや死亡
- (4) 脳疾患、心神喪失によるけがや死亡
- (5) 妊娠、出産、早産または流産及びこれに基づく疾病、外科的手術、その他の医療処置
- (6) 歯科治療等
ただし、別途定める基準により、鎮痛、抜歯、充填、歯冠修理等の応急処置の範囲で当協会が歯科治療費を支払います。

2) 賠償責任について

- (1) 研修時間中に発生した賠償事故
- (2) 他人からの預かり物に対する賠償事故
- (3) 自動車などの運転による賠償事故等

以上のとおり保険金が支払われない場合もありますので、研修期間中の事故や健康管理には充分注意して下さい。

2. Submitting an insurance claim

The Association will submit applications for insurance claims. Report any injury or illness as soon as possible to the training company or to the Association.

3. Special notes

Please note that coverage excludes the following categories of events or conditions, which are further defined below:

1) Death, disability caused by an illness or injury, injury treatment costs, or rescue expenses involving any of the following:

- (1) Injury or illness predating entry into Japan
- (2) Injury or death resulting from fighting, suicide, or criminal behavior
However, in the event of suicide, rescue expenses will be covered.
- (3) Injury or death resulting from driving without a license or under the influence of alcohol
- (4) Injury or death resulting from brain disease or insanity
- (5) Pregnancy, delivery, premature delivery or miscarriage and illness due to this, a surgical operation, and other medical treatments
- (6) Dental treatment, etc.
However, the Association will pay for dental treatment costs for emergency treatment such as pain-killing, extraction, silver fillings, tooth crown, etc., based on separately established standards.

2) Liability in any of the following cases:

- (1) Accidents for which a trainee is liable that occur during training
- (2) Accidents for which a trainee is liable, involving articles entrusted to the trainee by another person
- (3) Automobile accidents for which a trainee is liable etc.

Since coverage does not cover every type of accident, injury, illness, or loss, please take appropriate precautions to avoid accidents and damage to your health during the training period.