

## 4<sup>th</sup> Asia OSH SAKURA Project FAQ

1. Is it possible to apply for either one of the programs for 'Domestic training or 'Providing advice and guidance in abroad'?

→ We expect that trainees can get good results by taking both programs of 'Domestic training and 'Providing advice and guidance abroad. Therefore, JISHA would like them to apply for both of them. However, please understand that we might not conduct 'Providing advice and guidance abroad' if we have difficulties arranging the schedule or local companies are situated away from Ho Chi Minh City or Hanoi area (Approximately 2 hour-drive from the heart of the cities). JISHA will determine the schedule by adjusting dates with contact person individually. An expert will be dispatched sometime in between January and early March in 2020.

2. Regarding the trainee's cost for 'Domestic training', is there any other expenses other than trainee's travel expenses to and from Japan, hotel accommodations, charge for local traveling and meals in Japan?

→ JISHA will not ask trainees to bear huge expenditures except for the above mentioned cost. However, trainees are requested to pay when they purchase some related materials personally.

3. Please provide specific details about what and how JISHA does in 'Providing advice and guidance in abroad'.

→ JISHA dispatches OSH experts to local companies from Japan in order to check the safety status of workplaces and machinery, etc. in a few hours and follow up the knowledge of domestic training in Japan. A person in charge of OSH at sites is requested to accompany the experts as well as trainees of the program. In order to maintain continuous safety and health of local companies, we also ask OSH staff in a parent company in Japan to attend there as much as possible.

4. Is there any documents that should be prepared in advance for 'Providing advice and guidance in abroad' program?

→ A person in charge of application is requested to answer a simple questionnaire on current status of safety activities.

5. I will take 'Providing advice and guidance in local companies by experts in FY2019. Would it possible to ask JISHA next year and beyond as well?

→ It will be charged, but we would be happy to assist OSH activities except this project. Please feel free to contact us individually.

6. Is it possible for us to apply for the project even though we participated in the previous project in the past?

→Even those companies that participated in the project in the past can apply for this year's project, but those who attended the program cannot be allowed to participate and there is a case that those companies that apply for the first time will be selected preferentially if the seats are fully occupied.

7. Are there any applications for courses in other Asian language?

→This year's project will be conducted in Vietnamese. Courses will be provided in other languages next year. Details will be posted on our website after the schedule is decided.

8. Is it possible to apply for the course directly not through the department in charge of safety and health of parent companies in Japan of Japanese overseas affiliated companies where applicants belong to?

→In general, applicants are requested to apply through the department in charge of safety and health of parent companies (headquarters) in Japan of Japanese overseas affiliated companies. If it is inconvenient for you, please apply to JISHA directly with documents that prove the ratio of the investment from the Japanese investor.

9. Is it possible for applicants from non-Japanese overseas affiliated company to apply for this project?

→We are afraid we cannot accept applications from non-Japanese overseas affiliated enterprises. This project focuses solely on Japanese overseas affiliated company.

10. Is it possible for other type of sectors other than manufacturing industry to apply?

→As we suppose 'Experts advice and guidance' is mainly conducted at job sites of manufacturing industry, we can not accept application from other sectors except manufacturing industry.

11. Is it possible for trainees to skip some of the program during the course?

→All the trainees are requested to participate in the entire program except in case of poor physical conditions.

12. Can I catch up with the course even though I can not understand English?

→All training are conducted in local language through interpretation. Therefore, English ability is not required. However, basic English abilities will be useful in communicating with Japanese in daily life.

13. Any allowance, etc. will be paid for trainees during the course?

→No monetary allowance is paid during the course.

#### 14. Are there any assignments during the course?

→Trainees are requested to submit three types of reports, which are No.1"Survey Report" (workplace analysis) ,No.2"Planning Report" (during the program) and "Action Report" (after 3 months) in this program.

#### 15. Can trainees get any certificate after the seminar?

→JISHA will grant certificate at the end of seminar for the trainees who have completed all the curriculum.

(Regarding preparation for traveling)

#### 16. How do I arrange air-tickets?

→Trainees themselves or the company that trainees belong to are requested to arrange their own tickets through a local traveling agency, etc.

#### 17. Can you tell me the departing and arrival dates for the seminar?

→Basically the trainees are requested to arrive in and depart from Japan one day before and after the training schedule. However, if trainees have a meeting with a Japanese parent company, etc, they are permitted to extend their stay under the responsibility of their Japanese parent company as long as visa is valid. If trainees would like to extend their stay, please inform JISHA of their arrival and departure dates beforehand, and confirm the status of their arrival and departure.

Arrival: Sunday, November 24. Departure: Sunday, December 1

Please note: One-day tour in Tokyo accompanied by JISHA staff will be arranged on November 30. Participating cost will be around ¥5,000 including transportation, lunch cost and facility admission fee etc. Please advise your participants to bring the cost before attending the program.

#### 18. How do I get a Japanese visa?

→JISHA will send the trainees necessary documents to apply for a Japanese visa by email or airmail. Please apply Japanese visa at a nearest Japanese embassy or a Japanese consulate with those document. It takes sometime to get visa depending on countries. Check the information of the Japanese embassy and try to obtain the visa as early as possible.

#### 19. How do I arrange the hotel in Tokyo?

→Trainees themselves or the company that trainees belong to can choose and arrange their hotel through a local travel agency, etc. For your reference, you can search hotels which are easily accessible from JISHA at the website below.

[www.skyscanner.jp/](http://www.skyscanner.jp/)

[www.agoda.com/](http://www.agoda.com/)  
[www.booking.com/](http://www.booking.com/)

Type “Minato”, “Tokyo”, and “Japan” into the search engine.

**20. What are the roles of ‘Contact Person’ in application form?**

→Basic information and necessary documents in Japanese or English will be sent to the contact person or a trainee by e-mail. Based upon the information etc., please help the trainee arrange air-ticket, accommodation and Japanese visa. Also JISHA will fix the date for ‘Providing advice and guidance in abroad’ with the help of the contact person.

**21. Where is the training venue?**

→Training is conducted at the conference room of JISHA’s 14<sup>th</sup> floor. .

Address: 5-35-2 Shiba Minatoku, Tokyo

Nearest station: 5 minute-walk from Tamachi station in the JR line or Mita station in the Tokyo Metro Mita line.

**22. What is the procedure for trainees’ insurance?**

→JISHA will not buy trainees’ insurance during the course. Therefore buy trainees’ insurance at your own cost if needed.

**23. Do I have to bring such PPEs as working ware and a helmet, etc.?**

→JISHA prepares for trainees’ PPEs when needed for a site-visit during the course. Trainees don’t have to bring PPEs by themselves particularly.

**24. What about the meals during the course?**

→Trainees are requested to prepare their own meals by themselves. But welcome party will be arranged for all the trainees on JISHA’s budget during the seminar.

**25. Is there any traveling to the cities other than Tokyo?**

→A site-visit for half day might be arranged in suburbs of Tokyo area. They will re