



THE ASSOCIATION FOR OVERSEAS TECHNICAL SCHOLARSHIP[AOTS]

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February 2011

Preliminary version

Program Outline

&

Participation Requirements

of

The Program for Quality Management Promotion

[PQMP]

15 June - 5 July 2011

Important Notice

There was a change in the system of appointing the implementing organization of ODA-subsidized programs (Training activities for industrial human resource development) that AOTS has been implementing. For FY2011 (that starts in April, 2011), the implementing organization will be determined by the open recruitment by the Ministry of Economy, Trade and Industry (METI) of Japan.

Hence, AOTS has not been decided as the implementing organization. However, in preparation for the case that we, AOTS, are appointed as the implementing organization, we will publish this course outline, and preliminarily accept your applications on our own accord and on AOTS' own responsibility.

AOTS should like to suggest that it is possible that the course itself will not be implemented if we fail to be selected as the implementing organization.

Lastly, we will notify the parties who apply for the course as to the results of the selection of the implementing organization, and a formal decision on course implementation.

1. BACKGROUND OF THE PROGRAM:

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.

At the request of former participants of AOTS training programs as well as the industrial and business circles in developing countries, and to meet the needs for human resource development in Japanese affiliated companies, AOTS has been organizing various training programs.

The Program for Quality Management Promotion (PQMP) is designed as one of AOTS's flagship courses for all the developing countries to learn business management/administration techniques and their underlying ways of thinking which are characteristics of Japanese companies. It also aims to upgrade the capabilities of implementing the quality oriented management system.

2. COUNTRY:

Please refer to the List of Target countries and Regions.

http://www.aots.or.jp/jp/use/kokunai/pdf/e_taishokoku.pdf

3. NUMBER OF PARTICIPANTS:

28 participants

4. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, middle to senior managers who are responsible for quality improvement and/or quality management of their whole organization, with a basic knowledge of the seven QC tools.
- (2) Participants should be between 25 and 60 years of age, with 3 years or more of business experience in the field of quality control/management.
- (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.
- (7) Participants should not be students or armed forces personnel.
- (8) AOTS ex-participants who have recently been awarded an AOTS Scholarship and participated in an AOTS training program 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) In the case of Japanese companies and/or companies that have Japanese capital, persons who are engaged in the duties described in the participation requirements are able to participate in this program without regard to their positions.
- (2) Family members are not allowed to accompany the participants to 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) The Guarantee Letter, which is one of the invitation documents to be issued by AOTS, shall be used only for the purpose of obtaining a training visa and shall not be used for any other purposes, such as participants' business.
- (5) The number of participants for the same host company or from the same sending company may be limited if there are more applicants than AOTS can accept.

5. APPLICATION PROCEDURE:

Applicants should apply to AOTS by submitting the following documents to reach AOTS Head Office **by no later than 11 April 2011**.

- (1) AOTS Training Application Form, Applicant's Personal Record and Medical Check Sheet (AOTS official form)
- (2) 2 copies of a photo (4 cm × 3 cm) (Please write down the applicant's name on the back)
- (3) Brochure of the applicant's company/organization
- (4) Photocopy 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 date of birth
- (5) Pre-Training Report and Questionnaire
- (6) Overseas Travel Insurance Consent Form
- (7) About the handling of Personal Information Concerning Trainees (AOTS official form)
The applicant himself or herself is required to submit a form bearing his or her own signature. Either in the absence of agreement, or non-submittance, course participation will not be granted.
- (8) Enquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises)

The required documents (Application Form, etc.) can be downloaded from the following Website.
http://www.aots.or.jp/eng/t_prg_j/management/documents/documents.html

The application documents will be forwarded to the AOTS Screening Committee, which will meet in May 2011, 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 10 as of 11 April 2011, AOTS may postpone or cancel this program.

6. OUTLINE OF THE PROGRAM:

- OBJECTIVES

The objectives of the program are:

- (1) To enable participants to deepen their understanding of total quality management (TQM) by observing quality management activities in Japan and learning their historical development, and
- (2) To assist participants to discover the importance of quality assurance to corporate management and how they should promote quality management in their organizations through discussions and report presentations.

- KEY BENEFITS

- (1) Increasing awareness of the conceptual framework and historical background to TQM,
- (2) Increasing understanding of the key success factors of TQM activities in Japanese companies,
- (3) Improving capabilities to solve existing problems by comprehensively using various QC tools,
- (4) Increasing understanding of practical ways to promote QC circle activities in the participants' companies,
- (5) Increasing understanding of TQM activities in the product development, planning and design department and service industry, as well as in production departments,
- (6) Increasing understanding of the roles and responsibilities of managers in TQM activities, and
- (7) Improving capabilities to map out practical action plans to promote quality management activities more effectively at the participants' own companies.

- DURATION

15 June - 5 July 2011 (3 weeks)

- CONTENTS

The curriculum has been designed to bring theory and practice together.

Before participants attend the training course in Japan, they are requested to study the AOTS Web Based Training Course, titled “Practical Tools for Quality Control-1”, so as to review the Seven Tools for QC.

<Lectures and Classroom Exercises>

Participants will acquire a wide knowledge of the theories and methodology necessary to promote quality management through lectures and exercises. Furthermore, actual participation in the QC circle leaders training in Japan during the program will help acquaints participants with the practical application of QC techniques.

<Company Visits>

Participants will visit a number of Japanese companies arranged with the cooperation of the Kanagawa QC Circle Section to observe how the methods they have learnt through lectures are being applied, which will deepen their understanding of the actual practice of quality management. Prior to each visit, participants will study outlines of the companies, identify points to observe, and prepare questions, so as to gain more within the limited time of the visits. Findings from the visits will benefit participants’ action plans to be presented on the final day.

<Dialogue Session>

Participants will have an opportunity to exchange opinions about QC circle activities with facilitators of QC Circles in Japan.

<Practical group discussions to map out an action plan>

Throughout the course, participants will hold group discussions (discussion on pre-training reports, mid-course discussions, group presentation, etc.) so that participants can map out their action plans to promote quality management at their own companies. Participants will share their own problems with other group members, use the problem-solving techniques learned in this course to explore the interrelated causes and clarify countermeasures to the causes. Furthermore, participants will draft an action plan from the perspective of TQM promoters, which should be designed to suit their own environment. Participants should make their plan as practical and concrete as possible. The results of group discussions will be presented on the last day of the course.

A typical daily schedule consists of a 3-hour morning session and a 3-hour afternoon session. Some evening sessions may also be organized as well as identified above.

- LANGUAGE

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

- PROGRAM DIRECTOR

Dr. Katsutoshi AYANO

Professor, Graduate School of Economics (Chief), Tokai University

Dr. Ayano is an active member of societies and committees for quality management both in Japan and abroad and has spoken at numerous quality-related seminars and symposium. Also he has established himself as an expert TQM consultant and many companies have benefited from his expertise in their promotion of TQM. He also has been the chief advisor to Center of Excellence in TQM at SRM University in India since 2005. He has published many books on TQM.

- TRAINING LOCATION AND ACCOMMODATION <To Be Determined>

AOTS Yokohama Kenshu Center (YKC)

<http://www.aots.or.jp/eng/about/center/ykc.html>

5-1, Fukuura 1-chome, Kanazawa-ku, Yokohama, Kanagawa 236-0004 Japan

Tel: 81-45-786-1611 (Reception) Fax: 81-45-786-1625

Please refer to item 7 on for further information on accommodation.

Tentative Schedule of
The Program for Quality Management Promotion [PQMP]
 15 June - 5 July 2011 AOTS Yokohama Kenshu Center (To Be Determined)

Date	Morning Session	Afternoon Session
14 June (Tue.)	(Arrival in Japan)	
15 (Wed.)	Orientation Opening Ceremony	Pre-Training Report Presentation "Sharing Information among Participants and Clarification of Problems"
16 (Thu.)	LECTURE: Introduction to TQM and the QC Problem-Solving Approach "Theoretical Introduction to TQM" -Quality fundamentals, history of QC, concept and methodology of QC, TQM promotion methods, quality management in new product development and production processes, concepts and procedures of the QC problem-solving approach	
17 (Fri.)	LECTURE: Practices of TQM Promotion and Quality Management "Practical Introduction to TQM" -Useful concepts/systems/tools, PDCA cycle, roles of top management and staff in TQM promotion, keywords for successful promotion, key points in the manufacturing and design department, how to get people be interested in problem-solving activities	
18 (Sat.)	LECTURE: New Seven QC Tools "Methods for Preparing Action Plans" -Seven QC Tools and New Seven QC Tools, characteristics of the New Seven QC Tools, summary and application of each method	Group Discussion-1 -Identification of the problems
19 (Sun.)	Day off	
20 (Mon.)	LECTURE/EXERCISE: QC Problem-Solving Approach -1 "QC Circle Leader Training"	Group Discussion -2 -Work instruction (N7)
21 (Tue.)	LECTURE/EXERCISE: QC Problem-Solving Approach -2 "QC Circle Leader Training"	Group Discussion-3 -Preparation of questionnaire
22 (Wed.)	LECTURE: QC Circle -"QC Circle Koryo (General Principles of the QC Circle)", effective facilitation of QC circles	COMPANY VISIT: Quality Control Activities at a Japanese Company -1
23 (Thu.)	COMPANY VISIT: Quality Control Activities at a Japanese Company -2	COMPANY VISIT: Quality Control Activities at a Japanese Company -3
24 (Fri.)	LECTURE: Quality Management in the Service Industry -Definition of service, quality of service and its characteristics, TQM promotion in service industry	
25 (Sat.) 26 (Sun.)	Days off	
27 (Mon.)	Study Tour	COMPANY VISIT: Quality Control Activities at a Japanese Company -4
28 (Tue.)		COMPANY VISIT: Quality Control Activities at a Japanese Company -5
29 (Wed.)		COMPANY VISIT: Quality Control Activities at a Japanese Company -6

30 (Thu.)	LECTURE: Seven Tools for Product Planning “7 Tools for Product Development in Japan” -Quality control and the seven tools for product planning, “tool list”, summary and application of each tool, product planning systems	DIALOGUE SESSION: Kanagawa QC Circle “Searching for Solutions for Issues Concerning Promotion of QC Circles” -Exchange of opinions about QC circle activities with the members of the Kanagawa QC Circle Section
July 1 (Fri.)	LECTURE: Quality Function Deployment (QFD) “Introducing Methodology for Incorporating Customers’ Voice in Quality When Developing New Products” -Analyzing market quality information, required quality, quality characteristics, constructing a quality deployment chart, QFD, setting and evaluating designed quality	
2 (Sat.) 3 (Sun.)	Day off	
4 (Mon)	GROUP DISCUSSION-4 -Instruction to individual presentation	GROUP DISCUSSION-5 -Preparation of action plan & final report presentation
5 (Tue)	Final Report Presentation	Closing Ceremony
6 (Wed.)	(Departure from Japan)	

- Remarks: (1) The above schedule is subject to change for the convenience of lecturers and cooperating companies, or for other unavoidable reasons.
 (2) Several group discussion sessions will be arranged in the evening
 (3) Except for July 18, 2011, Saturdays and Sundays are days off in general. However, lectures may be scheduled if deemed necessary.
 (4) Outside of the above course schedule, participants will have the chance to study through the use of WBT

7. ACCOMMODATION: <To Be Determined>

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 ¥8,500 per day with meals (lunch, dinner and breakfast). The said conditions are subject to change due to unavoidable reasons.

Please note that AOTS Kenshu Center canteens are closed on Sundays. The participant will receive ¥2,500 in cash per day for meals to cover this day.

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.

The after-mentioned participation fee estimate(s) reflect(s) the case when a participant lodges at an AOTS Kenshu Center. The suggested amounts may vary otherwise.

8. TRAINING COSTS:

[Note]

As "Important Notice" on Page 1 explains, AOTS has not been decided as the implementing organization of the course. Therefore, training costs for FY 2011 have not been determined. For clarity's sake, this outline has a FY 2010 case. We should cordially request you to send your enquiry to our contact points (shown in 10. Further Information).

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 (Contributions from Participant) from the participants themselves.

Participants shall pay the Participation Fee (Contributions from Participant) in cash to AOTS after their arrival in Japan.

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.

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 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.

**Please refer to Table 3 "List of Target Countries and Regions"*

2) Breakdown

1. Participation Fee (Contributions from Participant)

The Participation Fee, which consists of Contribution to Allowance Costs and Contribution to Course Implementation Costs is the amount participants should bear.

Each participant will be requested to pay the Participation Fee to AOTS in cash after his/her arrival in Japan.

- (1) The Contribution to Allowance Costs for the participants from the countries in Category 1 is 25% of the Allowance Costs (2-(1)). The Contribution to Allowance Costs is not set up for the participants from the countries in Category 2.
- (2) The Contribution to Course Implementation Costs is ¥164,000 for a 3-week AOTS Management Training Program.

2. Training Costs

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 (3) Domestic Travel Allowance.

(1) Allowance Costs

a. International Travel Expenses

- **Participants from China will not have their International Travel Expenses subsidized.**
- Participants will purchase their own round-trip air tickets, concerning which there are no restrictions pertaining to boarding class.
- The subsidy from the Japanese government will cover the actual airfare up to the Standard Airfare Limits (the AOTS's Standard Airfare Limits for 2010 is shown in Table 2. Please kindly be noted that Standard Airfare Limits for 2011 has not been decided.).
- 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.
- International travel expenses are provided if an air ticket and its receipt satisfy required conditions; not provided if unsatisfying conditions or for a free ticket.

b. Accommodation and Meal Allowance

At the AOTS Kenshu Center

- AOTS will provide a participant with accommodation to the value of ¥8,500 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 ¥7,700 per day with dinner and breakfast at an AOTS Kenshu Center.

During the study tour

- A participant will be provided with accommodation to the value of not exceeding ¥9,800 per day for their staying outside of the AOTS Kenshu Center, and ¥2,500 per day in cash for meals.

c. Personal Allowance

- AOTS will pay ¥800 per day in cash to a participant.

(2) Course Implementation Costs

Course Implementation Costs, which is the cost to carry out a 3-week AOTS Management Training Program, is ¥500,000.

(3) Domestic Travel Allowance

- Expenses for a part of transportation fee between international airport in Japan and AOTS Kenshu Center
- AOTS will pay ¥8,920 in cash to a participant for the cost of travel between Narita Airport and AOTS Yokohama Kenshu Center (YKC).

* The amount of the domestic travel allowance might change slightly due to seasonal rates.

3. The amount to be paid in cash to participants by AOTS

The following allowances and expenses will be paid in cash as per Table 1 to each participant after his/her arrival in Japan.

- (1) Subsidy for international travel expenses (when they are claimable for subsidy)
- (2) Personal Allowance (¥800 x staying days)
- (3) Meal Allowance for the study tour (**each participant is requested to pay meals during the study tour from this Allowance.**)
- (4) Domestic Travel Allowance

4. Contribution to AOTS's Administration Cost

The Contribution to AOTS's Administration Costs is ¥1,800 per day for the participants from the countries in Category 1, and ¥1,000 per day for the participants from the countries in Category 2, and covers administrative expenses. The participant is kindly requested to pay the Contribution to AOTS's Administration Cost.

[Table 1-1] Estimate of the Participation Fee for the Country of Category 1

***The amounts and figures for the Fiscal Year 2010 (April 1, 2010 – March 31, 2011)**

The suggested amounts correspond to a FY 2010 case. FY 2011 amounts have not been decided.

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AOTS OVERSEAS OFFICES /

1. AOTS Bangkok Office / (General Manager) Mr. Kitaro Makino 14th Fl. SSP Tower 3, 88 Silom Rd., Suriyawong, Bangruak, Bangkok 10500 Tel: 66-2-238-5233-4, 268-0784 Fax: 66-2-634-1200 E-mail: aots@loxinfo.co.th

3. AOTS Jakarta Office / (General Manager) Mr. Hiroyuki Sato 6th Floor, Summitmas I, Jalan Jend. Sudirman, Kav. 61-62, Jakarta 12190 Tel: 62-21-522-6776~7 Fax: 62-21-522-6661 E-mail: aotsjkt@aots.or.id
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6. AOTS New Delhi Office / (General Manager) Mr. Yasumi Suzuki Flat No. 1307, 13th Flr., Gopaldas Bhawan, 28 Barakhamba Road, New Delhi 110001 Tel: 91-11-23704122 Fax: 91-11-23704123 E-mail: contact@aotsindia.com

[Table 1-2] Estimate of the Participation Fee for the Country of Category 2
***The amounts and figures for the Fiscal Year 2010 (April 1, 2010 – March 31, 2011)**

The suggested amounts correspond to a FY 2010 case. FY 2011 amounts have not been decided.

Country: Bangladesh

International Travel Expenses: Bangladesh - Narita /Japan, Roundtrip

Management Training Course: 3 -week Course

1. Participation Fee (Contributions from Participant)

		(Japanese Yen)	
		With International Travel Expenses subsidy	Without International Travel Expenses subsidy
(1) Contribution to Allowances Costs	[A] x 0	0	0
(2) Contribution to Course Implementation Costs		164,000	164,000
(3) Contribution to AOTS's Administration Costs	@ 1,000 x 22 days =	22,000	22,000
Total		186,000	186,000

2. Training Costs

		With International Travel Expenses subsidy	Without International Travel Expenses subsidy
(1) Allowance Costs			
a. International Travel Expenses		152,300	0 [1]
b. Accommodation and Meal Allowances			
at the AOTS Kenshu Center	@ 7,700 x 1 day = (Arrival Day)	7,700	7,700 (paid in kind)
during the study tour	@ 8,500 x 19 days =	161,500	161,500 (paid in kind)
Meal Allowance	@ 2,500 x 2 day(s) =	5,000	5,000 [3]
Accommodation Allowance	@ 9,800 x 2 day(s) =	19,600	19,600 (paid in kind)
c. Personal Allowance	@ 800 x 22 days =	17,600	17,600 [2]
Sub Total		363,700	211,400 [A]
(2) Course Implementation Costs		500,000	500,000
(3) Domestic Travel Allowance (Narita Airport - YKC)		8,920	8,920 [4]
Total		872,620	720,320

[1] The maximum amount of air fare claimable for subsidy to the air ticket's purchase. Air ticket will be purchased by participant. AOTS will subsidize the amount in accordance with rules & regulations.

3. The amount to be paid in cash to participant by AOTS

		With International Travel Expenses subsidy	Without International Travel Expenses subsidy
(1) International Travel Expenses subsidy	[1]	152,300	0
(2) Personal Allowance	[2]	17,600	17,600
	[SUM1]	169,900	17,600
(3) Meal Allowance during the study tour	[3]	5,000	5,000
(4) Domestic Travel Allowance in Japan	[4]	8,920	8,920
	[SUM2]	13,920	13,920
Total = [SUM1]+[SUM2]		183,820	31,520

*[1] provided if an air ticket and its receipt satisfy required conditions; not provided if unsatisfying conditions or for a free ticket

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) **A citizen from a country or area participating in a visa waiver program with Japan** shall additionally apply for and obtain a "Trainee" visa.
- b) **A bearer of a visa other than a "Trainee" visa, e.g., a "temporary visitor" visa or a "multiple" visa** shall additionally apply for and obtain a "Trainee" visa. Please bear in mind that **the existing visa will be nullified in exchange for the "Trainee" visa.**
- c) **A bearer of an APEC business travel card (ABTC)** shall additionally apply for and obtain a "Trainee" visa. This is because the purpose of his or her travel is participation in an AOTS training program.
- d) **Please contact the local Japanese diplomatic mission for any inquiries prior to visa application.**

[Table 3] List of Target Countries and Regions (FY 2010)

Trainees should be citizens of the following countries/regions.

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

▪ Territory.

- 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
- Antigua and Barbuda, Barbados, Oman and Trinidad and Tobago will graduate from the List in 2011

Developing Countries (Category 1):

Of the DAC list stipulated by DAC (The DAC List of ODA Recipients Effective from 2009 for reporting on 2008, 2009, 2010), these are developing countries and regions other than the "Least Developed Countries", and countries and regions that 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.

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 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

(1) 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>.

10. FURTHER INFORMATION:

AOTS HEAD OFFICE

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AOTS OVERSEAS OFFICES /

1. AOTS Bangkok Office / (General Manager) Mr. Kitaro Makino 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

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6. AOTS New Delhi Office / (General Manager) Mr. Yasumi Suzuki Flat No.1307, 13th Flr., Gopaldas Bhawan, 28 Barakhamba Road, New Delhi 110001 Tel: 91-11-23704122 Fax:91-11-23704123 E-mail: contact@aotsindia.com
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PRE-TRAINING REPORT

- The Program for Quality Management Promotion -
[PQMP]

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

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

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

Questionnaire (Level of Comprehension)

Name _____


Please indicate the level of your comprehension by checking the appropriate boxes.

Level a : You can explain what it is to others. Or you have ever applied it in your work.

Level b : You know what it is. Or you have ever learned it in school or by yourself.

Level c : You do not know it well. Or you have never heard of it.

No.	Subject	Comprehension			No.	Subject	Comprehension		
		a	b	c			a	b	c
1	QC Seven Tools				31	Design of experiment			
2	Check Sheet				32	Orthogonal array			
3	Histogram				33	Taguchi methods			
4	Cause and Effect Diagram				34	Multi-variate analysis			
5	Pareto diagram				35	Quantification Theory			
6	Scatter diagram				36	Sampling inspection			
7	Stratification				37	FMEA			
8	Control Chart				38	FTA			
9	\bar{x} -R control chart, \bar{x} -Rs control chart,				39	Design review			
10	p chart, pn chart				40	MTBF/MTTR			
11	u chart, c chart				41	Bath-tub curve			
12	7 Management tools for QC/ New QC 7 tools				42	PDCA cycle			
13	Affinity diagram				43	Work (operation) standard			
14	Relation diagram				44	Immediate remedy vs Recurrence prevention			
15	Tree diagram				45	QC story problem solving			
16	Matrix diagram				46	TQC/TQM			
17	Arrow diagram				47	Daily (work) management			
18	PDPC				48	Cross Functional management			
19	Matrix-data analysis				49	Management by Policy (Hoshin kanri)			
20	SQC				50	Quality table			
21	Normal distribution				51	Quality deployment/ Quality function deployment			
22	Standard deviation				52	Cost of quality			
23	3-Sigma rule				53	QC circle			
24	Process capability				54	Theory X, Theory Y			
25	Statistical test				55	ISO 9000			
26	Statistical estimation				56	ISO 14000			
27	Correlation analysis				57	OSHAS 18000			
28	Simple-regression analysis				58	Six Sigma			
29	Multiple-regression analysis				59	Balance Score Card			
30	Analysis of variance				60	Supply Chain Management			

WBT	<h1>Practical Tools for QC</h1>	English	
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Objectives

1. To master the basic concepts of quality control.
2. To learn basic statistical quality control techniques, such as the 7 QC tools.
3. To solve problems relating to quality on the manufacturing floor, by mastering the aforementioned concepts and techniques, and to develop the ability to contribute to quality improvements.

Features

1. There are check tests at the beginning of each chapter and proficiency tests at the end, enabling you to check your own ability.
2. You can learn the basics from explanations that use specific case studies and detailed explanations of how to compile graphs.

Content

Chapter	Program	Chapter	Program	Chapter	Program
1	Quality Control Outline	5	Graphs	9	Histograms
2	QC Mind Set	6	Check Sheets	10	Scatter Diagrams
3	Collection of Data for QC	7	Pareto Diagrams	11	Control Charts
4	Stratification	8	Cause-and-Effect Diagrams		

Prerequisites for Participation

Course participants: Those who plan to participate in the PQMP course

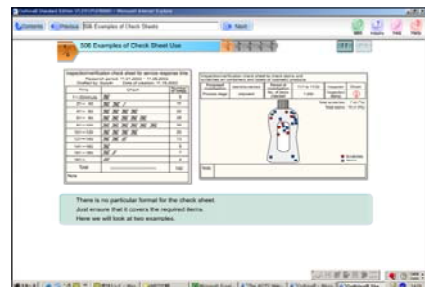
Course period : From one month before the course begins until the end of the course (estimated time to complete the course: 30 hours)

Course fee: Included in the PQMP course participation fee

How to Use the Course

Access the AOTS distance training homepage <http://d-training.aots.or.jp> and login at the menu screen

Sample Screenshots



For further details, please contact us:

THE ASSOCIATION FOR OVERSEAS TECHNICAL SCHOLARSHIP
Training Division, Training Development Group
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