

Implementation Guidelines for
the Training Program on Productivity Improvement for the Supporting Industry
Utilizing the APO Cash Grant Program

1. Objective of the Program

The objective of this support program is to develop high-quality personnel working in industry and improve the productivity of local Japanese subsidiaries and local companies through training in Japan's excellent productivity improvement methodologies for human resources who will support the manufacturing (monozukuri) sites of Japanese companies doing business in Asia and local companies that are business partners of Japanese companies.

2. Target Country

India

3. Support Projects

This program supports the following project so that target individuals for personnel development can learn about productivity improvement methods, technologies, etc.

Monozukuri Project

This project subsidizes expenses incurred in implementing the training of students in the Japan-India Institute for Manufacturing (JIM) or Japanese Endowed Courses (JEC).

Note: The 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.

Providing training program over a period of one year or longer is required for the JIM project.

4. Expenses to Be Subsidized

(1) Classification of expenses to be subsidized

- Technical guidance fees for experts. Live online training is also eligible for subsidy, with a cap of JPY20,000 per day for the JIM program and JPY40,000 per day for the JEC program. At least 4 hours per day of training is required. The upper limit of the amount per day will be reduced to JPY20,000 for the JEC program from the day following the date that the total amount of subsidy payments to the same JEC

program implemented by the same target company from April 2019 exceeds JPY12,000,000).

- Expenses for the preparation of educational materials (JPY80,000 for each project).
- Travel expenses for experts (only for public transportation based on vouchers such as for airfares; experts must provide guidance for at least 4 hours per day when dispatched from Japan).
- Accommodation fees and daily allowances for experts (with a cap separately determined by the APO).
- Interpretation fees (interpreters cannot be dispatched from Japan; travel expenses, accommodation fees, and daily allowances for interpreters cannot be subsidized; remote interpreting service for the live online training is eligible for subsidy).
- Translation and printing fees for materials to be used for technical guidance.
- Rent for meeting rooms to conduct technical guidance.
- Transportation costs (including insurance costs) for materials and equipment necessary to enhance the training/guidance.
- Expenses for live online training tools (such as communication costs, usage fees for videoconferencing systems, and rental fees for wearable cameras) and expenses for educational materials for the 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.
- Costs of COVID-19 PCR tests 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.

(2) Expenses not eligible for subsidy

The expenses listed below are not in principle directly required for undertaking a project unless they are separately approved as expenses to be subsidized.

- Manpower costs for staff of companies conducting guidance not covered by technical guidance fees.
- Expenses for training/educational materials, consumables, outsourcing, etc. not covered by technical guidance fees.
- Expenses related to buildings or other facilities.
- Expenses for equipment, fixtures, etc. (machinery, equipment, office furnishings and equipment, etc.).
- Expenses covering accidents and natural disasters during the project.
- Bank transfer fees of financial institutions, etc.
- Interest paid on loans, etc. and late payment charges.
- Other expenses not related to the project.

5. Flow of Project Implementation

- ① Japanese companies or Japanese companies' head offices in Japan that provide technical guidance opportunities to target students apply for the project to the APO Secretariat.
- ② The APO Secretariat reviews the application and notifies the applicant of the decision.
- ③ After completion of the project, Japanese companies that provided technical guidance opportunities to target students submit the receipts (originals or copies) for expenses incurred and completion reports to the APO Secretariat.

Note: When experts for technical guidance are employees of applicant companies, the submission of documents (work logs, etc.) to confirm time spent on the technical guidance instead of receipts for technical guidance fees will be accepted. For details, refer to the list of "Documents to be submitted" provided by the APO Secretariat after approval of an application.

- ④ The APO Secretariat confirms the vouchers submitted based on its rules and regulations and pays a fixed amount of subsidies to applicant companies.

6. Period for Project Subsidy

The period for a project to be subsidized is in principle from the beginning of public invitation until the end of March 2024. For projects that will be implemented beyond this period, consult with the APO Secretariat.

7. Requirements for Receiving Subsidies

(1) Submission of necessary documents

The following documents must be submitted within 60 days after completion of the project.

- Vouchers such as receipts for the payment of expenses incurred for the project (technical guidance fees, travel expenses, accommodation fees, interpretation fees, etc.).

- Completion Report

A completion report that includes the following items must be submitted in either Japanese or English.

(When the report is in Japanese, one A4-sized page, equivalent to approximately 500 words, covering the purpose and theme of the project, outline of technical guidance, and project results such as evaluations by applicant companies and experts must also be submitted separately in English.)

- Number of experts, names of experts and their organizations, and names of companies that dispatched experts to the JIM/JEC and gave technical guidance.

- Detailed training schedule and total number of training days.
- Purpose and theme of the project.
- Outline of technical guidance.
- List of participants (number of participants and their names/affiliations/titles, etc.).
- Work logs of guidance given by experts.
- Results of the project, such as evaluations of trainees by companies implementing the JIM/JEC program and experts making comparisons between before and after the guidance was received.

(2) Amount of subsidies

After review and confirmation based on the Implementation Guidelines, the actual costs of eligible expenses will be subsidized up to the amount specified in the Letter of Approval.

- Travel expenses, such as airport taxes, departure/entry taxes, passport fees, visa fees, etc., that are not included in air tickets will not be subsidized.
- Air travel must be in economy class.
- When experts travel by air and stay in third countries for reasons other than transit, the airfare for that itinerary will not be subsidized.
- Submitted documents will be reviewed thoroughly to ensure that inappropriate expenses are not subsidized.
- If a request for subsidy is not made within 60 days after completion of the project, no subsidy will be paid.

(3) Timing of payment

In principle, account settlement and payments will occur after completion of a project.

(4) Bank transfer

The APO Secretariat will pay the applicant/target companies via bank transfer. Bank accounts registered under this program must accept remittances in Japanese yen or US dollars.

8. Application Procedures

(1) Period of public invitation

Public invitation for applications began in April 2023. No applications will be accepted after the total budget is used for the program period.

Note: Applications must in principle be submitted no later than three weeks before the planned starting day of the project.

(2) Application documents

- Implementation applications

The form should be downloaded from the APO homepage.

<https://www.apo-tokyo.org/special-projects/Documents> to be submitted:

- ① Form 1-1 Application Form
- ② Form 2 List of Experts
- ③ Form 7 Registration of Beneficiary Banks
- ④ Detailed Program of Training and Outline of Training Schedule
 - Other reference materials (estimates of expenses, such as interpretation fees, translation and printing fees, etc., if necessary).

(3) Document submission destination

Application documents should be submitted via postal mail or e-mail to the address below.

- ① For postal mail:

Attention: “Applications for the Training Program on Productivity Improvement for the Supporting Industry”

Multicountry Programs Division 1, Program Directorate

Asian Productivity Organization (APO)

1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan

- ② For e-mail:

sip@apo-tokyo.org

- The subject line of an e-mail message should be: Applications for the Training Program on Productivity Improvement for the Supporting Industry.
- When transmitting data, passwords should be used and the data encrypted for security.
 - Application documents submitted will not be used for purposes other than review to determine the suitability of the project proposed.
 - Application documents will not be returned.
 - Preparation costs for application documents, etc. are not expenses eligible for subsidy.

(4) Notes on the submission of application documents

- Submission in person or via fax will not be accepted.
- No submission after the deadline will be accepted. Postal mail delivery may be delayed, and therefore submission documents should be sent well in advance of the deadline.
- Submission forms must be completed carefully because mistakes or omitted information will disqualify them for consideration.

9. Review and Adoption

(1) Review method

Review will in principle be based on the application documents alone, although additional documents may be requested if necessary.

(2) Review standards

A comprehensive review of applications will be conducted based on the following standards.

Item
1. Whether the requirements for application are met
2. Whether the proposed contents are appropriate and eligible for subsidy
3. Whether the implementation methods and schedules for the acceptance/dispatch of experts and dispatch of trainees are realistic
4. Whether the utilization of other organizations' programs is feasible
5. Whether the project is excellent in terms of cost-effectiveness

(3) Determination and notification of application results

After a comprehensive review, applicants will be notified of the results.

10. Contact Information

Attention: Nakajima and Manabe

Multicountry Programs Division 1, Program Directorate

Asian Productivity Organization (APO)

1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan

E-mail: sip@apo-tokyo.org

Note: When considering applying for the project for the first time or if there are any queries regarding the application procedure or JIM/JEC project, please contact the following:

JIM • JEC Project Secretariat

AOTS New Delhi Office

Office Unit 12A, Rectangle One, D-4 Saket District Center, New Delhi 110017, India

Tel: +91-11-41054504

E-mail: info@aots.org.in