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

Application Guide

April 2024

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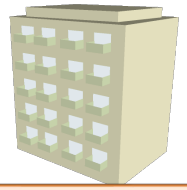
Monozukuri Project

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

（JEC: with a cap of JPY10,000 per hour and JPY40,000 per day; JIM: with a cap of JPY20,000 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 2024）

Support 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). ※ 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. ※ The acceptance of new applications for projects under the JIM scheme was terminated on 31 December 2023. Expenses incurred in implementing the ongoing JIM projects for which subsidy has already been applied and approved continue to be supported.
Applicants	Japanese companies, Japanese-affiliated companies, and Japanese headquarters of these companies that provide training and technical guidance to target students/trainees
Expenses to be subsidized **(See p. 3, "List of expenses eligible for subsidy" for more details.)**	1. Technical guidance fees 2. Expenses for the preparation of educational materials 3. Travel expenses for experts 4. Accommodation fees and daily allowances for experts 5. Interpretation fees 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

Application documents	1. Form 1-1 Application Form for the Monozukuri Project 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.) See p. 4, “List of expenses eligible for subsidy” for more details.
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 .4, “List of expenses eligible for subsidy” for more details

List of expenses eligible for subsidy (Monozukuri Project)

(Implementation Guidelines revised 1 April 2024)

	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**	[JEC project] • Actual expenses with a cap of JPY10,000 per hour and JPY40,000 per day; at least 2 hours per day of training are required. • At least 4 hours per visit of training are required for experts when dispatched from Japan. [JIM project] • Actual expenses with a cap of JPY20,000 per day; at least 4 hours per day of training are required. *Live online training is also eligible for subsidy.	Not required	• Receipts and breakdowns for payment to experts *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. • Work logs of guidance given by experts	
2	**Expenses for the preparation of educational materials**	JPY80,000 per project (regardless of the number of experts)	Not required	• Receipts and breakdowns to confirm payment to experts *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. • Data or soft copies of educational materials to confirm that experts prepared them for this project	
3	**Travel expenses for experts**	• Only for public transportation by providing vouchers such as for airfares. • Experts of the JIM program must provide training for at least 4 hours per day when dispatched from Japan.	Required only for airfares	Airfare, including taxes, surcharges, etc.	• Receipts • Breakdowns (taxes, surcharges, transaction fees, etc.) • Copies of e-tickets • Copies of boarding passes/certificates
				Public transportation fees in Japan for domestic travel when an expert is dispatched from Japan to India *All expenses incurred for domestic travels in India (excluding airfares) will not be eligible for the subsidy.	• Transportation fees between home/company and airport (round trip) are subsidized. • Receipts for Shinkansen, limited express trains, airport limousines, etc. • Documents specifying costs, routes, etc. for local trains and buses must be provided for public transportation fees without receipts. Taxi fares are not subsidized.

	Expenses eligible for subsidy	Details	Submission of quotations or estimates	Documents to be submitted within 60 days of project completion	
4	**Accommodation fees and daily allowances for experts**	With a cap separately determined by the APO. *See p. 8, "Table of Daily Subsistence Allowance (Experts)" for details.	Not required	Accommodation fees	• Receipts and breakdowns issued by hotels *Expenses other than room charges and breakfast (e.g., laundry, mini bar, etc.) are not subsidized.
				Daily (per diem) allowances	• Receipts and breakdowns if specific amounts of daily allowances were determined by applicants. • If specific amounts of daily allowances were not determined by applicants, daily allowances are calculated as "the fixed amount per day determined by the APO" (see p. 8, "Table of Daily Subsistence Allowance (Experts)") multiplied by "the number of overnight stays" (the same number of nights for accommodation fee), in which case vouchers are not required. • Daily allowances are subsidized only when accommodation fees are incurred.
5	**Interpretation fees**	• Interpreters cannot be dispatched from Japan. • Travel expenses, accommodation fees, and daily allowances for interpreters cannot be subsidized. • Remote interpreting service for live online training is eligible for subsidy.	Required	• Receipts and breakdowns for payment to interpreters/interpretation service providers *Training dates and service details must be indicated.	
6	**Translation and printing fees for materials used for technical guidance**		Required	• Receipts and breakdowns for payment to translation service/printing providers indicating that fees were incurred for services related to the project	
7	**Rent for meeting rooms to conduct technical guidance**		Required	• Receipts and breakdowns indicating that fees were incurred for services related to the project	
8	**Transportation costs for materials and equipment**	Transportation costs (including insurance) for materials and equipment necessary to enhance the training/guidance.	Required	• Receipts and breakdowns indicating that fees were incurred for services related to the project	

	Expenses eligible for subsidy	Details	Submission of quotations or estimates	Documents to be submitted within 60 days of project completion
9	**Expenses for live online training tools**	• 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.	Required	• Receipts and breakdowns *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.
10	**COVID-19-related costs**	• 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.	Required	• Receipts and breakdowns
11	**Exchange rate**	When quotations/estimates of the above fees/costs are submitted, documents/materials indicating exchange rates used must be also provided.	As required	• Documents/materials to confirm exchange rates used for settlement (e.g., a copy of website, company's monthly rate, etc.) • Exchange rate at any date within 60 days after completion of the project should be applied. • If an exchange rate is not specified by the applicant, APO's monthly exchange rate will be applied for the calculation.

Expense Worksheet（excel file） fill in sheet “Form”

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

プルダウンから選択

Select
プルダウンから選択

Select
プルダウンから選択

fill in "time"
時刻を入力
e.g. 11:30

Auto calculate
自動計算

	Year	Month	Day	Company	Trainer Name	OJT/ Class room	Topic	No. of Trainee	Start Time	End Time	Duration/Day
3			before	Company A	(Applicant company)						
4			before	Company A	Trainer A1						
5			before	Company B	Trainer B1						
6			before	Company C	Trainer C1						
7			before	Company D	Trainer D1						
8			before	Company E	Trainer E						
9	2022	6	14	Company A	Traine						
10	2022	6	14	Company A	Traine						
11	2022	6	14	Company B	Traine						
12	2022	6	14	Company B	Traine						
13	2022	6	15	Company C	Traine						
14	2022	6	15	Company C	Traine						
15	2022	6	15	Company D	Traine						
16	2022	6	15	Company D	Traine						
	2022	6	17	Company A	Trainer A2	OJT	(OJT topic)				2
	2022	6	17	Company A	Trainer A3	OJT	(OJT topic)				14
	2022	6	18	Company B	Trainer B1	Class	(Classroom training topic)				15
	2022	6	18	Company B	Trainer B2	Class	(Classroom training topic)				15
	2022	6	18	Company A	(Applicant company)						
	2022	6	20	Company A	Trainer A1	OJT	(OJT topic)				5
	2022	6	20	Company A	Trainer A2	OJT	(OJT topic)				2
	2022	6	20	Company A	Trainer A3	OJT	(OJT topic)				14
	2022	6	21	Company A	Trainer A1	OJT	(OJT topic)				5
	2022	6	21	Company A	Trainer A2	OJT	(OJT topic)				2
	2022	6	21	Company A	Trainer A3	OJT	(OJT topic)				3
	2022	6	21	Company A	Trainer A4	OJT	(OJT topic)				11

Form | Sample1 | Sample 2 | Sample 1&2

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
Bangladesh		**Indonesia**		**Lao People's Democratic Republic**		**Philippines**	
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
Cambodia		Yogyakarta	10,000			Tagaytay	15,700
Phnom Penh	12,300	Elsewhere	8,100	**Malaysia**		Elsewhere	8,300
Siem Reap	8,200			Kuala Lumpur	16,600		
Sihanouk Ville	10,400	**Islamic Republic of Iran**		Kota Kinabalu (Sabah)	13,200	**Singapore**	
Elsewhere	4,700	Tehran	10,200	Penang	13,100	All Areas	23,700
		Elsewhere	5,600	Elsewhere	11,200		
Republic of China						**Sri Lanka**	
Taipei	21,800	**Japan**		**Mongolia**		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			**Thailand**	
		Osaka	19,900	**Nepal**		Bangkok	17,200
Fiji		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	**Republic of Korea**		**Pakistan**		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
India		Elsewhere	12,900	Karachi	14,200		
New Delhi (Gurugram, Manesar, Faridabad)	17,600			Lahore	12,600	**Viet Nam**	
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						