



PROJECT NOTIFICATION

29 September 2017

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| 1. Project Code | 17-IN-83-SPP-OSM-A |
| 2. Title | Study Mission on Productivity Enhancement through Applications of Industry 4.0 in Japan |
| 3. Timing and Duration | 6–9 March 2018 (four days) |
| 4. Venue | Tokyo, Japan |
| 5. Implementing Organization | APO Secretariat |
| 6. Number of Overseas Participants | Up to 19 qualified participants from member counties and Myanmar |
| 7. Number of Local Participants | Up to six qualified participants |
| 8. Closing Date for Nominations | 4 January 2018 |
- 9. Objectives**
- a. To provide participants with opportunities to learn from Japan's efforts to promote Society 5.0 and connected industries to determine how they may be applicable in their countries;
 - b. To learn from Japan's practical applications of Industry 4.0 and trends in enterprise applications; and
 - c. To identify advanced IT applications and IT-enabled devices or intelligent robots utilized by Japanese companies to enhance production efficiency.

10. Background

Through an initiative merging physical space and cyberspace by leveraging ICT to its fullest, the Japanese government is proposing an ideal form of our future society: "Society 5.0." Related to Society 5.0, the concept of "connected industries" has been set as a goal for the Japanese manufacturing sector, meaning that humans, machines, and technologies are linked across borders and generations and new value is generated continuously. Many Japanese companies are now using IT and artificial intelligence to automate operations, especially highly

repetitive tasks normally performed by humans in the past. The use of the Internet of Things has also enhanced production efficiency by improving cross-sectional factory management and production process-flow management. Hence, IT applications in business processes and factory operations are widespread to address labor constraints, sustain profitable operations, and improve productivity. Understanding this technology and using it creatively, especially in business processes and operations, is imperative to achieve higher productivity and economic progress. This project is funded by a special cash grant from the Ministry of Foreign Affairs of Japan.

11. Scope and Methodology

Scope

Industry 4.0 in Japan (Society 5.0) and connected industries; and advanced IT applications, IT-enabled devices, and intelligent robot use.

Methodology

Lectures and presentations by experts on Society 5.0 and connected industries and visits to observe advanced IT applications, IT-enabled devices, and intelligent robot use.

The tentative program of the study mission is given below:

Date/Time	Activity
Mon., 5 March 2018	Arrival of participants in Tokyo
Tue., 6 March	Opening session, expert presentations
Wed., 7 March	Site visits
Thu., 8 March	Site visits, group discussion, action plan preparation
Fri., 9 March	Action plan presentation and closing session
Sat., 10 March	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	CEOs or operation managers in the manufacturing-related sector, senior government officials involved in setting industrial policy, and representatives of industrial associations.
Experience	At least five years of experience in the subject area.
Education	University degree from a recognized university/institution or equivalent qualification/experience.
Language	All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities.

It is therefore recommended that participating countries do not nominate candidates likely to suffer from physical and mental stress.

Age Candidates who fit the above profile are typically between 35 and 50 years of age.

Attendance Participants are required to attend the entire program.

13. Financial Arrangements

To be borne by participants or participating countries

For participants from profit-making non-SMEs from countries other than the APO list of LDCs*

**As of 7 July 2006, the APO list of LDCs comprised Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal*

- a. Round-trip international airfare between the participating country and Tokyo.
- b. Participating Country Expenses of USD50.00 per participant to the APO in convertible currency.

For all participants:

- c. Participants must be fully insured in Japan for the entire duration of the project, regardless of any insurance coverage obtained in their own country, against accident and illness (including hospitalization and death) for:

Accidental death and dismemberment up to JPY4,000,000

Medical expenses for accident up to JPY4,000,000, and

Medical expenses for illness up to JPY4,000,000

The APO will secure this insurance on behalf of participants in the host country from the day before project commencement until the day after project completion. Each participant must pay the premium himself/herself from the per diem allowances provided. The APO will not be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

- d. All expenses related to visa fees and airport taxes.
- e. Any expenses incurred by participants for any reason, including but not limited to:
 - i. Stopovers on the way to and from the project venue
 - ii. Extension of stay at the project venue before and/or after the official project period
 - iii. Early arrival or late departure
 - iv. Flight cancellation
- f. Any cancellation charges for airfare and hotel accommodations arising from participant withdrawals after letters of acceptance have been issued by the APO.

To be borne by the APO

- a. All assignment costs of resource persons.

- b. The APO will bear the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Tokyo for those from SMEs or nonprofit organizations, and any organization from Myanmar.

The APO will only reimburse discount air tickets for the most direct route. Participants should note that the arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants and is also available on the APO website and from APO Liaison Officers in member countries.

- c. Hotel accommodation and per diem allowances at the rate to be prescribed later for up to five days.
- d. Local round-trip public transportation costs from Narita/Haneda Airport to the designated hotel.
- e. All local implementation costs including but not limited to meeting rooms, documentation, and other preparatory costs.

14. Actions by Participating Countries

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 12 above.
- b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.
- c. Please note that nomination of a candidate does not necessarily guarantee that he/she will be selected. Selection is at the discretion of the selection committee of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are overqualified for a project.
- d. Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered: two copies of the candidate's biodata on the APO biodata form together with a passport-sized photograph. The biodata form can be downloaded from the APO web site (www.apo-tokyo.org). We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer.
- e. The APO Medical and Insurance Declaration/Certification Form. Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her biodata at the time of nomination. Please note that self-declaration is sufficient for candidates without any of health conditions or illnesses listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.

- f. Necessary documents are to be submitted electronically. In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, participating countries are requested to mail the originals of the documents to the APO Secretariat as well. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please give the candidate's name and the project code on the reverse side of the photograph.
- g. Participating countries are requested to adhere to the nomination deadline given on page 1. The APO Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.
- h. For participating countries where nominations are required to be approved by higher government authorities and require a longer time, the APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- i. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.
- j. NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- k. Each selected participant should be instructed to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO study mission.
- l. NPOs should inform participants that they must attend all four days of the project.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from participant withdrawal, as provided for under item 13.

15. Actions by the APO Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, their slots may be filled by alternates from the same or another participating country on a merit basis.

16. Project Preparation

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the "Guidelines for the Preparation of Country Papers" to be provided later.

17. Postproject Actions

All participants are required to prepare action plans during the study mission and share the plans with their NPOs. The APO will request participants to submit progress reports six months after completion of the study mission.

18. Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, it will be reported to the APO director concerned.

19. Guide for Participants

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO website (www.apo-tokyo.org).



Santhi Kanoktanaporn
Secretary-General