



# **Training Program on Productivity Improvement for the Supporting Industry Utilizing the APO Cash Grant Program (Monozukuri Project)**

## **Application Guide**

August 2022

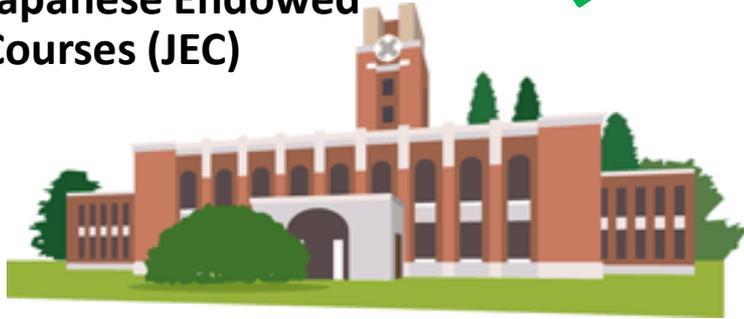


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# Monozukuri Project

Japan-India Institute for Manufacturing (JIM) or Japanese Endowed Courses (JEC)

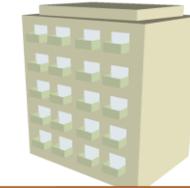


Experts



Target companies

Japanese companies that provide technical guidance opportunities to target students



Experts give training and technical guidance to students belonging to JIM or JEC program

**【Applicant companies】** Japanese companies or Japanese companies' head offices in Japan that open JIM or JEC program to provide technical guidance opportunities to target students

## **【Expenses to Be Subsidized】**

1. Technical guidance fees (with a cap of JPY40,000 per day)
2. Expenses for the preparation of educational materials (JPY80,000 per project)
3. Travel expenses for experts (only for public transportation by providing vouchers)
4. Accommodation fees and daily allowances for experts (with a cap separately determined by the APO)
5. Interpretation fees (interpreters cannot be dispatched from Japan)
6. Translation and printing fees for materials used for technical guidance
7. Rent for meeting rooms to conduct technical guidance
8. Transportation costs (including insurance) for materials and equipment necessary to enhance the training/guidance
9. Expenses for live online training tools and educational materials
10. Costs of COVID-19 PCR testing and issuance of certificates of negative test results for experts

**Training Program on Productivity Improvement for the Supporting Industry Utilizing the APO Cash Grant Program  
(Monozukuri Project)  
Outline of Implementation Guidelines (Revised 1 April 2022)**

|  |  |
|--|--|
| <p><b><u>Support project</u></b></p>   | <p>To subsidize expenses incurred for students of the Japan-India Institute for Manufacturing (JIM) or Japanese Endowed Courses (JEC) to receive training and technical guidance from experts.</p> <p>※ JIM/JEC is a training program established based on the Manufacturing Skill Transfer Promotion Programme, for which the Governments of Japan and India signed a memorandum in 2016.</p> <p>※ Providing training program over a period of one year or longer is required for the JIM project.</p>  |
| <p><b><u>Applicants</u></b></p>  | <p>Japanese companies, Japanese-affiliated companies, and Japanese headquarters of these companies that provide training and technical guidance to target students/trainees</p>  |
| <p><b><u>Expenses to be subsidized</u></b><br/>(See p. 3, “List of expenses eligible for subsidy” for more details.)</p> | <ol style="list-style-type: none"> <li>1. Technical guidance fees</li> <li>2. Expenses for the preparation of educational materials</li> <li>3. Travel expenses for experts</li> <li>4. Accommodation fees and daily allowances for experts</li> <li>5. Interpretation fees</li> <li>6. Translation and printing fees for materials used for technical guidance</li> <li>7. Rent for meeting rooms to conduct technical guidance</li> <li>8. Transportation costs (including insurance) for materials and equipment necessary to enhance the training/guidance</li> <li>9. Expenses for live online training tools and educational materials</li> <li>10. Costs of COVID-19 PCR testing and issuance of certificates of negative test results for experts</li> </ol> |
| <p><b><u>Application documents</u></b></p>   | <ol style="list-style-type: none"> <li>1. Form 1-1 Application Form for the Mandzukic Project</li> <li>2. Form 2 List of Experts</li> <li>3. Form 7 Registration of Beneficiary Banks</li> <li>4. Detailed Program of Training and Outline of Training Schedule</li> </ol> <p>• Other reference materials (estimates of expenses, such as interpretation fees, translation and printing fees, etc.)</p> <p>See p. 3, “List of expenses eligible for subsidy” for more details.</p>   |

**Submission of necessary documents after project completion**

The following documents must be submitted within 60 days after project completion:

- Project Completion Report
- Work logs of guidance given by experts, training schedules/program curricula
- Invoice Form and Expense Worksheet
- Vouchers such as receipts for the payment of expenses incurred for the project, reference materials on the exchange rate used for expense calculation

See p .3, “List of expenses eligible for subsidy” for more details

**List of expenses eligible for subsidy (Monozukuri Project)  
(Implementation Guidelines revised 1 April 2022)**

|    | Expenses eligible for subsidy   | Details   | Submission of quotations or estimates | Documents to be submitted within 60 days of project completion   |
|----|---|---|---------------------------------------|--|
| 1  | Technical guidance fees for experts                                     | Actual expenses with a cap of JPY40,000 per day; at least 4 hours per day of training are required.<br>Live online training is also eligible for subsidy.<br>The upper limit of the amount per day will be reduced to JPY20,000 from the day following the date that the total amount of subsidy payments to the same JIM/JEC program implemented by the same target company since April 2019 exceeds JPY12,000,000.  | Not required                          | <ul style="list-style-type: none"> <li>Invoices and breakdowns for payment to experts</li> <li>When experts are employees of the applicant company, and payment for this project is included in the regular salary, invoices or work logs indicating the experts' names and technical guidance fees to confirm receipt of payments must be submitted.</li> <li>Work logs of guidance given by experts</li> </ul>   |
| 2  | Expenses for the preparation of educational materials                   | JPY80,000 per project (regardless of the number of experts)   | Not required                          | <ul style="list-style-type: none"> <li>Invoices and breakdowns to confirm payment to experts</li> <li>When experts are employees of the applicant company, and payment for material preparation work is included in the regular salary, the experts' names and expenses must be indicated on work logs or a separate sheet to confirm receipt of payments.</li> <li>Data or soft copies of educational materials to confirm that experts prepared them for this project</li> </ul>   |
| 3  | Travel expenses for experts   | <ul style="list-style-type: none"> <li>Only for public transportation by providing vouchers such as for airfares.</li> <li>Experts must provide guidance for at least 4 hours per day when dispatched from Japan.</li> </ul>  | Required only for airfares            | Airfare, including taxes, surcharges, etc. <ul style="list-style-type: none"> <li>Receipts</li> <li>Breakdowns (taxes, surcharges, transaction fees, etc.)</li> <li>Copies of e-tickets</li> <li>Copies of boarding passes/certificates</li> </ul>   |
|    |   |   |                                       | Public transportation fees (local) for domestic travel when an expert is dispatched from Japan or a third country to India <ul style="list-style-type: none"> <li>Transportation fees between home/company and airport (round trip) are subsidized.</li> <li>Receipts for Shinkansen, limited express trains, airport limousines, etc.</li> <li>Documents specifying costs, routes, etc. for local trains and buses must be provided for public transportation fees without receipts.</li> <li>Taxi fares are not subsidized.</li> </ul> |
|    |   |   |                                       | Airport - hotel transportation fees in India <ul style="list-style-type: none"> <li>Only transportation fees between the airport and hotel in India (upon arrival/departure) are subsidized (local transportation fees incurred during the training period are not subsidized).</li> <li>Receipts with dates and boarding/arrival points are required.</li> </ul>  |
| 4  | Accommodation fees and daily allowances for experts                     | <ul style="list-style-type: none"> <li>With a cap separately determined by the APO.</li> <li>See p. 7, "Table of Daily Subsistence Allowance (Experts)" for details.</li> </ul>   | Not required                          | Accommodation fees <ul style="list-style-type: none"> <li>Invoices and breakdowns issued by hotels</li> <li>Expenses other than room charges and breakfast (e.g., laundry, mini bar, etc.) are not subsidized.</li> </ul>  |
|    |   |   |                                       | Daily (per diem) allowances <ul style="list-style-type: none"> <li>Invoices and breakdowns if specific amounts of daily allowances were determined by applicants</li> <li>If specific amounts of daily allowances were not determined by applicants, daily allowances are calculated as number of training days (including weekends and holidays) plus a maximum of 2 days of travel after the flight schedule is confirmed by the APO (in which case vouchers are not required).</li> </ul>   |
| 5  | Interpretation fees   | <ul style="list-style-type: none"> <li>Interpreters cannot be dispatched from Japan.</li> <li>Travel expenses, accommodation fees, and daily allowances for interpreters cannot be subsidized.</li> <li>Remote interpreting service for live online training is eligible for subsidy.</li> </ul>  | Required                              | <ul style="list-style-type: none"> <li>Invoices and breakdowns for payment to interpreters/interpretation service providers</li> <li>Training dates and service details must be indicated.</li> </ul>  |
| 6  | Translation and printing fees for materials used for technical guidance |   | Required                              | <ul style="list-style-type: none"> <li>Invoices and breakdowns for payment to translation service/printing providers indicating that fees were incurred for services related to the project</li> </ul>   |
| 7  | Rent for meeting rooms to conduct technical guidance                    |   | Required                              | <ul style="list-style-type: none"> <li>Invoices and breakdowns indicating that fees were incurred for services related to the project</li> </ul>   |
| 8  | Transportation costs for materials and equipment                        | <ul style="list-style-type: none"> <li>Transportation costs (including insurance) for materials and equipment necessary to enhance the training/guidance.</li> </ul>  | Required                              | <ul style="list-style-type: none"> <li>Invoices and breakdowns indicating that fees were incurred for services related to the project</li> </ul>   |
| 9  | Expenses for live online training tools                                 | <ul style="list-style-type: none"> <li>Expenses for live online training tools (such as communication costs, use of videoconferencing systems, and rental fees for wearable cameras) and expenses for educational materials for live online training (such as costs for the preparation of training videos, e-learning courses, and VR materials or training kits) can be subsidized to the extent that the APO considers it necessary; for more details consult with the APO.</li> </ul> | Required                              | <ul style="list-style-type: none"> <li>Invoices and breakdowns</li> <li>When services were provided for a specified time including the project period, expenses are calculated on a monthly basis for each month in which the project was implemented.</li> </ul>  |
| 10 | COVID-19-related costs  | <ul style="list-style-type: none"> <li>Costs of COVID-19 PCR testing and issuance of certificates of negative test results for experts can be subsidized to the extent that the APO considers it necessary; for more details consult with the APO.</li> </ul>   | Required                              | <ul style="list-style-type: none"> <li>Invoices and breakdowns</li> </ul>  |
|    | Exchange rate   | When quotations/estimates of the above fees/costs are submitted, documents/materials indicating exchange rates used must be also provided.  | As required                           | <ul style="list-style-type: none"> <li>Documents/materials indicating exchange rates used</li> </ul>   |



# Expense Worksheet (excel file)

Refer to sheet "Sample 1" or "Sample 2" as an example :

Sample 1) Applicant company (Company A) only : internal + external (Company B) experts

Sample 2) Applicant company (Company A) represents other companies (Company B~E)

## Example

|    | Year      | Month | Day | Company   | Trainer Name | OJT/<br>Class room | Topic                      | No. of Trainee    | Start Time | End Time | Duration/Day | ①技術指導<br>/日<br>※専門家<br>(INR) |
|----|-----------|-------|-----|-----------|--------------|--------------------|----------------------------|-------------------|------------|----------|--------------|------------------------------|
| 1  |           |       |     | プルダウンから選択 |              |                    | プルダウンから選択                  |                   |            |          |              |                              |
| 2  |           |       | 開始前 | Company A | (申請企業)       |                    |                            |                   |            |          |              |                              |
| 3  | プルダウンから選択 |       | 開始前 | Company A | Trainer A1   |                    |                            | 時刻を入力<br>例) 11:30 |            |          | 自動計算         |                              |
| 4  |           |       | 開始前 | Company B | Trainer B1   |                    |                            |                   |            |          |              |                              |
| 5  |           |       | 開始前 | Company C | Trainer C1   |                    |                            |                   |            |          |              |                              |
| 6  |           |       | 開始前 | Company D | Trainer D1   |                    |                            |                   |            |          |              |                              |
| 7  |           |       | 開始前 | Company E | Trainer E    |                    |                            |                   |            |          |              |                              |
| 8  | 2022      | 6     | 14  | Company A | Trainer A1   | Class              | (Classroom training topic) | 5                 | 9:00       | 11:00    | 2:00         |                              |
| 9  | 2022      | 6     | 14  | Company A | Trainer A2   | Class              | (Classroom training topic) | 2                 | 11:00      | 12:00    | 1:00         |                              |
| 10 | 2022      | 6     | 14  | Company B | Trainer B1   | Class              | (Classroom training topic) | 3                 | 13:00      | 14:30    | 1:30         |                              |
| 11 | 2022      | 6     | 14  | Company B | Trainer B2   | Class              | (Classroom training topic) | 11                | 14:30      | 15:00    | 0:30         |                              |
| 12 | 2022      | 6     | 15  | Company C | Trainer C1   | OJT                | (OJT topic)                | 5                 | 9:00       | 11:00    | 2:00         | 1500                         |
| 13 | 2022      | 6     | 15  | Company C | Trainer C2   | OJT                | (OJT topic)                | 2                 | 11:00      | 12:00    | 1:00         |                              |
| 14 | 2022      | 6     | 15  | Company D | Trainer C2   | OJT                | (OJT topic)                |                   |            |          |              |                              |
| 15 | 2022      | 6     | 15  | Company D | Trainer D1   | OJT                | (OJT topic)                |                   |            |          |              |                              |
| 16 | 2022      | 6     | 15  | Company C | Trainer D2   | OJT                | (OJT topic)                |                   |            |          |              |                              |
| 17 | 2022      | 6     | 15  | Company C | Trainer C1   |                    |                            |                   |            |          |              |                              |
| 18 | 2022      | 6     | 15  | Company D | Trainer C2   |                    |                            |                   |            |          |              |                              |
| 19 | 2022      | 6     | 15  | Company D | Trainer D1   |                    |                            |                   |            |          |              |                              |
| 20 | 2022      | 6     | 15  | Company D | Trainer D2   |                    |                            |                   |            |          |              |                              |
| 21 | 2022      | 6     | 15  | Company E | Trainer E    |                    |                            |                   |            |          |              |                              |
| 22 | 2022      | 6     | 15  | Company E | Trainer E    | Class              | (Classroom training topic) |                   |            |          |              |                              |

Table of Daily Subsistence Allowance (Experts)  
( (JPY) per day)

※The upper limit of amount per day; Accommodation Fee: 70%, Daily Allowance: 30% of each amount

Revised: Jan. 2019

| Member Country/ Area                     | DSA    | Member Country/ Area            | DSA    | Member Country/ Area                         | DSA    | Member Country/ Area | DSA    |
|--|--------|---------------------------------|--------|--|--------|----------------------|--------|
| <b>Bangladesh</b>                        |        | <b>Indonesia</b>                |        | <b>Lao People's Democratic Republic</b>      |        | <b>Philippines</b>   |        |
| Dhaka                                    | 10,500 | Jakarta                         | 16,400 | Vientiane                                    | 15,300 | Metro Manila         | 19,800 |
| Elsewhere                                | 6,200  | Bali Island                     | 13,600 | Luang Prabang                                | 11,400 | Cebu City            | 14,900 |
|  |        | Bandung                         | 11,200 | Elsewhere                                    | 5,200  | Davao City           | 13,100 |
| <b>Cambodia</b>                          |        | Yogyakarta                      | 10,000 |  |        | Tagaytay             | 15,700 |
| Phnom Penh                               | 12,300 | Elsewhere                       | 8,100  | <b>Malaysia</b>                              |        | Elsewhere            | 8,300  |
| Siem Reap                                | 8,200  |                                 |        | Kuala Lumpur                                 | 16,600 |                      |        |
| Sihanouk Ville                           | 10,400 | <b>Islamic Republic of Iran</b> |        | Kota Kinabalu (Sabah)                        | 13,200 | <b>Singapore</b>     |        |
| Elsewhere                                | 4,700  | Tehran                          | 10,200 | Penang                                       | 13,100 | All Areas            | 23,700 |
|  |        | Elsewhere                       | 5,600  | Elsewhere                                    | 11,200 |                      |        |
| <b>Republic of China</b>                 |        |                                 |        |  |        | <b>Sri Lanka</b>     |        |
| Taipei                                   | 21,800 | <b>Japan</b>                    |        | <b>Mongolia</b>                              |        | Colombo              | 16,900 |
| Taichung                                 | 21,000 | Tokyo                           | 23,700 | Ulan Bator                                   | 19,100 | Elsewhere            | 8,700  |
| Kaohsiung                                | 23,500 | Kyoto                           | 22,100 | Elsewhere                                    | 8,100  |                      |        |
| Elsewhere                                | 4,700  | Nagoya                          | 20,100 |  |        | <b>Thailand</b>      |        |
|  |        | Osaka                           | 19,900 | <b>Nepal</b>                                 |        | Bangkok              | 17,200 |
| <b>Fiji</b>                              |        | Yokohama                        | 22,500 | Kathmandu                                    | 14,100 | Chiang Mai           | 13,800 |
| Suva                                     | 19,400 | Elsewhere                       | 15,900 | Elsewhere                                    | 3,400  | Kanchanaburi         | 9,700  |
| Coral Coast                              | 23,600 |                                 |        |  |        | Pattaya              | 12,300 |
| Nadi                                     | 13,900 | <b>Republic of Korea</b>        |        | <b>Pakistan</b>                              |        | Phuket               | 18,400 |
| Elsewhere                                | 11,200 | Seoul                           | 23,700 | Islamabad/Rawalpindi                         | 12,000 | Rayong               | 11,900 |
|  |        | Cheju Island                    | 21,100 | Bhurban (PC), Faisalabad and Quetta (Serena) | 16,600 | Elsewhere            | 6,200  |
| <b>India</b>                             |        | Elsewhere                       | 12,900 | Karachi                                      | 14,200 |                      |        |
| New Delhi (Gurugram, Manesar, Faridabad) | 17,600 |                                 |        | Lahore                                       | 12,600 | <b>Viet Nam</b>      |        |
| Bangalore                                | 15,700 |                                 |        | Elsewhere                                    | 7,700  | Hanoi                | 13,300 |
| Kolkata                                  | 23,700 |                                 |        |  |        | Ho Chi Minh City     | 12,600 |
| Chennai (Madras)                         | 14,600 |                                 |        |  |        | Elsewhere            | 5,500  |
| Hyderabad                                | 14,200 |                                 |        |  |        |                      |        |
| Mumbai (Bombay)                          | 20,800 |                                 |        |  |        |                      |        |
| Elsewhere                                | 13,600 |                                 |        |  |        |                      |        |