



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

**Hakutsuru Bldg. 4F, 12-5, Ginza 5-chome, Chuo-ku, Tokyo 104-0061**

Tel: 81-3-3549-3051 Fax: 81-3-3549-3055 E-mail: [shouhei-au@aots.jp](mailto:shouhei-au@aots.jp) URL: <http://www.aots.jp/>

# **C RTP Program**

**November 2017**

## **Program Outline**

**&**

## **Participation Requirements**

**of**

## **The Program on Energy Management**

## **for India (INEM)**

**(Carbon Reduction Technology Promotion Program)**

**22 February – 7 March 2018**

## 1. BACKGROUND OF THE PROGRAM:

The Overseas Human Resources and Industry Development Association (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 between 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 182,000 individuals from 171 countries have undergone our training in Japan, while the cumulative attendance at our overseas programs till the end of fiscal 2015 exceeded 197,000.

The Program on Energy Management for India (INEM) is one of the management training courses conducted by the Overseas Human Resources and Industry Development Association (AOTS) under the scheme of Carbon Reduction Technology Promotion (hereinafter abbreviated as CRTP) Programs. A management training course is being organized under this category with the purpose of allowing the participants to smoothen the path to carbon reduction within their organizations, through a better understanding of the significance of carbon reduction technology, and the study of administration and management techniques as well as concepts, all of which are necessary to promote related activities.

The INEM course is being organized in collaboration with Energy Management Centre (EMC)\*, designed to study the mindset and implementation method of energy management practiced by Japanese companies. It also aims to improve the capacities of managers in energy management to promote energy conservation leading to increased profits at their companies/organizations especially in manufacturing fields.

\*Energy Management Centre (EMC):

EMC is an autonomous body supported by the Department of Power, Government of Kerala, devoted to the improvement of energy efficiency in the State, promotion of energy conservation, Small Hydro Power development and encouraging the development of technologies related to energy through research, training, and awareness creation. The EMC is networking with institutions within and outside the state for research and training. It is a member of the International Network on Small Hydro Power (INSHP). EMC has established the UNIDO Regional Centre for Small Hydro Power (SHP) for the promotion of SHP primarily in South Asia. EMC is the designated government agency in the state of Kerala to enforce the "Energy Conservation Act 2001".

Upon requested by EMC and Japan Cultural & Information Centre (JCIC) as in listed on page11, AOTS will organize this program. The role of EMC is to recruit participants from the energy organizations in Kerala as well as such organizations in other states in India utilizing its national network. JCIC has close cooperative relations with EMC and sufficient experience in working with Japanese organizations, to assist EMC in smoothly working with AOTS as well as recruit participants through its own network as well.

## 2. COUNTRY:

India

## 3. NUMBER OF PARTICIPANTS:

30 participants

## 4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, managers who are engaged in energy management in companies. Staffs and managers of public organizations and/or business associations who give guidance for energy management may also be accepted. Participants related to the manufacturing industry are preferable.
- (2) Participants should be 20 years old and above.
- (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 India
- (7) Participants should not be students or armed forces personnel.
- (8) Former participants of AOTS raining programs (ODA-funded programs and CRTP programs) organized in Japan are not entitled to apply for any program which starts within six months (183 days) after they returned home.

Notes:

- (1) 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.
- (2) Participants shall attend all the events in the curriculum provided for each management training program.
- (3) Family members are not allowed to accompany participants on their journey in Japan.
- (4) 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.
- (5) In the case of applications from other than Japanese-affiliated companies or local companies that hold local capital, the priority for selection may become lower.
- (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:

Individual applicants should ensure the delivery of the following application documents to the Management Training Administration Group of AOTS through the recruitment organizations listed in Item 10, **no later than 5 January 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 (1), (2) and Questionnaires
- (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>

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

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **25 January 2018** 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 16 as of 5 January 2018, AOTS may postpone or cancel this program.

## **6. OUTLINE OF THE PROGRAM:**

### **- OBJECTIVES**

The objective of the program is to improve the participants' capabilities in the area of energy management by deepening their understanding of the energy management concept and energy conservation systems practiced by Japanese companies especially in manufacturing fields. It aims at participants becoming able to promote energy conservation that leads to cost reduction and increased profit-making of their companies/organization, by implementing such efficient energy management activities.

### **- KEY BENEFITS**

By the end of this program, participants will have:

- (1) Deepened their understanding of the energy management concept practiced by Japanese companies.
- (2) Deepened their understanding of the relationship between energy conservation, company profits, and managerial advantages. They will also have deepened their understanding of specific measures that should be taken in each process to achieve efficient energy management in the company and the like.
- (3) Improved their ability enough to perform a re-study of the plausibility of accomplishing the targets set before coming to Japan, and to create action plans to be followed after returning home for solving problems and achieving challenges.

### **- DURATION**

22 February – 7 March 2018 (2 weeks)

### **- CONTENTS**

#### *Preparatory Step*

Participants will prepare for their presentations on the final day by referring to the descriptions of the “Pre-training Report (1) and (2)” (e.g., your company's present situation, challenges, problems, and Kaizen numerical targets in its energy management). Participants thus need to prepare to bring the data and other information used as the basis for identifying the current values and setting the numerical targets written in the forms, before coming to Japan.

#### *First Step*

Participants will first examine the energy conservation law, policy and measures in Japan and its background and get ideas about sustainable energy scenario. They will also overview the basic concepts of environment-conscious management that is required for companies to achieve a low carbon society, and the objectives of promoting energy conservation from the aspect of corporate management.

#### *Second Step*

Participants will overview the current situations of energy management in Japanese manufacturing industries. Then, they study concrete methods of how to implement energy conservation practiced in Japanese manufacturing industries in each phase of product development, process design and production. Participants

will also deepen their understanding of how to motivate and develop employees for promoting energy conservation in their companies/factories.

(Self-awareness and understanding of the participants will be deepened further through the company visits in addition to lectures and exercises.)

#### *Third Step*

Participants will re-examine the plausibility of achieving numerical Kaizen targets, which are written in the “Pre-training Report” and the accomplishment of which will lead to energy conservation. Thereafter, participants will establish practical action plans of how to accomplish the targets at their companies/organization by using the mindset and case example of Japanese energy management as a reference, and make presentations on the final day.

A typical daily schedule consists of a 3-hour morning session and a 3-hour afternoon session. Some evening sessions may also be organized after dinner, as per necessary, dependent upon initiatives of participants of group.

Refer to the Tentative Schedule for further details.

#### - LANGUAGE

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

#### -TRAINING LOCATION AND ACCOMMODATION

**AOTS Chubu Office (CKC) <may change in consideration of various factors>**

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

37-12, Mukaihata, Kaizu-cho, Toyota, Aichi 470-0348

Tel: 81-565-43-2111(Reception) Fax: 81-565-43-2112

## Tentative Schedule of

### The Program on Energy Management for India [INEM]

22 February – 7 March 2018

AOTS Chubu Office &lt;To Be Determined&gt;

Date	Morning Session		Afternoon Session
21 Feb. (Wed.)	(Arrival in Japan)		
22 (Thu.)	Opening Ceremony / Orientation		LECTURE: Energy Conservation Law, Policy and Measures in Japan and its background
23 (Fri.)	LECTURE: Towards a sustainable energy scenario, growth of RE program		VISIT (1): Case Example of Energy Management/Local Government Support
24(Sat.) 25(Sun.)	Days off		
26 (Mon.)	LECTURE: Overview of Energy Management in Japanese Manufacturing Companies		VISIT (2): Historical Transition of Japanese Manufacturing Industry
27 (Tue.)	LECTURE & EXERCISE: Continuous Improvement in the Production Phase		
28 (Wed.)	VISIT (3): Case Example of Energy Management /Improvement Activities at Production Sites		VISIT (4): Case Example of Energy Management /Improvement Activities at Production Sites
1 Mar. (Thu.)	STUDY TOUR	VISIT (5): Case Example of Energy Management/Role Model Factory implementing Energy Conservation	
2 (Fri.)		VISIT (6): Case Example of Energy Management /Smart City	
3(Sat.) 4(Sun.)	Days off		
5 (Mon.)	LECTURE & EXERCISE: Items of Energy Conservation to be Considered in Product Development		LECTURE & EXERCISE: Training and Motivating Staffs/Employees toward Promotion of Energy Conservation
6 (Tue.)	DISCUSSION: Presentation of Participants' Numerical Targets for Energy Conservation		Preparation for Final Presentation
7 (Wed.)	Final Report Presentation		Final Report Presentation Closing Ceremony
8 (Thu.)	(Departure from Japan)		

## Remarks:

- (1) The above schedule is subject to change due to the convenience of lecturers and cooperating companies, or for other unavoidable reasons.
- (2) Several group discussion sessions may be arranged in the evening.
- (3) Though Saturday and Sundays are days 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 Japanese government subsidy 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 Estimate of the Participation Fee is shown in Tables 1.

**\*There is NO difference between "Developing Countries" and "Least Developed Countries in accordance with the DAC (Development Assistance Committee) list for CRTP Programs.** Therefore, only one Estimate of the Participation Fee is listed here.

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 is 1/3 of the Allowance Costs.

**\*There is NO difference between "Developing Countries" and "Least Developed Countries in accordance with the DAC (Development Assistance Committee) list for CRTP Programs.** The Contribution to Allowance Costs is 1/3 of the Allowance Costs regardless of the participant's country of residence.

#### (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 FY2017 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 ¥311,000 and the Contribution to Course Implementation Costs (the amount participants should bear) is ¥122,000.

## **3. Domestic Travel Allowance**

- Expenses for a part of transportation fee between international airport in Japan and AOTS Kenshu Center
- AOTS will pay ¥1,780 in cash to a participant for the cost of travel between Chubu international Airport (Nagoya) and AOTS Chubu Office (CKC).

## **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] Estimate of the Fees and Costs****Country: India****International Travel Expenses: Thiruvananthapuram - Chubu /Japan, Roundtrip****Management Training Course: 2 -week Course**

(Japanese Yen)

<i>Training Costs</i>	Total Amount	Japanese government Subsidy	Participation Fee
1. Allowance Costs	<u>263,930</u>	175,953	87,977
<Breakdown of Allowance Cost>	<Breakdown>	[2/3]	[1/3]
(1) International Travel Expenses	112,900		
(2) Accommodation and Meal Allowances			
a. [at the AOTS Kenshu Center]			
@ 8,030 x 1 day (Arrival Day) =	8,030		
@ 8,850 x 13 days =	115,050		
[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 15 days =	15,300		
2. Course Implementation Costs	<u>311,000</u>	189,000	122,000
3. Domestic Travel Allowance	<u>3,020</u>	3,020	
(Chubu Airport - CKC)			
Total	<u>577,950</u>	<u>367,973</u>	<u>209,977</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 2017)**

City	Maximum airfare covered by subsidy
Thiruvananthapuram	112,900
Kolkata	99,700
Chennai	104,400
Kochi	112,700
Bengaluru	109,600
Delhi	93,700
Hyderabad	112,700
Mumbai	108,600
Ahmedabad	117,800
Coimbatore	111,200
Pune	139,500

### ***Guidelines for Purchase of Air Tickets by the Participant***

#### **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 Overseas Human Resources and Industry Development Association (AOTS)  
Group in charge: General Affairs 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>

## 10. COLLABORATING ORGANIZATION:

**The Energy Management Centre (EMC)**

Energy Management Centre Mr. K.M Dhairesan Unnithan	Address: Energy Management Centre, Srikrishna Nagar, Sree karyam, Trivandrum - 695017, Kerala, India
	Tel: +91-471-2594921
	E-mail: (for contact) : <a href="mailto:kmdunnithan@hotmail.com">kmdunnithan@hotmail.com</a>

**Japan Cultural & Information Centre (JCIC) \*Collaboration with EMC for recruitment procedure**

Japan Cultural Information Centre Mr.K.ASOK Kumar	Address: TC 21/558, Bhagavathy Lane, Karamana, Trivandrum -695002, Kerala, India
	Tel: +91-471-2344724
	Mobile: +91-9447041456
	E-mail: (for contact): <a href="mailto:asoksan@gmail.com">asoksan@gmail.com</a>

\*JCIC is registered society of Professionals and Entrepreneurs who have undergone training in Japan, or those who have any business, cultural, academic or technological relationship with Japan. JCIC was established with an objective of fostering friendship and understanding between the people of India and Japan and to promote cultural, industrial, business, technological, and human resources development (HRD) between the two countries. JCIC provides consultancy, and training on technology and management in addition to its regular Japanese Language classes, and cultural awareness programs about Japan. JCIC also coordinates and organizes various technology, management and business promotion activities.

## 11. FURTHER INFORMATION:

**Training Administration Department of AOTS**

Management 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: <a href="mailto:shouhei-au@aots.jp">shouhei-au@aots.jp</a>

**AOTS New Delhi Office**

(Representative) Mr. Akira Kuriyama	Office No. 504, 5 <sup>th</sup> Floor, International Trade Tower, Block-E, Nehru Place, New Delhi, 110019
	Tel: 91-11-41054504
	E-mail: <a href="mailto:info@hidajapan.in">info@hidajapan.in</a>

## PRE-TRAINING REPORT (1)

### - The Program on Energy Management for India - [INEM]

**The form of “Pre-Training Report” for this training program is composed of two documents: (1) and (2). These documents 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.**

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

( <http://www.aots.jp/jp/ikusei/management/files/17inem-e.doc> )

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

1. Your name	
2. Your country	INDIA
3. Name of your company/ organization	
4. Outline of your organization  (preferably attach an organization brochure)	
5. Your position and name of your department/division  (preferably attach an organizational chart, indicating your position)	
6. Your duties in detail	

<p>7. Current activities for energy management in your company/organization</p>	
<p>8. Most critical managerial problems related to energy management you are now facing in your company, indicating their causes from your viewpoint</p>	
<p>9. Possible countermeasures to solve such problems together with limitation factors</p>	
<p>10. Your expectations of the program in relation to the described problems</p>	

Name	Country INDIA
------	------------------

## PRE-TRAINING REPORT (2)

**Observed Data and Numerical Targets for *Kaizen* at the Production Site**

**When filling out this form, the course participant should consider the possibility of achieving the targets set at his or her company by applying what s/he will have learnt through this training course. Failure to fill out all required information below is likely to undermine the prospect of training success.**

1	<p>What has been done toward realizing energy conservation at the company and/or departmental levels?</p> <p>NOTE: If there has been no action taken, please write this fact. Then, add something you want to take on for the future, and fill out the following sections.</p>	
2	<p>What types of measuring tools have you used to identify the results of the aforesaid actions (<i>e.g.</i>, failure rates, waste quantity, utilization rates, labor productivity per person, and tact time)? Specify all of them if there is more than one.</p>	
3	<p>What are the current values (numerical data) expressed in the measuring tools?</p>	

4	<p>What are the target values (numerical data) that are expressed in the measuring tools, and need to be achieved by applying the content to be studied during this training program?</p> <p>NOTE: The target values should be practical.</p>			
5	<p>What is the ratio of material costs, and energy costs (respectively) out of the total production costs.</p>	<p>Example answer: 20% of the total production cost is energy cost. 30% of the total production cost is material cost.</p>		
6	<p>What are the current values, and the target values that need to be achieved after returning home, as to your choice of either A or B (right)?</p> <p>No need to fill in both A and B.</p> <p>NOTE: If your department is INDIRECTLY involved in manufacturing, write about the whole of your factory. The target values should be practical.</p>	Choose A or B	Current Values	Target Values
		<p>A: Yearly power consumption of the whole of your factory</p>	<p>_____ (kWh/year)</p>	<p>⇒ _____ (kWh/year)</p>
		<p>B: Yearly power consumption of a process at your manufacturing department (or factory)</p>	<p>_____ (kWh/year)</p>	<p>⇒ _____ (kWh/year)</p>
		<p>NOTE: If you choose B, write about the process you referred to, in the right column.</p>		



(<http://www.aots.jp/jp/teitanso/training/doc01.html>)

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

## Question 3:

(For a representative)

If you have ticked “Yes, I am” in the above Question 2, please answer the following question. When you use what is learned from the AOTS training in your company, how many managers and workers would receive the benefits of this during the year after the training? Please provide your rough estimate below.

About \_\_\_\_\_ people

## Question 4:

If you have ticked “Yes, I am” in the above Question 2, please answer the following question. When you use what is learned from the AOTS training, what benefits do you expect? Tick the following statement that applies to you (multiple answers allowed).

- ☐ A reduced load to the environment and energy saving will be realized.
- ☐ Technology development and product design and development will be possible in the home country.
- ☐ Production capacity will expand. [About \_\_\_\_\_] %
- ☐ Productivity will increase. [About \_\_\_\_\_] %
- ☐ Product and service quality will improve. [About \_\_\_\_\_] %
- ☐ Costs will be reduced. [About \_\_\_\_\_] %
- ☐ Market will be extended.
- ☐ Others [\_\_\_\_\_]

## Question 5:

Please provide the sales amounts of your company.

Actual sales for the last fiscal year [\_\_\_\_\_] USD \* 1 USD = 112JPY

Estimated sales for this fiscal year [\_\_\_\_\_] USD \* 1 USD = 112JPY

## Question 6:

The AOTS training program costs about 5,100 USD per person to run the course. Do you think the AOTS training programs produce enough benefits to justify the expense (5,100 USD)? Tick the following statement that applies to you.

- ☐ Yes
- ☐ No

## Question 7:

The following question is relevant to the above Question 6. Supposing that the expense (5,100 USD) is defined as “1”, describe the benefits obtained from the AOTS training program in numerical value. Roughly assess the benefits for the next five years after the training. Tick the following statement that applies to you. A very rough estimate is fine. Your response is highly appreciated.

- ☐ Below 1.0 => Provide a specific value [\_\_\_\_\_]
- ☐ 1.0 or above and below 1.5
- ☐ 1.5 or above and below 2.0
- ☐ 2.0 or above and below 2.5
- ☐ 2.5 or above and below 3.0
- ☐ 3.0 or above => Provide a specific value [\_\_\_\_\_]

End of document