



THE ASSOCIATION FOR OVERSEAS TECHNICAL SCHOLARSHIP[AOTS]

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October 2011

Program Outline and Participation Requirements
of
The Training Program on Green Logistics for
ASEAN Member Countries
[EALM]

11 – 19 January 2012

Tokyo, Japan

1. BACKGROUND

AOTS - the Association for Overseas Technical Scholarship - is a non-profit association run with Japanese government subsidies from the Ministry of Economy, Trade and Industry (METI). Since its establishment in 1959, AOTS has been conducting various technical and management training programs in Japan for the people of developing countries. The total number of participants in past AOTS training programs amounts to almost 155,000 from about 170 developing countries and regions. These former participants are playing very important roles in industry and contributing greatly to the economic development of their respective countries.

With the Agreement on Comprehensive Economic Partnership among Japan and Member States of the Association of Southeast Asian Nations as a backdrop, METI has been cooperating with the member countries of ASEAN in the advancement of various industries, including the improvement of the logistics environment of the region and human resource development in the logistics related field. In line with this, AOTS has designed the Training Program on Green Logistics for ASEAN Member Countries [EALM] with a subsidy from METI, to help improve the environmental management capability of the industrial human resources in the logistics field and to promote cooperation among the member countries of ASEAN and Japan.

2. TRAINING PROGRAM OUTLINE

1) Objectives:

The objective of this program is to deepen the understanding of the concepts and techniques of green logistics as well as the actual efforts being made by Japanese companies in this field, enabling participants to upgrade their management capabilities to reduce the environmental impact and to improve the physical distribution efficiency in their companies /supply-chain.

2) Target Participants:

(1) Job Category

Managers or staff/specialists who are involved in logistics or logistics management in their company/industrial promotion association

(2) Countries

Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Vietnam

(3) Number of participants

22 participants

3) Contents:

The training program consists of lectures, site visits, and presentations/group discussions by participants.

Step 1 Overview

Participants will review the background to the growing international demand for environmental consciousness in company activities, such as the current situation of worsening global environmental problems and natural resource depletion as well as the on-going movement of related international agreements. As background information before learning Japanese companies' actual activities, they will also be introduced to the Japanese laws and systems closely related to the logistics activities of companies. Participants will have a clear understanding of the concept and functions of green logistics that cover the products' whole life cycle and will become aware that how green logistics can achieve cost reduction and higher efficiency.

Step 2 Actual Cases and Methods

Through the lectures and site visits, participants will study the case examples of the company-wide environmental management strategies of Japanese companies. Also, they will study case examples of specific green logistics functions such as energy conservation, CO2 emission reduction, recycling and waste reduction.

Step 3 Application

Participants will consider the problems and/or the tasks related to green logistics promotion at their own companies and summarize how to achieve the tasks and identify their roles in the improvement process.

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. Please refer to the tentative schedule on page 4 for further details.

4) Duration:

The training program lasts for 9 days, **from 11 to 19 January 2012.**

5) Language:

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

6) Program Director:

Prof. Takao KAWASHIMA

Professor, Graduate School of Marine Science and Technology, Tokyo University of Marine Science and Technology

Prof. Kawashima joined General Foods Inc. (present Ajinomoto General Foods Inc.- AGF) in 1966. While working for AGF, he held positions such as general manager of the information and logistics division, managing director of logistics and of the Information System Centre, and standing statutory auditor and part-time advisor. Prof. Kawashima has also served in several posts such as vice chairman of the Personal Capacity Development Committee and Chairman of the Certification Course of Chief Logistics Officers in the Japan Institute of Logistics Systems (JILS), commission of the Quality Assurance Review Committee of Japan CO-OP Union. He has also taught as a part-time instructor at the Economics Department of Keiai University, and the correspondence course of Sanno University

7) Training Location and Accommodation:

The program will be held at the following AOTS Training Center:

AOTS Tokyo Kenshu Center (TKC)

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

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

http://www.aots.or.jp/eng/about/center/facilities_tkc.html

8) Tentative Schedule:

Please refer to the next page.

**Tentative Schedule of
The Training Program on Green Logistics for ASEAN Member Countries
[EALM]
From 11 to 19 January 2012
AOTS Tokyo Kenshu Center (TKC)**

Date		Morning Session	Afternoon Session
10 Jan.	Tue.	Arrival in Japan	
11 Jan.	Wed.	Orientation/ Opening Ceremony	Lecture: Scope of Green Logistics Management
		Lecture: Logistics and Global Environmental Issues	Orientation for the Final Presentation
12 Jan.	Thu.	Lecture: Japan's Legal System and Policies on Environmental Issues	Lecture: Measures to Reduce the Environmental Impact in Logistics (1) -Distribution & Transportation-
13 Jan.	Fri	Lecture: Measures to Reduce the Environmental Impact in Logistics (2) - Packing, Reusing, Recycling	
14 Jan.	Sat.	Day Off	
15 Jan.	Sun.	Day Off	
16 Jan.	Mon	Site Visit: Logistics Management Strategies at a Japanese Company (1) Ajinomoto General Foods Inc.	
17 Jan.	Tue.	Site Visit: Measures to Reduce the Environmental Impact in Logistics (3) - Recycling Facilities -	Site Visit: Logistics Management Strategies at a Japanese Company (2)
18 Jan.	Wed.	Site Visit: Measures to Reduce the Environmental Impact in Logistics (4) CO-OP NET Group	Group Discussion
19 Jan.	Thu.	Final Presentation by Participants Overall Summary and Evaluation	(Cont.) Final Presentation by Participants Overall Summary and Evaluation
			Closing Ceremony
20 Jan.	Fri.	Departure from Japan	

(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 Saturdays and Sundays are days off in general, lectures may be scheduled if deemed necessary.

3. PARTICIPATION REQUIREMENTS:

1) Qualifications of Participants

- (1) Participants should be nationals of either Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand or Vietnam and residing in the said countries
- (2) - Senior/middle managers or experts who are in charge of logistics management in manufacturing companies or logistics service companies, or
- Senior/middle managers or experts of public or industrial organizations involved in logistics promotion in industries
- (3) Participants should be **between 22-60** years of age on the starting day of this program. (Participants' dates of birth should be between 12 January 1951 and 11 January 1990.)
- (4) Participants should be university graduates and/or have equivalent professional experience.
- (5) Participants should have a good command of spoken and written English.
- (6) Participants should be healthy enough to undergo an intensive training program in Japan.
- (7) Participants should not be students or armed forces personnel.

2) Terms and Conditions

Participants will be requested to confirm their agreement with the “Notes for Participants in AOTS Training Programs” laid down in accordance with the AOTS Scholarship Rules and Regulations, which include the following conditions:

- (1) Participants shall obtain a “**Training Visa**” by submitting the invitation documents supplied by AOTS to the Japanese Embassy or consulate in their country. AOTS may cancel the scholarship award of participants who enter Japan with the wrong kind of visa. Participants cannot engage in any business activity nor any other activity that is not allowed by the training visa.
- (2) Tickets for air travel to and from Japan will be either provided by AOTS or arranged and paid for by the participants themselves. All participants are asked to ensure that they have made all the necessary arrangements on their side before starting their journey to Japan. A participant who is unable to enter Japan before the beginning of the training program will lose his/her place in principle.
 - a) If AOTS provides air ticket to participants: AOTS will arrange their flights for arrival in Japan one day before the training program begins and for departure one day after the training program ends. Participants are not allowed to change the route, class flight or date without the endorsement of AOTS. Participants are not allowed to overstay at city(ies) of a third country between participants' home countries and Japan for any reasons other than flight convenience.
 - b) If participants purchase and bear the air ticket by themselves: Participants are requested to arrange their flights for arrival in Japan one day before the training program begins and for departure one day after the training program ends in principle. If someone wants to arrive in Japan earlier or depart from Japan later than that, he/she needs to consult AOTS by written letter and get approval in advance.
- (3) Participants shall not be accompanied by their family members to Japan during the training program.
- (4) In principle, participants shall not request AOTS to arrange, nor arrange by themselves, any additional program for themselves during or after the training program.

(5) In principle, participants shall leave Japan and return home upon completion of the training program in Japan according to the original schedule offered by AOTS.

4. Participation Fee:

Option 1) For the participants who have their air tickets provided by AOTS under its conditions:

110,000 Japanese Yen (About 1,428 US dollars when one U.S. dollar is 77 Yen) **including air fare**

Or

Option 2) For the participants arranging and paying for their own air tickets:

87,000 Japanese Yen (About 1,130 US dollars when one U.S. dollar is 77 Yen) **excluding air fare**

This program is financed by subsidies from the Japanese Ministry of Economy, Trade and Industry (METI) together with the participation fee from the participants themselves. Participants will be requested to pay the participation fee to AOTS after their arrival in Japan. Payment should be made in Japanese Yen in cash.

The above participation fee includes the following expenses.

(1) Airfare (only for above option 1)

A round-trip economy class air ticket will be arranged by AOTS and provided in kind.

(2) Accommodation with Meals

Accommodation with meals at AOTS's Tokyo Kenshu Center (TKC) will be provided in kind.

Breakfast and lunch on the arriving day and lunch and dinner on the departure day are not included.

Participants will receive 2,500 yen per day in cash when the canteen of TKC is closed.

(3) Transportation between Narita or Haneda airport and TKC

(4) Personal Allowance*

Participants will receive 8,000 Yen (@800 Yen x 10 days) in cash after they arrive in Japan.

(5) Program Implementation Cost

Training materials and resources necessary to implement the training program, such as textbooks, interpreters, transportation for site visits, will be provided by AOTS.

(6) Medical insurance

AOTS will cover the medical expenses of the participants in accordance with the relevant AOTS regulations.

5. APPLICATION PROCEDURE:

Applicants should apply to the Special Projects Group I of AOTS Japan, by submitting the following application documents by **17 November 2011** at the latest. Applicants in countries where AOTS has its overseas offices (Indonesia and Thailand) can submit application documents to AOTS overseas offices in each country by **15 November 2011**.

This program outline and the Application Forms are downloadable from the following AOTS website.

-English: <http://www.aots.or.jp/jp/use/jyutaku/ealm.html>

-Japanese: <http://www.aots.or.jp/eng/news/ealm/ealm.html>

- (1) Application by Company/Organization (Application Form Part 1)**
- (2) Applicant's Personal History and Record (Application Form Part 2)**
- (3) Medical Check Sheet (Application Form Part 3)**
- (4) Pre Training Report (Application Form Part 4)**
- (5) Overseas Travel Insurance Consent Form (Application Form Part 5)**
- (6) Handling of Personal Information (Application Form Part 6)**
- (7) 2 copies of a photo of the applicant (3.0× 4.0cm)**
- (8) One copy of a passport, an election card, a driver's license or any other identification document issued by a public organization in the applicant's country containing, in Roman letters, the applicant's name in full, a photo of the applicant and his/her home address.**
- (9) 1 copy of a brochure of the applicant's company/organization**

The application documents will be screened by AOTS and METI. The screening result will be notified to the applicants at the beginning of December by e-mail. Those who have successfully passed the screening process will receive the invitation documents at the beginning of December so that they can go through the necessary procedures for their journey to Japan.

6. 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 Division,

The Association for Overseas Technical Scholarship [AOTS]

Department in charge: General Affairs Group, General Affairs Div., AOTS

Tel: 81-3-3888-8211 E-mail: kojinjoho@aots.or.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 <http://www.aots.or.jp/eng/privacypolicy.html>.

For further information, please contact:

<AOTS Japan>

Mr. Takayuki KIDO, Manager / Ms. Fumino SO, Staff in charge of this program

Special Projects Group I, Innovation Projects Division

The Association for Overseas Technical Scholarship [AOTS]

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<AOTS Thailand>

Mr. Kitaro MAKINO, General Manager

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14th Fl. SSP Tower 3, 88 Silom Rd. Suriyawong, Bangruk, Bangkok 10500

Tel: 66-2-238-5233/4, 268-0784, Fax: 66-2-634-1200, E-mail: aots@loxinfo.co.th

<AOTS Indonesia>

Mr. Hiroyuki SATO, General Manager

AOTS Jakarta Office

6th Floor, Summitmas I, Jl. Jend., Sudirman, Kav. 61-62, Jakarta, 12190

Tel: 62-21-522-6776, 6777, Fax: 62-21-522-6661, E-mail: aotsjkt@aots.or.id