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# Guide to the AOTS Alumni Societies

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## 1. Overview of the AOTS Alumni Societies

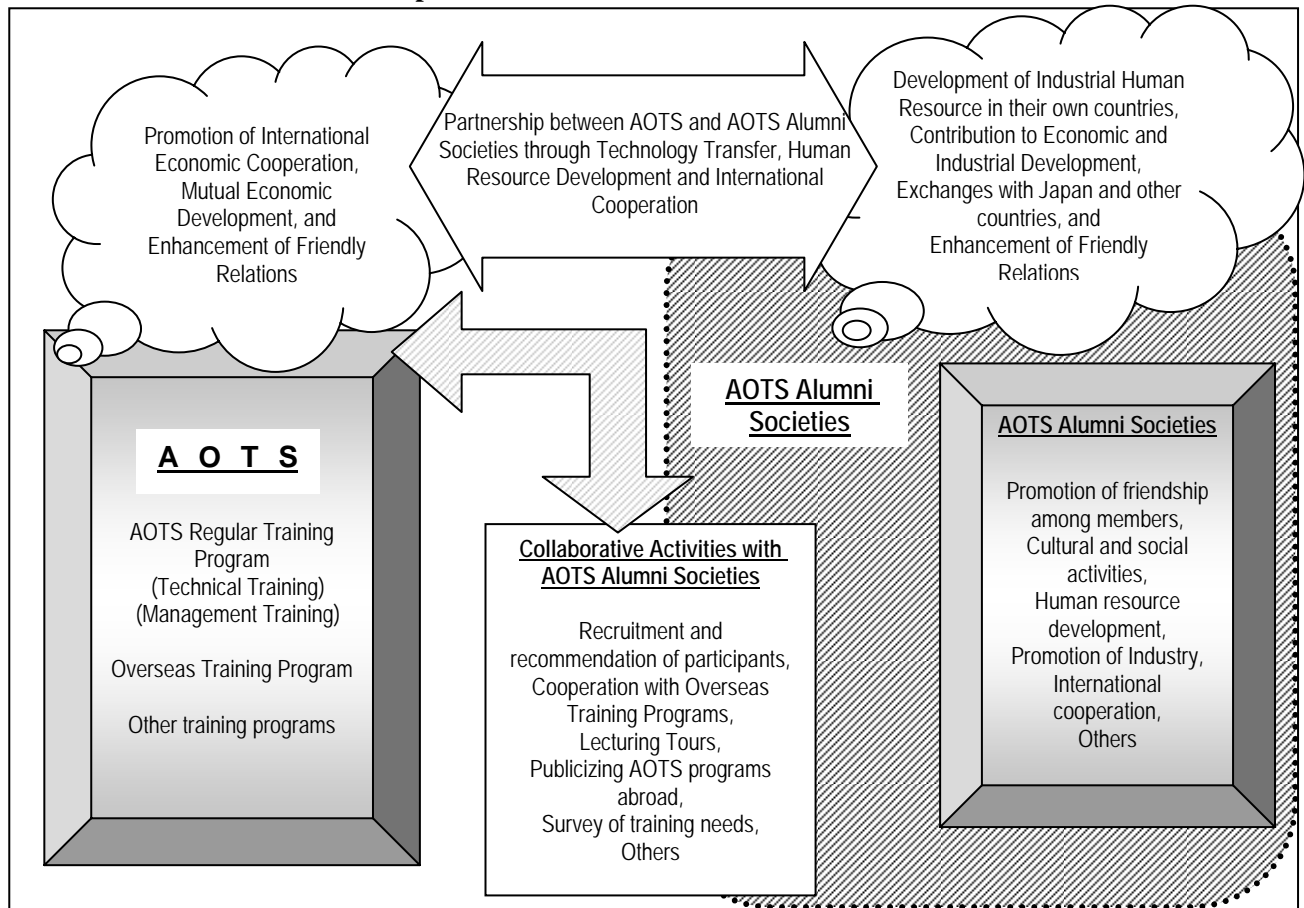
When many participants of AOTS training programs return to their home countries after studying in Japan, they do more than simply apply their knowledge to the workplace. They join their local AOTS Alumni Society and dedicate themselves to the economic and industrial development of their respective countries and the enhancement of friendly relations with Japan and other countries.

It was in the mid-1960s that the first Alumni Societies were founded in some countries. Since the head office of AOTS was located at the Asia Bunka Kaikan (ABK) in those days, those Alumni Societies were called the ABK Dosokai.

However, when AOTS moved its head office to the Tokyo Kenshu Center (TKC) in 1982, AOTS proposed that the Alumni Societies change their names, and a total of 33 Societies in 20 countries were officially registered as AOTS Alumni Societies in 1983. Please refer to the 'Introduction to AOTS Alumni Societies' for a current list of the Societies. Some new Societies are under preparation in addition to the existing ones.

The AOTS Alumni Societies are:  
 Non-profit private organizations voluntarily founded in various parts of the world by the participants of AOTS training programs with the shared experience of training in Japan; with the keywords of "enhancement of technical/managerial knowledge," "exchange of experience," "mutual cooperation," "equal partnership," and "self-reliance and endeavor"; dedicated to the economic and industrial development of their own countries and to the enhancement of friendly relations with Japan and other countries through human resources development.

### Partnership between AOTS and the AOTS Alumni Societies



The activities of the Societies vary in accordance with the features of each region but generally include the enhancement of mutual friendship, cultural and technical exchange programs as described below. Some of the Societies own their own training facilities, and the Societies' increased activities have produced constructive proposals for cross-border cooperation among the Societies and collaborative programs with AOTS.

Today, the international community is expecting more of Japanese technical cooperation. While in Japan, there is an urgent need to review and streamline the conventional cooperation programs under the Government's administrative and financial reforms. AOTS, as one of the largest private technical cooperation organizations in Japan, has to increase its organizational effectiveness by making the best use of its resources, as well as by developing and evaluating its programs consistently to meet the real needs of the developing countries.

The AOTS Alumni Societies are playing a valuable role in AOTS training programs as important local partners. AOTS cooperates with AOTS Alumni Society activities which meet the objectives of AOTS programs and contribute

to heightening the recognition of and developing AOTS activities, and AOTS provides active support to the foundation of new AOTS Alumni Societies by AOTS ex-participants. AOTS also encourages AOTS Alumni Societies in the same country to form National Federations to promote mutual cooperation.

## 2. Activities of the AOTS Alumni Societies

The activities of the AOTS Alumni Societies are periodically reported in the AOTS quarterly magazine “KENSHU”.

### 1) Promotion of Friendship among the Members:

Get-together parties, picnics, group tours, sports meetings, movie shows, video shows, photography contests, sketch or essay contests for children, factory tours, and recreational programs.

### 2) Organization of the Society:

(1) Compiling Lists of Members, reporting on Society activities, issuing news letters, providing information, circulating books and materials among the members, etc.

(2) Organizing Board of Officers’ Meetings and Annual General Membership Meetings, cooperating with AOTS Overseas Offices, Japanese Government establishments abroad, etc.

### 3) Cultural and Social Activities:

(1) Japanese language classes, lectures on Japan, Japanese speech contests, Japanese language tests, pre-departure orientation for trainees, training of Japanese language instructors.

(2) Flower-arrangement classes, cultural lectures, exhibitions, discussion sessions, lectures on local language and culture for residents from overseas.

(3) Library service, translating and publishing members’ works and AOTS publications.

(4) Voluntary social service.

### 4) Human Resource Development and Promotion of Industry:

(1) Recruiting and recommending candidates for AOTS training in Japan, holding reporting sessions by the returned trainees, evaluation of the effect of training, cooperating with AOTS survey missions.

(2) Dispatching entrepreneurs of small and medium-sized companies and study missions abroad.

(3) Organizing computer training and other training courses, cooperating with AOTS Overseas Training Programs.

(4) Lectures and management seminars by returned trainees and specialists dispatched by AOTS.

(5) Developing, translating and publishing training materials, providing training information.

(6) Providing management consultation services, training of management consultants, holding productivity and quality improvement campaigns.

(7) Exchanging industrial information, organizing business conventions or industrial exhibitions, organizing exchanges among different industrial sectors, organizing entrepreneur networks, publishing business directories.

(8) Cooperating with universities, training institutions and industry in the field of human resource development.

### 5) International Cooperation:

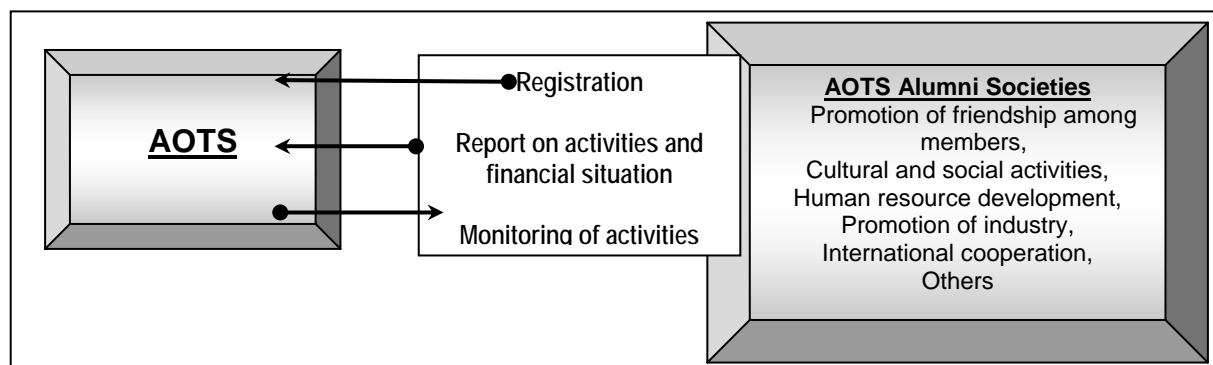
(1) Arranging exchanges of trainees and experts with other Alumni Societies.

(2) Lending assistance to foreign visitors.

(3) Organizing home stays, students’ study tours.

(4) Visiting the Alumni Societies in other countries and regions, participating in the Conventions of AOTS Alumni Societies and AOTS Alumni Societies’ Regional Federation Conferences.

## 3. Registration of the AOTS Alumni Societies



### 1) Guidelines for the Formation of AOTS Alumni Societies and Standard Procedures on Registration of AOTS Alumni Societies

When an Alumni Society is formed in accordance with the Guidelines for the Formation of AOTS Alumni

Societies and applies for registration with AOTS, AOTS registers the Society as an AOTS Alumni Society according to the Standard Procedures on Registration of AOTS Alumni Societies. Please see the attached references A: “Guidelines for the Formation of AOTS Alumni Societies,” B: “A Sample Constitution and By-laws of the AOTS Alumni Society,” C: “Standard Procedures on Registration of AOTS Alumni Societies” and other materials.

2) Monitoring of AOTS Alumni Societies’ Activities by AOTS

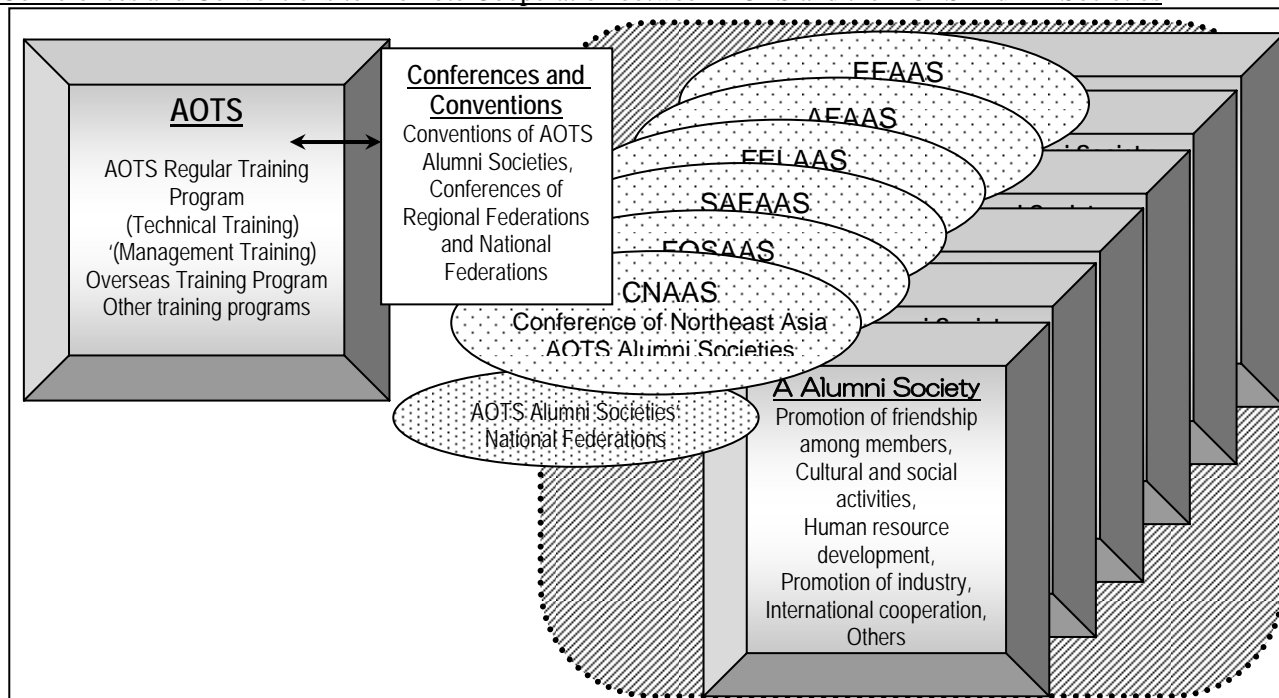
AOTS shall request the registered AOTS Alumni Societies and National Federations of AOTS Alumni Societies to periodically submit materials and reports on their activities in accordance with the attached reference D: “Guidelines for Monitoring AOTS Alumni Societies’ Activities.” If activities of an AOTS Alumni Society do not deem to conform to the guidelines for the formation of AOTS Alumni Societies, AOTS shall request necessary improvements within a designated period of time, and shall revoke its registration if no improvement is made.

4. Regional Federations of the AOTS Alumni Societies

AOTS encourages AOTS Alumni Societies and National Federations of AOTS Alumni Societies to join the AOTS Alumni Societies’ Regional Federations which have been formed by the AOTS Alumni Societies in six areas of the world to promote regional cooperation.

- (1) Conference of Northeast Asia AOTS Alumni Societies (CNAAS)
- (2) Federation of Southeast Asian AOTS Alumni Societies (FOSAAS)
- (3) South Asia Federation of AOTS Alumni Societies (SAFAAS)
- (4) Federation of Latin American AOTS Alumni Societies (FELAAS)
- (5) African Federation of AOTS Alumni Societies (AFAAS)
- (6) European Federation of AOTS Alumni Societies (EFAAS)

5. Conferences and Conventions to Promote Cooperation between AOTS and the AOTS Alumni Societies



1) Convention of AOTS Alumni Societies

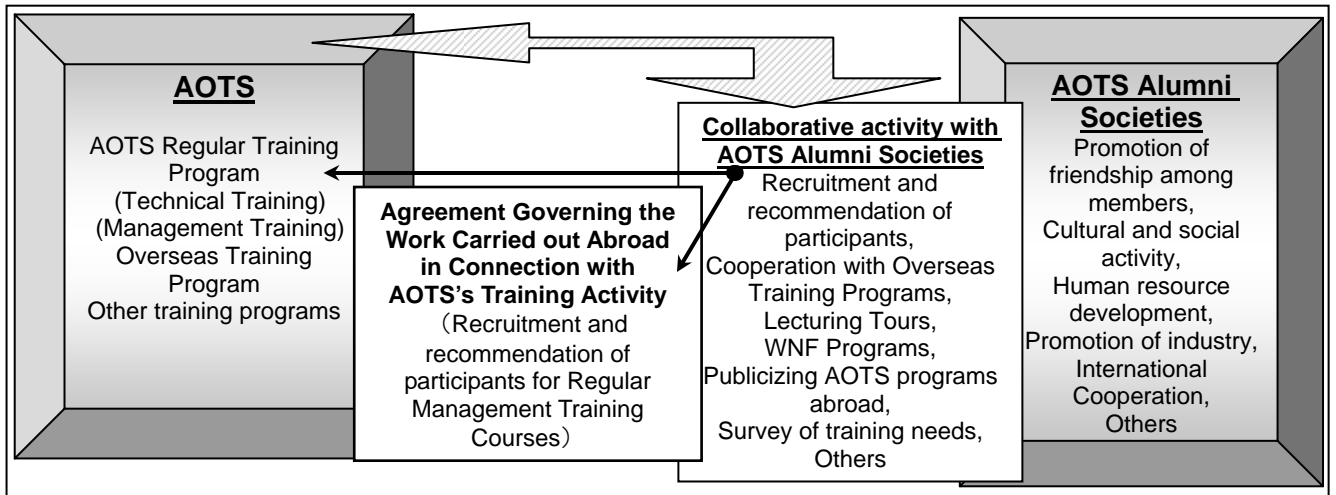
AOTS periodically holds the Convention of AOTS Alumni Societies in accordance with the attached reference E: “Guidelines for Organizing the Convention of AOTS Alumni Societies” in order to promote mutual cooperation among AOTS Alumni Societies and obtain evaluation of AOTS activities by developing countries as well as information on program needs through exchanges of opinions between AOTS and AOTS Alumni Societies.

2) Conference of AOTS Alumni Societies’ Regional Federations

AOTS holds the Conference of AOTS Alumni Societies’ Regional Federations jointly with the Regional Federations of AOTS Alumni Societies when AOTS thinks it necessary in accordance with the attached reference F: “Guidelines for Organizing the Conference of AOTS Alumni Societies’ Regional Federations” in order to obtain evaluation of AOTS activities by each Regional Federation and information on program needs.

6. Collaborative Activities between AOTS and the AOTS Alumni Societies

AOTS conducts a variety of collaborative activities together with AOTS Alumni Societies as cooperating partners in accordance with the attached reference G: “Guidelines for Collaborative Activities with the AOTS Alumni Societies.”

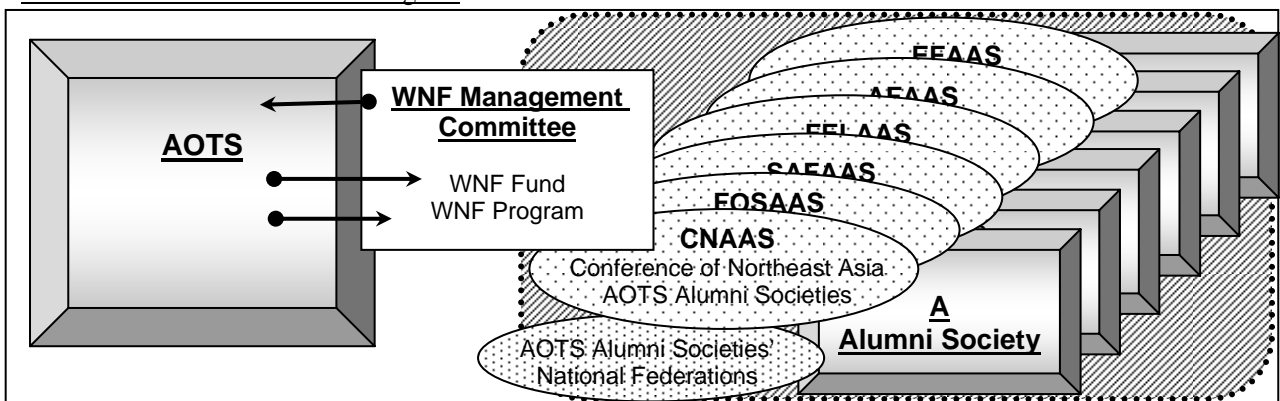


AOTS may conclude an agreement with the AOTS Alumni Societies which satisfy the requirements to conduct the collaborative activities with AOTS. In this event, AOTS shall bear the expenses necessary for implementing the collaborative activities and shall request AOTS Alumni Societies to refrain from collecting any expenses from participants and companies/organizations incurred. Please see the attached reference H: “The Rules for Making an Agreement Governing the Work Carried out Abroad in Connection with AOTS’s Training Activities (Summary)” for the outlines of the agreement with regard to the recruitment of participants for AOTS Regular Management Training Courses.

**7. Lecturing Tours**

AOTS dispatches lecturers to seminars and other programs organized by AOTS Alumni Societies as collaborative activities with AOTS. In such an event, the organizing Alumni Society may charge the program participants a suitably priced participation fee to cover the actual expenses to implement the program, and may also generate funds for other activities. Please see the attached reference I: “Guideline for the Implementation of AOTS for details.

**8. The WNF Fund and the WNF Program**



**1) The WNF Fund and the WNF Program**

The WNF Fund was established with the unanimous consent of the AOTS Alumni Societies with the objective of promoting cooperation in the field of human resource development among developing countries through the network of the AOTS Alumni Societies. The Fund has been raised from the contributions by individuals and organizations which support this objective. The management policies of the WNF Fund and the WNF Program are laid down in accordance with the “Basic Guidelines for the WNF” (see the attached reference: J) prescribed by the WNF Management Committee, which consists of six representatives from each of the six AOTS Alumni Societies’ Regional Federations and one representative of AOTS.

**2) AOTS’s Role in the WNF Fund and the WNF Program**

- (1) AOTS shall set forth the guidelines for the management of the WNF Fund in accordance with the policies decided by the WNF Management Committee, and shall manage the WNF Fund by setting up a special account separately from AOTS’s general account
- (2) AOTS shall set forth the guidelines for the management of the WNF Program in accordance with the policies decided by the WNF Management Committee, and shall support cooperation in the field of human resource development among developing countries through the network of the AOTS Alumni Societies with the WNF Fund. Please see the attached reference K: “Guidelines for the Management of the WNF Program.”

## Guidelines for the Formation of the AOTS Alumni Societies

(Guidelines for the Formation of AOTS Alumni Societies)

Article 1. AOTS Alumni Societies shall satisfy all the following conditions for formation:

- (1) The members include more than 20 AOTS ex-trainees listed in the AOTS List of Members who are residing in the country or region where the AOTS Alumni Society is to be organized.
- (2) The Constitution and By-laws are formulated, and more than five officers including a president, a secretary general, a treasurer and an auditor are selected.
- (3) The president of the Society is an AOTS ex-trainee with the nationality or the right to residence in the country concerned. In case the Alumni Society is located in the countries/regions, which are not benefitted by Japan's ODA any more, the Society is able to nominate a person who has never been AOTS trainee, for president of the Society, only if the Society cannot find appropriate person for president among AOTS ex-trainees in the Society.
- (4) The Constitution and By-laws contain the following stipulations:
  - a. Name (The name of the Society should preferably be one which shows its close relationship with AOTS but should avoid misunderstandings with regard to the Society being viewed as a Branch of AOTS.)
  - b. Address and telephone/fax numbers of the office.
  - c. Aims and objectives (The Society should aim at enhancing technical and managerial expertise among the ex-participants of AOTS training programs, who share the common experience of training in Japan, by exchanging their experiences; making a contribution to the human resource development as well as economic and industrial development of their own country by disseminating the knowledge they have learned; and promoting mutual economic development and friendly relations through the exchange with Japan and other countries.)
  - d. Activities to be conducted by the Society
  - e. Eligibility for membership (The Society should consist mainly of AOTS ex-trainees.)
  - f. Officers (The Society should elect the president, secretary general, treasurer, auditor and other officers. The number of officers who represent a single group such as a company should be less than half of the total number of officers.)
  - g. Membership Fee (The Society should collect prescribed membership fee.)
  - h. General Membership Meeting (The Society should convene its General Membership Meeting at least once a year and present its annual report including financial report.)
- (5) The Society registers itself with the government as a non-profit organization according to the relevant laws of the country. If the Society is unable to register itself as a corporation due to some circumstances of the country, it gains approval of any authority for its activities as a non-profit organization.

(Guidelines for the Formation of Branches of AOTS Alumni Societies)

Article 2. Branches of AOTS Alumni Societies (hereinafter referred to as 'Branches') shall satisfy all the following conditions for formation:

- (1) The Branch consists of more than five AOTS ex-trainees as its members.
- (2) The name and address of the Branch representative(s) are clearly indicated.
- (3) The territory of the Branch is specified and its formation is approved by the Board of Officers of the Central Society.
- (4) The Branch is presenting an annual report of its activities and accounts, or the annual report of the Central Society contains the statement of accounts of the Branch.

(Guidelines for the Formation of National Federations of AOTS Alumni Societies)

Article 3. National Federations of AOTS Alumni Societies (hereinafter referred to as 'NFs') shall satisfy all the following conditions for formation:

- (1) All the AOTS Alumni Societies in the country which are registered with AOTS have agreed upon the formation of the NF as well as the territories to be covered by respective Societies.
- (2) The constitution of the NF has been formulated.
- (3) The name and address of the representative(s) of the NF are clearly indicated.

(Activities of AOTS Alumni Societies)

Article 4. Activities of AOTS Alumni Societies (hereinafter the term 'Alumni Societies' shall include Branches and NFs) shall satisfy all the following conditions:

- (1) The activities are confined to the following areas:
  - a. Promotion of friendship among the members,
  - b. Cultural and social programs,
  - c. Organizing seminars and training courses,
  - d. Other activities for human resource development and the promotion of industry, and
  - e. International cooperation activities including WNF programs.

- (2) The Society annually reports its activities to AOTS.
- (3) The Society performs the following activities for financial affairs:
  - a. The annual financial report should be audited by an auditor of the Alumni Society or a chartered accountant, nominated by the Society.  
(The Branch or NF should conform to its constitution and by-laws.)
  - b. The Society presents its annual report including financial report at the General Membership Meeting, and  
(The Branch or NF should conform to its constitution and by-laws.)
  - c. The Society keeps sound finances.
- (4) The Society shall not engage itself in any activities against the Constitution and By-laws of the Society nor in any of the following:
  - a. Causing damage to AOTS or tarnishing the name and reputation of AOTS and people concerned,
  - b. Taking advantage of the name of AOTS for inappropriate and inadequate activities, or demanding exorbitantly high donation/commissions, and
  - c. Making profits beyond the scope of non-profit organization.

Ref. B

Constitution and By-laws of The AOTS Alumni Society of \_\_\_\_\_  
(EXAMPLE)

<p><b>Article 1 (Name)</b> The Society shall be called the AOTS Alumni Society of _____(name of the Society).</p> <p><b>Article 2 (Office)</b> The Society shall locate its main administrative office at _____(address of the Society).</p> <p><b>Article 3 (Objectives)</b> Its objectives shall be:</p> <ol style="list-style-type: none"> <li>(1) Promotion of friendship among the members who share the common experience of training in Japan through the scheme of the Association for Overseas Technical Scholarship (hereafter AOTS),</li> <li>(2) Enhancement of technical and managerial expertise of the members through exchange of experiences among themselves with commitments to higher achievements,</li> <li>(3) Dissemination of technical and managerial knowledge obtained from the members' contact with Japan and other countries to the general public, and</li> <li>(4) Contribution to mutual economic development and friendly relationship with Japan and other countries.</li> </ol> <p><b>Article 4 (Activities)</b> The Society shall conduct the following activities in order to realize the objectives described in the previous article:</p> <ol style="list-style-type: none"> <li>(1) Social gathering of the members, cultural programs, voluntary social services, etc.</li> <li>(2) Lectures, seminars, training sessions and study meetings, Japanese language classes and introductory lectures on Japan, etc.</li> <li>(3) Translation and publishing of books, publication of newsletters, running of a library, offering and exchanging of information,</li> <li>(4) Dispatching trainees and study missions overseas, assessment of the training programs and their effects,</li> <li>(5) Exchanges with AOTS and other Societies for collaborative programs, convening international conferences, and</li> <li>(6) Reception of visitors from overseas, communication and cooperation with Japanese overseas and Japanese embassies, consulates, etc.</li> </ol> <p><b>Article 5 (Territory)</b> Membership of the Society shall be open to those who reside or work in _____(name of country/region).</p> <p><b>Article 6 (Membership)</b> Section 1 (Membership of the Society) Membership of the Society shall consist of Regular Members, Associate Members, Honorary Members and Corporate Members. Section 2 (Regular Members) Regular Membership shall be open to individuals whose names are listed in the AOTS List of Members. Section 3 (Associate Members) Associate Membership shall be open to individuals who are interested in the Society and recommended by the Officer(s) of the Society.</p>
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Section 4 (Honorary Members)

Honorary Membership shall be open to individuals who have made an outstanding contribution to the Society and are recommended by the Officer(s) of the Society.

Section 5 (Corporate Members)

Corporate Membership shall be open to business corporations and other institutions that are interested in the Society and recommended by the Officer(s) of the Society.

**Article 7 (Rights and Duties of the Members)**

Section 1 (Duties of the Members)

Every member shall abide by the Constitution and By-Laws and make every possible contribution to the development of the Society.

Section 2 (Rights of the Members)

Every member shall have equal access to every activity of the Society.

Section 3 (Voting Rights)

Both Regular Members and Associate Members have voting rights at the General Membership Meeting.

Section 4 (Rights and Duties of Corporate Members)

The rights and duties of Corporate Members shall be specified elsewhere.

Section 5 (Application for Membership)

Persons qualified shall apply for membership by submitting a completed application form as specified by the Society with the specified entrance fee. Their names shall be formally recorded in the members' list after approval by the Board of Officers.

Section 6 (Membership Fee)

The members shall pay the annual membership fee as prescribed by the Society. The types and respective amounts of the membership fees shall be decided by the Board of Officers and approved by the General Membership Meeting.

**Article 8 (Officers)**

Section 1 (Election of the Officers)

The Officers shall be elected from among the Regular Members at the General Membership Meeting, and the Board of the Officers shall determine the execution of the activities of the Society. However, more than one officer should not be elected from the same corporation or institution.

Section 2 (Term of Officers)

The term of office for the Officers should be two years. The Officers shall not be precluded from being re-elected. However, no Officer is expected to occupy the same post for more than three terms.

Section 3 (Board of Officers' Meetings)

The Officers shall meet regularly or provisionally. The regular meeting should be convened once a month, and an extraordinary meeting should be held upon the request of the Officers or the Auditor, who should indicate the purpose of the meeting. The Board of Officers' Meeting shall be deemed valid when half of the incumbent Officers or more are in attendance.

Section 4 (Chairperson)

The Board of Officers' Meeting should be chaired by the President. However, when the President is absent, a temporary chairperson should be appointed from among the attending Officers.

Section 5 (Minutes of the Board of Officers' Meeting)

The minutes of the Board of Officers' Meetings should be approved by a majority vote of the attending Officers. In the event of a tie vote, the President should determine the case.

**Article 9 (Positions and Roles of Officers)**

Section 1 (President)

The President shall represent the Society and preside over all its operations.

Section 2 (Vice-Presidents)

The Vice-Presidents (a total of \_\_\_ persons) shall assist the President to execute the administration of the Society. When the President cannot fulfill his or her duties, the Vice-President(s) shall act for the President.

Section 3 (Secretary General)

The Secretary General shall call both the Board of Officers' Meetings and General Membership Meetings following the instructions of the President and record the minutes of the meetings. The Secretary General shall also execute the necessary operations based upon the decisions made by the Board of Officers and General Membership Meeting.

Section 4 (Treasurer)

The Treasurer shall administer all the revenues and expenses of the Society based upon the decisions made by the Board of Officers. The Treasurer shall keep all the necessary documents including ledgers and present treasury reports upon the request of the Board of Officers and General Membership Meeting as occasion demands.

Section 5 (Directors)

Directors (a total of \_\_\_ persons) shall attend the Board of Officers' Meetings to express their opinions.

The Directors shall cooperate with the Secretary General to execute the operations of the Society based upon the decisions of the Board of Officers.

Section 6 (Auditor)

The Auditor shall examine the books annually and report the auditing results at the General Membership Meeting.

**Article 10 (General Membership Meeting)**

Section 1 (General Membership Meeting)

The General Membership Meeting shall be convened annually in the month of \_\_\_\_\_. However, when the Officers recognize the need or when one fifth of the members or more demand a meeting, giving their reasons and the purpose of the meeting, the month to call the meeting shall be changed or an extraordinary General Membership Meeting shall be convened.

Section 2 (Announcement of the Meeting)

The members shall be informed of the objective, the content, the date and the place of the Meeting in writing two weeks in advance at the latest.

Section 3 (Quorum)

The General Membership Meeting shall become valid with the attendance of \_\_\_ or more members with voting rights, including the President, Vice-President(s) and the Secretary General.

Section 4 (Chairperson of General Membership Meeting)

The General Membership Meeting shall be chaired by the President. In the event of the President's absence, the attending Officers shall appoint the Chairperson from among themselves.

Section 5 (Proceedings of the General Membership Meeting)

The proceedings of the General Membership Meeting shall be approved by favorable votes of more than half of the attending members who are entitled to vote. In the event of a tie vote, the Chairperson shall decide the case.

Section 6 (Annual Report and Accounting Report)

The Secretary General shall submit the previous year's annual report after obtaining the approval of the Officers. The Treasurer shall present the accounting report after inspection by the Auditor and shall ask for its approval by the members.

**Article 11 (Branch of the Alumni Society)**

Section 1 (Branch Members)

The members of an area where \_\_\_\_ (number) or more Regular Members are residing can establish a local Branch of the Alumni Society after getting the approval of the General Membership Meeting.

Section 2 (Name of Branch)

The Branch shall be called The \_\_\_\_\_ Branch of the AOTS Alumni Society of \_\_\_\_\_.

Section 3 (Office)

The Branch shall locate its office where the officers and the members have easy access to it.

Section 4 (Membership of Branch)

The categories, rights and duties of the members of the Branch shall follow Article 6 and Article 7 of this Constitution and By-Laws. The Branch shall maintain a List of Branch Members.

Section 5 (Representative Officer)

The head as well as the officers of the Branch should be elected by the General Membership Meeting as defined in Article 10.

Section 6 (Membership Fee for Branch)

The Branch shall collect its annual membership fee from its members as specified elsewhere.

Section 7 (Accounting)

The Branch shall appoint a Treasurer who administers all the revenues and expenses of the Branch by keeping all the necessary documents including ledgers. The Branch shall present treasury reports upon the request of the Board of Officers and the General Membership Meeting as occasion demands. The accounting of the Branch shall be inspected once a year by the Auditor of the Society.

Section 8 (Activities)

The Branch shall conduct the activities that follow Article 4 of the Constitution and By-Laws. The Head of the Branch shall report the summary of its activities at the Board of Officers as well as the General Membership Meeting as occasion demands.

**Article 12 (Miscellaneous Matters)**

Section 1

Amendments to or changes in the Constitution and By-Laws must be approved by every Officer first, and such changes can only become effective with the favorable vote of not less than two-thirds of the attending members entitled to vote.

Section 2

Any necessary matters which are not provided for by the Constitution and By-Laws but are necessary for the execution of Society activities shall be provided by the President after approval by the Officers.

Standard Procedures on Registration of the AOTS Alumni Societies

(AOTS Alumni Society Organizing Committee)

Article 1. AOTS shall request AOTS ex-trainees who wish to establish an AOTS Alumni Society according to the Guidelines for the Formation of AOTS Alumni Societies (hereinafter referred to as the Formation Guidelines) to form an AOTS Alumni Society Organizing Committee (hereinafter referred to as the Organizing Committee) as per the following procedures;

- (1) More than five AOTS ex-trainees who wish to establish an AOTS Alumni Society may form an Organizing Committee.
- (2) The Organizing Committee elects officers including the president, secretary general, treasurer and auditor.
- (3) The Organizing Committee draws up a draft constitution and by-laws referring to the separately prescribed sample of a constitution and by-laws for an AOTS Alumni Society.
- (4) The Organizing Committee announces its proposal to form an AOTS Alumni Society in a relevant country or a territory to the AOTS ex-trainees concerned, by presenting them with a draft constitution and by-laws along with a list of elected officers, and obtain the support of more than 20 AOTS ex-trainees.

(Application for Registration of AOTS Alumni Societies)

Article 2. AOTS shall request the following documents from the Organizing Committee to register the AOTS Alumni Society with AOTS;

- (1) Documents with the signatures of more than 20 AOTS ex-trainees to certify their attendance at the organizing meeting or their support for the formation of an AOTS Alumni Society, their endorsement of the draft of the Constitution and By-laws and their support to the elected officers,
- (2) Draft Constitution and By-laws,
- (3) List of Officers (president, secretary general, treasurer, auditor and others),
- (4) Address and telephone/fax numbers of the office,
- (5) List of Members (with AOTS Membership Numbers),
- (6) Photographs of the organizing meeting and the elected officers,
- (7) Documents stating that all the AOTS Alumni Societies concerned in the same country have agreed upon their respective territories if other Societies already exist in the country, and
- (8) Letterhead and logo mark (The AOTS Alumni Society may use a logo associated with the AOTS emblem.)

(Application for Registration of AOTS Alumni Societies' Branch)

Article 3. AOTS shall request the following documents from those who wish to register a Branch of AOTS Alumni Societies according to the Formation Guidelines;

- (1) Name of the Branch and the Constitution and By-laws of the Central Society that contains the conditions for the establishment of a Branch,
- (2) Name of the Branch representative(s) and contact address,
- (3) List of Branch members, and
- (4) Documents confirming the formation of the Branch endorsed by the Board of Officers of the Central Society along with specification of the territory to be covered by the Branch.

(Application for Registration of National Federations of AOTS Alumni Societies)

Article 4. AOTS shall request the following documents from the AOTS Alumni Societies in the same country that wish to register a National Federation (hereinafter referred to as the 'NF') of AOTS Alumni with AOTS;

- (1) Documents confirming that all the AOTS Alumni Societies in the same country have agreed upon the formation of the NF,
- (2) Constitution and By-laws of the NF, and
- (3) Name of the representative(s) and contact address of the NF.

(Procedures on Registration of the NF and its member Societies and Branches)

Article 5.

- 1) When Branches of AOTS Alumni Societies wish to register themselves with AOTS as independent AOTS Alumni Societies, they may apply for AOTS by following the procedures prescribed in Article 2. In this event, the AOTS Alumni Societies concerned in the same country may also apply for registration of the NF by following the procedures prescribed in Article 4.

- 2) If any group that satisfies all the conditions for the formation of an AOTS Alumni Society regards itself as a Branch due to some circumstances of the country concerned, it may apply for registration with AOTS as an AOTS Alumni Society according to the procedures prescribed in Article 2, instead of following the procedures for registration of a Branch prescribed in Article 3. In such a case, the NF shall submit documents to AOTS confirming that all member Societies in the same country have agreed upon the formation of the Branch according to the procedures prescribed in Article 4.

(AOTS's Examination of the Application for Registration)

Article 6. AOTS shall examine the applications from the Organizing Committees or Branches and NFs of AOTS Alumni Societies which wish to register themselves with AOTS by submitting the necessary documents, and shall register those who satisfy all the conditions outlined in the Formation for the Guidelines of AOTS Alumni Societies, Branches and NFs.

(Notification of Registered AOTS Alumni Societies)

Article 7. AOTS shall enter the names of the representatives and the contact addresses of registered Alumni Societies, Branches and NFs in the List of the AOTS Alumni Societies, and shall announce their formation in "KENSHU" magazine, and notify the information to related embassies and organizations.

(Registration with the Government as Non-profit Organizations)

Article 8. After registration with AOTS, the Alumni Society should register itself with the government as a non-profit organization according to the relevant laws of the country, and inform AOTS of the result.

(Monitoring of AOTS Alumni Societies' Activities)

Article 9. In order to monitor the activities of the AOTS Alumni Societies, AOTS shall periodically request them to provide AOTS with necessary information according to the separately prescribed Guidelines for Monitoring AOTS Alumni Societies' Activities, and the AOTS Alumni Societies must submit the information requested by AOTS.

(AOTS Alumni Societies under Formation)

Article 10. If an Organizing Committee has been formed to organize an AOTS Alumni Society, AOTS may announce the contact address of the Organizing Committee in "KENSHU" magazine and the List of AOTS Alumni Societies in order to assist the formation of the Society.

Guidelines for Monitoring the AOTS Alumni Societies' Activities

(Purpose of the Guidelines)

Article 1. AOTS shall ask AOTS Alumni Societies to report on their activities, and shall provide them with necessary advices in order to confirm that all the AOTS Alumni Societies are adequately operated according to the Guidelines for the Formation of the AOTS Alumni Societies (hereinafter referred to as 'Formation Guidelines').

(Items to Report)

Article 2. AOTS shall request reports from the AOTS Alumni Societies on the following items in the separately prescribed report form:

- (1) Outline of the Alumni Society
- (2) Office bearers and Membership
- (3) Outline of the Secretariat
- (4) Outline of the Activities
- (5) Financial Situation

(Reporters)

Article 3.

- 1) AOTS shall ask the AOTS Alumni Societies to submit reports on their activities and financial situation duly signed by the President or any other Officers and the Auditor who hold the right of representation in accordance with the Constitution and By-laws of the Societies.
- 2) If the activities and the accounts of the Branches and the National Federations are independent from those of the related AOTS Alumni Societies, AOTS shall ask them to submit reports duly signed by the Officer and the Auditor of the Branches and the National Federations who hold the right of representation in the same manner as prescribed in the preceding clause.

(Time to Report)

Article 4. In principle, AOTS shall ask the AOTS Alumni Societies to submit the reports in April every year on the above requested items for the nearest preceding fiscal year, and may ask them to provide additional information whenever necessary.

(Confirmation of Reported Contents)

Article 5.

- 1) AOTS shall examine the Alumni Societies' activity reports in order to confirm that the AOTS Alumni Societies concerned are adequately operated according to the Formation Guidelines.
- 2) In case the AOTS Alumni Societies have conducted collaborative activities with AOTS based on the Agreement Governing the Work Carried out Abroad in Connection with AOTS's Training Activities, AOTS shall receive financial statements from the AOTS Alumni Societies concerned and examine their revenues and expenditure in order to confirm that they did not collect any fees from the participants or companies and other bodies which participated in the collaborative activities except for the fees approved by AOTS in advance.

(Updating the Directory of the AOTS Alumni Societies)

Article 6.

- 1) AOTS shall maintain the Directory of the AOTS Alumni Societies by recording and updating the contents obtained by the reports from the AOTS Alumni Societies.
- 2) AOTS shall notify the related bodies and organizations of the List of the AOTS Alumni Societies based on the latest version of the Directory of the AOTS Alumni Society whenever needed.

(Guidance to the AOTS Alumni Societies and Revocation of Registration)

Article 7.

- 1) If activities of an AOTS Alumni Society deem to be inappropriate as per the reports in the Article 5, AOTS shall request the Society to make necessary improvements and to report the results of such improvements to AOTS within a designated period of time.
- 2) If activities of an AOTS Alumni Society do not deem to conform to the Formation Guidelines, AOTS shall point out their problems and request the Society to make necessary improvements and report the results of such improvements to AOTS within a designated period of time.
- 3) If the AOTS Alumni Societies concerned do not report the results of the improvements to AOTS as per prescribed in the preceding clauses, AOTS shall issue the notice of revocation of their registration, delete them from the List of the AOTS Alumni Societies and notify the result to related bodies and organizations.

Date :

To President of AOTS

Name of Reporter: (Signature)

Position:

Name of Alumni Society :

### **Report on the Activities of the AOTS Alumni Society and Its Financial Situation**

I hereby report to you on the activities of our Alumni Society and its financial situation as follows:

1. Outline of the Alumni Society
  - ① Date of Establishment, along with Date of Establishment of Branch Centers (if applicable)
  - ② Date of Registration with Government, Nature of the Registration (for Non-profit Organization)
  - ③ Name of Representative Officer and Contact Address, along with those of Branch Centers
  - ④ The Constitution and By-laws (please attach newest one) specifying Objectives of the Society, Membership, Territory Covered, Office Bearers and Committees and Term of Service, Membership Fee, General Assembly, Branch Centers, etc.
  - ⑤ Territory Covered, along with documents to confirm the Territory Covered by each Alumni Society where more than one Society exists in a country
  - ⑥ Sample of Letter Head and Symbol Mark
2. Office Bearers
  - 1) Name List of Office Bearers along with their photos, Term of Service, AOTS Membership No., Nationality, Present Employment & Position
    - ① Chairperson, President, Representatives
    - ② Vice Chairperson, Vice Presidents, Representatives of Branch Centers
    - ③ Secretary General
    - ④ Treasurer
    - ⑤ Auditor
    - ⑥ Others
  - 2) Advisors, Honorary Members, Past Presidents and Chairpersons, Term of Service
3. Membership  
Total Number of Members, Composition of General Members, Associate Members, etc., along with List of Members if possible.
4. Outline of Secretariat
  - ① Address
  - ② E-mail /Telephone, Fax, E-mail
  - ③ Office Space, Outline of Office Facilities
  - ④ Office Equipments
  - ⑤ Permanent Staff members
5. Outline of Activities
  - ① General Membership Meetings, Executive Committee Meetings and other Meetings held, with photos if available
  - ② Promotion of Friendship among the Members
  - ③ Cultural and Social Activities
  - ④ Recruiting and Dispatching Candidates for Training in Japan
  - ⑤ Organizing Local Seminars, Lectures and Training Programs
  - ⑥ Cooperation with AOTS Overseas Training Programs
  - ⑦ Other HRD and Industry Promotion Activities
  - ⑧ International Cooperation, WNF Programs
  - ⑨ Others
6. Financial Situation
  - ① Most recent Date of Auditing, Name of Auditor
  - ② Record of Operations organized in cooperation with AOTS, Revenues and Expenditures by Operations
  - ③ Main Revenues, Main Expenditures
  - ④ Revenues and Expenditures, Revenues and Expenditures by Operations, Net Worth Statement, etc., as per attached format.
7. Special Remarks

## 財務報告/Financial Report

### 1. 収支決算書/Revenues and Expenditures

支出/Expenditures	金額/Amounts	収入/Revenues	金額/Amounts
事業費/Operations		事業別収入/Revenues by Operation	
日本語講座/Language Class		日本語講座/Language Class	
セミナー/Seminars		セミナー/Seminars	
…		会員会費/Membership Fees	
管理費/Administration Costs		企業等寄付・補助/ Donations & Subsidies from Sponsors	
事務局員人件費/Staff Members		その他寄付金/Other Donations	
事務所維持費/Office Maintenance		募金/Fund Raising	
事業管理費/Operation Costs (printing, postage, telephone, etc.)		受取利息等/Interest, etc.	
その他管理費/Other Adm. Costs		その他/Miscellaneous	
寄付・積立/Contributions & Reserves			
その他支出/Miscellaneous			
当期支出合計/ Total Current Expenditure		当期収入合計/ Total Current Revenues	
当期収支差額/Current Balance		前期繰越収支差額/ Balance brought forward	
次期繰越収支差額/ Balance brought forward		収入合計/Total Revenues	

### 2. 事業別収支決算/Revenues and Expenditures by Operations

#### 1) 事業A/Operation A

支出/Expenditures	金額/Amounts	収入/Revenues	金額/Amounts
…		…	
当期支出合計/ Total Current Expenditure		当期収入合計/ Total Current Revenues	

#### 2) 事業B/Operation B

支出/Expenditures	金額/Amounts	収入/Revenues	金額/Amounts
…		…	
当期支出合計/ Total Current Expenditure		当期収入合計/ Total Current Revenues	

#### 3) 事業C/Operation C

…		…	
---	--	---	--

### 3. 貸借対照表/Balance Sheet

資産の部/Assets		負債の部/Liabilities	
科目/Items	金額/Amounts	科目/Items	金額/Amounts
<b>流動資産/Current Assets</b>		<b>流動負債/Current Liability</b>	
現金/Cash		未払い金/Payables	
普通預金/Ordinary Deposit		仮受金/Temporary Liability	
有価証券/Negotiable Securities		…	
未収金/Receivables			
仮払金/Temporary Expense			
前払費用/Prepaid Expense			
<b>固定資産/Fixed Assets</b>		<b>固定負債/Fixed Liability</b>	
基本財産/Basic Assets		…	
有形固定資産/Tangible Fixed Assets			
その他固定資産/Other Fixed Assets			
…		<b>負債合計/Total Liability</b>	
…		<b>正味財産/Net Worth</b>	
<b>資産合計/Total Assets</b>		<b>負債及び正味財産合計/ Total Liability and Net Assets</b>	

監査年月日/Date of Auditing:

監査人氏名/Name of Auditor:

署名/Signature:

Guidelines for Organizing the Convention of the AOTS Alumni Societies

(Purpose of Organizing the Convention)

Article 1. AOTS organizes the Convention of the AOTS Alumni Societies by inviting Representatives of the AOTS Alumni Societies to gather once every four years in principle. The objectives of the Convention are to facilitate cooperation among the AOTS Alumni Societies and to promote the AOTS activities according to the actual situation of developing countries by obtaining information on evaluation of AOTS activities and local training needs of developing countries through the exchanges of opinions between AOTS and AOTS Alumni Societies.

(Time and Place of the Convention)

Article 2. AOTS shall decide the time and the place of the Convention.

(Delegates to the Convention)

Article 3.

- 1) AOTS invites to the Convention the Representatives of registered AOTS Alumni Societies, their Branches (hereinafter referred to as Branches), National Federations (hereinafter referred to as 'NFs') and Regional Federations (hereinafter referred to as 'RFs') of the AOTS Alumni Societies.
- 2) Each AOTS Alumni Society may send their delegates to participate in the Convention including a Representative and an Assistant Representative of the Society.
- 3) The Branches of an AOTS Alumni Society may participate in the Convention as member(s) of the delegates of the central Society with the approval of the Society.
- 4) In principle, the Representative of a member Society of a NF should serve as the Representative of the NF to the Convention.
- 5) In principle, the Representative of a member Society of a RF should serve as the Representative of the RF to the Convention.
- 6) Officers of an AOTS Alumni Society other than the Representative and the Assistant Representative of the Society, or individual members of the Society who wish to attend the Convention may participate in the Convention as member(s) of the delegates with the prior approval of the Society.
- 7) AOTS ex-trainees of an AOTS Alumni Society Organizing Committees before registration with AOTS, or any individual AOTS ex-trainees from the areas where no AOTS Alumni Society is yet organized may attend the Convention as observers with the prior approval of AOTS.
- 8) AOTS dispatches relevant representative(s) to the Convention according to the agenda.

(Financing of the Convention)

Article 4.

- 1) AOTS will bear the costs needed for holding the Convention according to the AOTS Rules and Regulations.
- 2) When the Convention is to be held overseas with the cooperation of the AOTS Alumni Societies, AOTS shall decide to share the necessary costs after consultation with the concerned organization.
- 3) AOTS may subsidize the airfare and accommodation expenses of one Representative from each AOTS Alumni Society traveling from overseas according to the separately specified rule.

(Proceedings and Administration of the Convention)

Article 5.

- 1) AOTS establishes a secretariat consisting of AOTS directors and staff members for organizing the respective Convention.
- 2) AOTS proposes subjects to report and discuss at the Convention to the AOTS Alumni Societies in advance and decides upon the agenda of the Convention after receiving suggestions from the AOTS Alumni Societies.
- 3) The Chairperson of the Convention should be elected by the Representatives of the AOTS Alumni Societies from among themselves.
- 4) In principle, the Representatives of each Alumni Society, NF and RF should make an official report at the Convention.
- 5) The resolutions at the Convention should be resolved unanimously by the Representatives of the AOTS Alumni Societies.
- 6) The minutes of the Convention should be signed by the Chairperson and the Minutes Drafting Committee members, who shall be elected by the Representatives of the AOTS Alumni Societies from among themselves.

Ref. F

## Guidelines for Organizing the Conference of AOTS Alumni Societies' Regional Federations

(Purpose of Organizing the Conference)

Article 1. AOTS organizes the Conference jointly with the National Federations (hereinafter referred to as 'NFs') and Regional Federations (hereinafter referred to as 'RFs') of the AOTS Alumni Societies whenever needed in order to obtain information on evaluation of AOTS activities and local training needs of the country or the region.

(Time and Place of the Conference)

Article 2. AOTS shall decide upon the time and the place of the Conference after consulting with the member Societies representing the NFs and RFs (hereinafter referred to as the 'Secretariat Society').

(Delegates to the Conference)

Article 3.

- 1) The Secretariat Society shall invite the representatives of the member Societies to the Conference.
- 2) AOTS dispatches relevant representative(s) to the Convention according to the agenda.

(Financing of the Conference)

Article 4. AOTS may bear the following expenses of the Secretariat Society as well as those for the Representatives of invited AOTS Alumni Societies at their request;

- (1) Actual transportation expenses for one Representative from each AOTS Alumni Society who comes to the Conference by plane according to the AOTS rules.
- (2) Actual expenses related to accommodation of the Representatives from overseas, conference room rent, document preparation, domestic transportation, communication and other conference-related matters that the Secretariat Society pays for, subject to prior consent from AOTS.
- (3) Prior to the Conference, AOTS shall request the Secretariat Society to submit a budget plan to AOTS, and AOTS shall inform to the Secretariat Society about the expenses AOTS may cover. At this time, the Secretariat Society may ask AOTS for a partial payment in advance for the expenses.
- (4) After the Conference, AOTS shall request the Secretariat Society to submit a statement of accounts as soon as possible and AOTS shall finalize the payments with the Secretariat Society.

(Proceedings and Administration of the Conference)

Article 5.

- 1) AOTS proposes subjects to report and discuss at the Conference to the Secretariat Society in advance and decides upon the agenda of the Conference after consultation with the Secretariat Society.
- 2) The Conference may discuss the evaluation of AOTS activities and local training needs by country or by region and collaborative activities with the AOTS Alumni Societies in general.
- 3) In principle, the Representative of the Secretariat Society should serve as the Chairperson of the Conference.
- 4) Subjects that need to be resolved should be decided unanimously by the Representatives of the participating AOTS Alumni Societies.
- 5) The minutes of the Conference should be signed by the Representatives of the participating AOTS Alumni Societies and the AOTS representative.

Guidelines for Collaborative Activities with the AOTS Alumni Societies

(Recruitment and Recommendation of Participants to Training Courses in Japan

Article 1. AOTS may request cooperation of the AOTS Alumni Societies when recruiting participants of training courses organized in Japan as follows;

- (1) Recruitment and recommendation of participants for AOTS Training Courses
  - a. AOTS shall request the AOTS Alumni Societies that have concluded an Agreement Governing the Work Carried out Abroad in Connection with AOTS's Training Activities with AOTS to recruit and recommend participants for AOTS Management Training Courses in Japan.
  - b. AOTS shall accept direct applications for AOTS Management Training Courses from the overseas companies/organizations of would-be participants introduced by the AOTS Alumni Societies that have not concluded the Agreement described in the preceding clause.
- (2) Publicizing AOTS Management Training Courses and surveying training needs
  - a. AOTS shall publicize schedules and outlines of AOTS Management Training Courses, sending information directly to the AOTS Alumni Societies or through AOTS Overseas Offices as occasion demands.
  - b. AOTS shall survey training needs by sending questionnaires annually to the AOTS Alumni Societies and take the findings into consideration when planning AOTS Management Training Courses for the following fiscal year.
  - c. AOTS may organize Specified Management Training Courses for selected language groups and industrial fields such as entrepreneurs of SMEs in a country at the request of the AOTS Alumni Societies and other organizations in specific countries.
  - d. AOTS shall request the AOTS Alumni Societies which have not concluded an Agreement Governing the Work Carried out Abroad in Connection with AOTS's Training Activities with AOTS to refrain from collecting any expenses from the participants, their companies or organizations, etc., when cooperating with AOTS in publicizing AOTS Management Training Courses, introducing local companies/organizations, surveying training needs, etc. However, AOTS may cover the actual expenses incurred for these activities according to the separately prescribed guidelines.
- (3) Other Training Courses

With regard to AOTS Training Courses other than the Management Training Courses specified in the preceding clauses, AOTS may set separate guidelines for the Recruitment and Recommendation of Participants in the respective AOTS Training Courses and may accept participants with the cooperation of AOTS Alumni Societies.

(Overseas Training Programs)

Article 2. AOTS may request following cooperation of the AOTS Alumni Societies when organizing the AOTS Overseas Training Programs;

- (1) Publicizing AOTS Overseas Training Programs and surveying training needs
  - a. AOTS shall publicize schedules and outlines of the AOTS Overseas Training Courses, either by sending information directly to the AOTS Alumni Societies or through AOTS Overseas Offices as occasion demands.
  - b. AOTS shall survey training needs by sending questionnaires annually to the AOTS Alumni Societies and take the findings into consideration when planning AOTS Overseas Training Programs for the following fiscal year.
- (2) Cooperation with the Implementing Organization of AOTS Overseas Training Programs
  - a. AOTS shall introduce the AOTS Alumni Societies concerned to the Implementing Organizations of AOTS Overseas Training Programs (hereinafter referred to as the 'Implementing Organizations') when they need Local Cooperative Agencies according to the Guidelines for the Implementation of AOTS Overseas Training Programs.
  - b. AOTS shall request the AOTS Alumni Societies which cooperate with AOTS in implementing Overseas Training Programs to refrain from collecting any expenses incurred for these activities from the participants and the Implementing Organizations, etc. However, AOTS may cover the actual expenses incurred for these activities according to the separately prescribed guidelines.

(Lecturing Tours and Other Training Activities)

Article 3. In accordance with the Guidelines for the Lecturing Tours and Other Training Activities, AOTS may cooperate with the AOTS Alumni Societies in organizing and implementing training courses, lecturing tours and other training activities by sharing all or a part of expenses incurred in dispatching lecturers and experts.

(WNF Program)

Article 4. AOTS shall manage the WNF Program in accordance with the Guidelines for the Management of the WNF Program and seek to coordinate the WNF Program with the AOTS Overseas Training Programs and the Lecturing Tours and other training activities organized by the AOTS Alumni Societies.

(Overseas Publicity Activities for Returned Participants)

Article 5. AOTS shall supply the AOTS Alumni Societies and their Branches with the following materials and information to publicize AOTS activities in overseas countries and provide services for returned participants with the cooperation of the AOTS Alumni Societies;

(1) Provision of materials and information

- a. An up-to-date List of Members, showing returned participants for each fiscal year
- b. Information on training institutions and training programs in Japan and abroad, supplied by the International Training Information Center (ITIC)
- c. Information on distance learning programs, supplied by the Multi-Media Virtual Training Development Center (MVTC)
- d. Information on Japanese-language education, supplied by the AOTS Japanese Language Training Center (JLTC)

(2) Copying and translating of AOTS literature

- a. If an Alumni Society wishes to reproduce or translate an excerpt from KENSHU, AOTS's quarterly magazine, AOTS may permit this with the consent of the original author. The reproduced materials shall carry indications of the source as KENSHU, and samples of the reproduction shall be submitted to AOTS.
- b. If an Alumni Society wishes to reproduce or translate any books, videos or other publications belonging to AOTS into local languages for local publication, the term and conditions shall be stipulated elsewhere depending on the respective case.

(Training Survey Missions, etc.)

Article 6. When AOTS staff members and experts carry out a training survey mission, or when AOTS officers, lecturers or other personnel make an overseas visit, they may, through the good offices of an AOTS Alumni Society, have accommodation arranged for them, be met on arrival and seen off on departure, be provided with local orientation and information, and be given other such assistance. In such cases, the visitors' actual expenses for local travel, communications, meetings and so forth shall, as a principle, be borne by AOTS with the extent of the expenses to be borne being determined on a case-by-case basis based on the AOTS rules and regulations.

(Others Matters)

Article 7. AOTS may request the cooperation of the AOTS Alumni Societies with regard to the following activities incidental to training. The extent of the expenses to be borne by AOTS shall be based on the separately laid down criteria in accordance with the AOTS rules and regulations;

- (1) Matters relating to publicity of AOTS activities
- (2) Matters relating to promotion of Japanese-language training projects
- (3) Matters relating to promotion of distance-learning projects
- (4) Matters relating to services provided for AOTS ex-participants
- (5) Matters relating to surveys of ex-participants, surveys of the training needs of local industries, etc.
- (6) Other activities incidental to AOTS's training activities

The Rules for Making an Agreement Governing the Work Carried out Abroad  
in Connection with AOTS's Training Activities (Summary)

1. Purpose :  
AOTS shall conclude an Agreement with overseas organizations (including eligible AOTS Alumni Societies) as 'Collaborating Organizations' which publicize AOTS Management Training Courses and publicly advertise for participants for AOTS Regular Management Training Courses.
2. Required Qualifications of 'Collaborating Organizations':
  - (1) The organization should be registered with the government as a non-profit corporate body, or its activities as a non-profit organization should be recognized by the relevant authorities though the organization itself is not registered as a corporate body due to some circumstances of the country where the organization is located, and it should be allowed to conclude agreements with foreign institutions.
  - (2) The organization should be familiar with the objectives and training system of AOTS, with the aim of contributing to the development of industrial human resources and the industrial and economic development of the country through disseminating Japanese technology and management knowledge in the country where the organization is located.
  - (3) The organization should be capable of implementing the Work and be able to keep accounts based on the agreement along with submission of activity reports including an accounting report audited by an internal auditor or a chartered accountant.
  - (4) The organization should be able to assign a manager in charge of implementing the Work
3. Territory:  
Territories shall be defined if more than one Collaborating Organization is expected in the country.
4. The Work:  
The Work shall include recruitment and recommendation of participants in the AOTS Management Training Courses, pre-departure assistance to the participants such as providing orientation, confirmation of the return of the participants, evaluation of the outcome of training and other related work.  
The recruitment of participants shall be done publicly as a rule through public advertisement in newspapers or on the Internet or other methods.  
The Collaborating Organizations shall not screen the applicants by themselves but shall pass all the applications to AOTS along with necessary comments to each applicant after conducting interviews, examinations, checking the truth of submitted documents, etc.
5. Overseers:  
AOTS shall request one to three persons from JETRO and/or other Japan-related third party organizations in the territory of the Agreement to serve as the Overseers to consult them on the followings;
  - (1) The appropriateness of the draft Agreement Governing the Work Carried out Abroad in Connection with AOTS's Training Activities that AOTS will conclude with the Collaborating Organization,
  - (2) The appropriateness of the estimation of the expected expenditures by the Collaborating Organization and the assessment of the contract amount by AOTS,
  - (3) The appropriateness of the participant recruitment method by the Collaborating Organization,
  - (4) The appropriateness of the participant recommendation by the Collaborating Organization,
  - (5) The appropriateness of the publicity of AOTS activities and other related work by the Collaborating Organization,
  - (6) The progress of the Work conducted by the Collaborating Organization,
  - (7) The results of the Work conducted by the Collaborating Organization, and
  - (8) The final number of accepted participants by AOTS and the actual contract amount that AOTS paid to the Collaborating Organization.
6. Contract amount in the Agreement:  
The amount to be paid under the Agreement shall be fixed based on the number of accepted participants finalized by the Screening Committee for the training program implemented within the fiscal year of the Agreement.
7. Collection of Other Expenses:  
The Collaborating Organizations shall not collect any expenses other than those approved by AOTS from the applicants and companies sending the participants.

8. AOTS Alumni Societies which do not Conclude an Agreement with AOTS:  
The AOTS Alumni Societies which do not conclude the Agreement with AOTS may publicize AOTS training courses and introduce participants to AOTS. AOTS shall request them to refrain from collecting any expenses from the applicants and companies sending the participants, however, AOTS may cover the actual expenses if AOTS requested them to advertise the courses in newspapers, etc.
9. Specified Management Training Courses requested by companies, organizations, etc.  
When AOTS organizes Specified Management Training Courses at the request of the AOTS Alumni Societies and other organizations in Japan and abroad, AOTS shall request them to submit Applications for the Specified Management Training Course (tentative name) and shall determine the appropriateness of the implementation in accordance with the separately set forth criteria. In such a case, if the organizations or other bodies collect expenses for recruitment and recommendation, AOTS shall request them to enter the statement of the expenses in the Application and shall permit the collection of expenses at an appropriate amount.

Training Programs in Japan and Recruitment and Recommendation Methods of Participants (Tentative)

	Recruitment and Recommendation Methods of Participants					AOTS Training Programs in Japan			
						Technical Training	Management Training		
Territories for Recruitment	Companies and Organizations Recruiting and Recommending Participants	Applicants to AOTS	Recruitment Method	Local Administrative Expenses	Collection of Local Fee from Participants, etc.		General Orientation Courses organized by AOTS with Technical Training Programs planned by Japanese Host Companies	Management Training Courses organized by AOTS under its annual plan	Specified Management Training Courses organized by AOTS at the request of Applying Organizations
In Japan	Companies and Organizations in Japan	Companies and Organizations in Japan	AOTS shall make a public advertisement	AOTS shall not pay for the Recruitment Expenses	No fee shall be collected	A	○	○	×
	Organizations, etc. in Japan	Organizations, etc. in Japan	Organizations shall recruit participants as agreed by AOTS	AOTS shall not pay for the Recruitment Expenses	No fee shall be collected	B	/	×	○
In Overseas Countries	Collaborating Organizations under the Agreement with AOTS	Companies and individuals shall apply to AOTS through the Collaborating Organization	AOTS and the Collaborating Organizations shall make a public advertisement	AOTS shall pay agreed amount to the Collaborating Organization under the Agreement	AOTS shall not allow any fee collected	C	/	○	×
	AOTS Alumni Societies, etc. without the Agreement with AOTS	Companies shall apply directly or through AOTS Alumni Societies, etc. to AOTS	AOTS shall make a public advertisement and the AOTS Alumni Societies, etc. may circulate the information among local community	AOTS may pay actual advertisement cost as agreed in advance (Note #1.)	AOTS shall not allow any fee collected	D	/	○	×
	N.A. (Direct application to AOTS)	Companies shall apply directly to AOTS	AOTS shall make a public advertisement	AOTS shall not pay for the Recruitment Expenses	No fee shall be collected	E	/	○	×
	Organizations (Note# 2. )	Companies and individuals shall apply to AOTS through the Organization	The Organizations shall recruit participants as agreed by AOTS	AOTS shall not pay for the Recruitment Expenses	Relevant fee may be collected as agreed by AOTS in advance (Note #2.)	F	/	×	○
	Organizations (Note# 3. )	Companies and individuals shall apply to AOTS through the Organization	The Organizations shall recruit participants as agreed by AOTS	Subject to agreement between the Governments (Note #3.)	Subject to agreement between the Governments (Note #3.)	G	/	×	○ Planned as agreed between the Governments

- #1. AOTS shall not allow the AOTS Alumni Societies and any other organizations to collect local fee from participants, etc. to cover their recruitment cost. AOTS may, however, pay actual advertisement cost to the cooperating organizations if agreed in advance subject to evidence documents.
- #2. AOTS shall separately specify how to organize the Specified Management Training Courses at the request of Applying Organizations including the AOTS Alumni Societies which satisfy necessary conditions. The Application documents must include information on the training subject, training duration, number of participants, qualification for the participants, recruitment method, local administrative expenses, local fee to be collected from the participants, reasons for the collection, use of the collected amount, etc. If any local fee is collected, AOTS shall determine the appropriateness of the collected amount by consulting with the AOTS Alumni Societies concerned and any third parties in the territory.
- #3. If a Training Course is planned under government agreement, the recruitment of the participants shall be made as agreed by the concerned governments.

## Guidelines for the AOTS Lecturing Tours and Other Training Activities

### (AOTS Lecturing Tours)

Article 1. AOTS Lecturing Tours shall be training activities in which the lecturers dispatched by AOTS tour a country or region to offer expertise service at 1- or 2-day seminars planned, in principle, by more than one AOTS Alumni Society.

### (Registration of Request for AOTS Lecturing Tours)

Article 2. AOTS sends questionnaires to the AOTS Alumni Societies before December every year to obtain schedules of seminars and other training activities planned in next fiscal year by the AOTS Alumni Societies and their wishes to invite lecturers and experts from Japan.

### (AOTS Lecturing Tour Plan)

Article 3. AOTS shall select the seminars or other training activities to which AOTS may dispatch lecturers according to the following criteria based on the seminar plans and wishes to receive lecturers by the AOTS Alumni Societies. AOTS shall determine the schedule of AOTS Lecturing Tours for the next fiscal year starting from April by the end of March and inform the concerned AOTS Alumni Societies:

- (1) The appropriateness of the plan  
Training subjects, seminar objectives, conformity with the objectives of AOTS (publicity for AOTS ex-trainees, dissemination of training results, etc.), local training needs, expected participants, background of the seminar (alliance with QC Conventions, business exhibition, etc.) expected outcome and other matters.
- (2) Competence of the Organizing AOTS Alumni Society  
Competence to implement the program, past experience of similar seminars, financial capability of the AOTS Alumni Society which will organize the program (hereinafter referred to as the 'Organizing Alumni Society')
- (3) Implementing country/region  
Countries/regions with fewer numbers of AOTS Overseas Training Courses, WNF Programs, AOTS Management Training Courses and other training courses shall be given priority. Plans combined with the WNF Program and Lecturing Tours shall also be given priority.
- (4) Availability of lecturers to be dispatched  
The plans with higher feasibility considering the availability of lecturers to be dispatched shall be given priority.
- (5) Costs to AOTS  
Lower cost plans involving more AOTS Alumni Societies shall be given priority.

### (Seminars not Included in the Annual Plan)

Article 4. In addition to the annually planned seminars, when the AOTS lecturers or other related people make overseas trips for some reasons and are willing to offer their expertise while abroad, AOTS may contact the AOTS Alumni Societies concerned and organize seminars which are not included in the annual plan with the consent of the lecturers and within the limits of the AOTS budget.

### (Costs of Lecturing Tours and Other Training Programs)

#### Article 5.

- 1) AOTS shall include the expenses of Lecturing Tours in the annual financial plan in accordance with the Lecturing Tour plan for the next fiscal year.
- 2) AOTS may bear the expenses incurred in dispatching lecturers such as international airfare and honorarium for the lecturers, etc., based on the AOTS rules and regulations. AOTS may, when needed, cover the cost of translating and printing materials and the international airfare of accompanying interpreters based on the AOTS rules and regulations.
- 3) AOTS shall request the Organizing Alumni Society to bear the expenses incurred for the seminar itself such as cost of seminar room rent, recruitment of participants, interpreters, printing materials, certificates as well as expenses for the lecturer incurred in the country such as accommodation and other costs to receive the lecturers.
- 4) The Organizing Alumni Society may charge the seminar participants appropriate participation fee to cover the above-mentioned local costs, and may generate funds for their activities.
- 5) AOTS may bear the accommodation cost for lecturers based on the AOTS rules and regulations when the Organizing Alumni Society belongs to LLDC.

(Provision of a Lecturing Tour Plan and a Report of the Results)

Article 6.

- 1) AOTS shall request the Organizing Alumni Society to submit a plan of the seminar and other training activities and an income/expenditure plan to AOTS prior to the seminar to obtain the consent of AOTS.
- 2) AOTS shall permit the Organizing Alumni Society to organize the seminar or other training activities with the cooperation of other organizations/companies.
- 3) AOTS shall request the Organizing Alumni Society to inform AOTS of the progress of preparation when occasion demands in order to ensure steady preparation in accordance with the plan approved by AOTS such as accommodation arrangement, participant recruitment, material preparation, interpreters, certificates, schedule to receive the lecturer, etc.
- 4) AOTS shall request the Organizing Alumni Society to evaluate the seminar including summary of the evaluation questionnaires by the participants and submit the evaluation results with a financial report to AOTS as soon as possible after the completion of the seminar.

## **Basic Guidelines for the WNF**

The WNF Management Committee adopted the following revised Basic Guidelines at its 6th Meeting, held in Mumbai, India, on 12 September 2006.

### **(Historical Background)**

In November 1992, at the 3rd Convention of the AOTS Alumni Societies, held in Jomtien, Thailand, the AOTS Alumni Exchange Fund was established to promote the AOTS Inter-Alumni Societies Resource Exchange Program, inspired by the ideals of equal -partnership and self-reliance to help achieve human resource development in developing countries. The Fund aimed at raising 100 million Japanese yen within 5 years, which was successfully attained by the end of March 1997.

In September 1997, at the 5th Convention of the AOTS Alumni Societies, held in Aichi, Japan, the World Network of Friendship was established and the 1st WNF Management Committee Meeting was held accordingly.

In November 1998, at the 2nd WNF Management Committee Meeting, held in Dhaka, Bangladesh, the AOTS Alumni Exchange Fund and the AOTS Inter-Alumni Societies Resource Exchange Program were renamed as the WNF Fund (hereinafter referred to as “the Fund”) and the WNF Program (hereinafter referred to as “the Programs”) respectively.

In December 2001, at the 3rd WNF Management Committee Meeting, held in Kuala Lumpur, Malaysia, in October 2002, at the 4th WNF Management Committee Meeting, held in Colombo, Sri Lanka, and in January 2004, at the 5th WNF Management Committee Meeting, held in Chennai, India, relevant revisions were made to the Basic Guidelines for the WNF and the Guidelines for the Management of the WNF Program.

(Mission of the WNF: The Creation of a Better World through the Ties of Friendship and the Individual as well as Collective Endeavors of Our Members.)

Article 1. The World Network of Friendship (WNF) was formed with the consensus of all the AOTS Alumni Societies as a non-profit voluntary network linking the AOTS Alumni Societies and AOTS into one global family in order to promote mutual respect and friendship amongst all the peoples of the world. The WNF seeks to empower individuals and organizations in developing countries who are committed to the social and economic development of their own communities, based upon a belief in self-help and equal-partnership, through developing human resources, exchanging information and learning from each other’s experience.

### **(Vision of the WNF)**

Article 2. The WNF has a common vision of a future world transcending national borders where all the peoples, irrespective of nationality, race, class, religion, gender or ideological belief, are treated as equals. The WNF supports and promotes a wider movement within the framework of the Fund and the Programs for the social and economic

development of the communities where the AOTS Alumni Societies are established in order to enlarge activities for the sustainable development of such communities. Special consideration shall be given to human resource development and preservation of the environment by applying the WNF initiative through various channels for the transfer of appropriate technology in order to create a better world in the 21st century.

(Objectives of the Fund and the Programs)

Article 3. The WNF primarily promotes the Programs proposed by the AOTS Alumni Societies, by utilizing the resources of the Fund which accumulates generous contributions from individuals as well as organizations around the world that share the spirit and the vision of the WNF in the following areas:

- 1) Planning and implementing the Programs proposed by the AOTS Alumni Societies in order to promote the transfer of appropriate technology through the exchange of human resources among developing countries.
- 2) Embodying the spirit of self-help and equal-partnership through human resource development activities among the AOTS Alumni Societies.
- 3) Promoting social and cultural exchange for the benefit of communities around the world by strengthening friendship and cooperation.
- 4) Managing and increasing the value of the Fund, and harnessing its financial resources for the promotion of the Programs.

(WNF Management Committee)

Article 4. In order to manage the Fund and to promote the Programs, the WNF Management Committee (hereinafter referred to as "the Committee") shall be formed as follows:

- 1) The Committee shall consist of seven members: one representative from each of the six Regional Federations of the AOTS Alumni Societies around the world and one representative from AOTS.
- 2) In principle, a representative of the Secretariat Society of each Regional Federation shall serve as the representative of that Federation to the Committee; otherwise, the Secretariat Society shall nominate an appropriate representative of another member Society of the Federation to represent the Federation.
- 3) A Chairperson, a Vice Chairperson and a Reporter of the Committee shall be elected by and among the Committee members at each Meeting to serve those posts till the next Committee Meeting, and the AOTS representative shall serve as a Secretary General of the Committee.
- 4) In principle, the Meeting shall be organized at the time of the Convention of the AOTS Alumni Societies, or at the time of the Regional Federation Conference and other occasions if needed.
- 5) The time and place of the next Committee Meeting shall be decided by the Secretary General after consultation with the Chairperson and each Committee member.
- 6) AOTS shall disburse the necessary expenses for holding the Committee Meeting out of the Fund with the approval of the Committee in accordance with the Guidelines for Organizing the Conference of the AOTS Alumni Societies' Regional Federation.
- 7) Adoption and revision of the Basic Guidelines for the WNF shall be made by a majority vote of at least five attending members in the Meeting excluding the Secretary General.

- 8) Decisions of the Committee may also be made by the consensus of all the Committee members through the Internet, etc., without convening a Meeting.

(Role of the Committee)

Article 5. The Committee shall entrust the administration of the Fund to AOTS in accordance with the following guidelines:

- 1) The Committee shall set the target amount of contributions and the management policies surrounding the fund-raising in order to constantly increase the value of the Fund, and shall entrust the administration of the Fund to AOTS.
- 2) The Committee shall decide the implementation policies and selection criteria of the Programs in order to ensure appropriate administration of the Programs by AOTS, and shall evaluate the results after completion of the Programs.
- 3) The Committee shall approve an annual plan of the Programs prepared by AOTS.
- 4) The Committee shall provide advice to AOTS on important issues concerning the administration of the Fund and the Programs, as well as collaborative relations between the AOTS Alumni Societies and AOTS.
- 5) The Committee shall propose to the AOTS Alumni Societies the methods of publicizing WNF activities and effective use of the WNF Logo in order to promote the WNF vision to gain the understanding and support of the world community.

(Administration of the Fund)

Article 6. The Committee shall entrust the administration of the Fund to AOTS in accordance with the following guidelines:

- 1) AOTS shall manage the Fund in the most safe and advantageous investment instruments.
- 2) AOTS shall cooperate with the AOTS Alumni Societies to promote fund-raising in order to increase the total amount of the Fund.
- 3) AOTS shall draw up an annual plan for budgeting the Programs of each fiscal year according to available funds, and disburse the necessary expenditure for the Programs from the annual budget.
- 4) Any expenditure not stipulated in the Guidelines for the Management of the WNF Program shall be approved by the Committee except for miscellaneous commission fees in accounting transactions.
- 5) AOTS must annually report on the revenue/expenditure of the Fund and the results of the Programs to the Committee as well as all the AOTS Alumni Societies, and also publicize them.

(Administration of the Programs)

Article 7. The Committee shall entrust the administration of the Programs to AOTS in accordance with the following guidelines:

- 1) AOTS shall stipulate Guidelines for the Management of the WNF Program to be approved by the Committee and draw up an annual plan of the Programs for each fiscal year and implement those Programs approved by the Committee. In the case of Programs not requiring a subsidy from the Fund, however, such Programs shall be

added to the annual plan upon approval by the Committee.

- 2) In principle, the annual budget shall be allocated equally amongst the Regional Federations of the AOTS Alumni Societies and the member countries.
- 3) The Committee shall give priority to the following human resource development programs proposed by the AOTS Alumni Societies for the social and economic development of their communities, provided that they satisfy higher public interest and cost-effectiveness:
  - (1) Those programs requiring a subsidy of less than US\$10,000 per program.
  - (2) Those programs implemented in a region where few programs have so far been implemented.
  - (3) Those programs between different Federations, particularly those intended for promoting the development of the African region.
  - (4) Those programs related to social infrastructure and/or environmental issues of the participants' countries.
  - (5) Those programs conducive to the industrial development of the participating countries and with a wider chance of application to the participants' organizations.
  - (6) Those programs organized by an AOTS Alumni Society and/or its members in the field of industries well represented in the host country.
  - (7) Those programs promoting social and cultural exchange among participants.
  - (8) Other programs as may be deemed appropriate to the conditions of sending/host countries.
- 4) The participants or the experts of the Programs shall be selected as follows:
  - (1) Relevant qualifications for participants/experts shall be specified for respective Programs,
  - (2) Fair opportunities shall be given to qualified candidate participants/experts for selection, and
  - (3) Fair and strict recommendation and selection shall be made for each participant/expert.
- 5) The expenses required for implementing the Programs may be financed not only by the Fund but also other sources in line with the Mission and Objectives of the WNF such as donations, contributions, participation fees, etc.

(Evaluation of the Programs)

Article 8.

- 1) On completion of the Programs, the Committee shall evaluate them based on the following criteria, and give feedback on the evaluation results for the planning of the Programs in following years:
  - (1) Participants' satisfaction with the results of the Programs,
  - (2) Professional capability of the implementing organization,
  - (3) Administrative capability of the host Alumni Society,
  - (4) Administrative capability of the sending Alumni Society, and
  - (5) Cost-effectiveness of the Programs.
- 2) At the request of the host organization, the Committee may issue certificates to the participants.
- 3) At the request of the host organization, the Committee may issue letters of appreciation to organizations and individuals that cooperated with the Programs.

## **Guidelines for the Management of the WNF Program**

(The Programs Organized under the WNF Program)

Article 1. The following programs may be organized under the WNF Program:

- (1) Training programs and seminars for participants from overseas countries
  - a. Training programs and seminars organized by an AOTS Alumni Society (hereinafter referred to as the 'Host Alumni Society') for the participants from other AOTS Alumni Societies overseas (hereinafter referred to as the 'Participating Alumni Societies'),
  - b. The implementing organization shall preferably be an organization related to the Host Alumni Society or a company/organization where members of the Host Alumni Society work,
  - c. The fields of training should cover industries that are well represented in the country where the Host Alumni Society is located and are conducive to the industrial development of the countries where the Participating Alumni Societies are located, and
  - d. The duration of the program with the WNF subsidy should be not longer than six weeks as a rule.
- (2) Seminars and technical/managerial consultation services by inviting foreign experts
  - a. Seminars and technical/managerial consultation services conducted by the Host Alumni Society by inviting experts as lecturers/instructors from other AOTS Alumni Societies overseas (hereinafter referred to as the 'Sending Alumni Societies'),
  - b. The experts concerned shall play the main role in the program, and
  - c. The duration of the program with the WNF subsidy should be not longer than seven days as a rule.
- (3) International conventions and seminars by inviting foreign experts/participants from overseas countries
  - a. International conventions and seminars conducted by the Host Alumni Society with the purpose of social/cultural/managerial/technical exchange by inviting experts as lecturers/presenters and/or participants from other AOTS Alumni Societies overseas.
  - b. International conventions and seminars should be planned or supported by the Regional Federation of the AOTS Alumni Societies and backed by all the member Alumni Societies of the Federation, and they should not be held in the same region more than twice within the same fiscal year.
- (4) Other programs
  - a. Overseas study tours, AOTS Lecturing Tours and other programs conducted by the Host Alumni Society with the purpose of social/cultural/managerial/technical/business exchange by inviting participants from other AOTS Alumni Societies overseas.

(Cost Sharing)

Article 2. AOTS shall request the Host Alumni Society, the Participating Alumni Societies and the Sending Alumni Societies to share the costs of the program as prescribed below and shall subsidize the necessary expenses from the WNF Fund for the program implementation:

- (1) International airfare
  - a. AOTS shall request the Participating Alumni Societies to guarantee the payment of international airfares and

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other expenses incurred in the international travel of the participants.

- b. AOTS shall request either the Host Alumni Society or the Sending Alumni Societies to guarantee the payment of international airfares and other expenses incurred in the international travel of the experts based on the prior agreement between the Host Alumni Society and the Sending Alumni Societies.
- c. If both the Host Alumni Society and the Sending Alumni Societies wish to receive subsidies for the international airfare of the expert from the WNF Fund, AOTS may subsidize the international airfare of the said expert according to the Application/Payment Procedures for the Daily Allowance and the International Airfare Subsidies. This does not, however, include the international airfare of experts attending international conventions and seminars. AOTS shall pay the actual amount of the international airfare within the limits of the round-trip economy class airfare of the standard route according to IATA criteria.

(2) Daily allowance

- a. In principle, AOTS shall request the participants and the experts to pay for their accommodation and shall request the Host Alumni Society to prepare appropriate board and lodging for the participants and the experts during the program period including holidays.
- b. On application from the Host Alumni Society, AOTS may provide up to US\$50 per participant as a daily allowance subsidy through the Host Alumni Society during the program period plus two days for arrival and departure.
- c. On application from the Host Alumni Society, AOTS may provide up to US\$100 per expert as a daily allowance subsidy through the Host Alumni Society for the duration of the service period plus two days for arrival and departure for a maximum of seven days.

(3) Program costs and other expenses

- a. AOTS shall request the Host Alumni Society to guarantee the payment of the expenses incurred in the country for the program including provision of appropriate local transport.
- b. AOTS shall permit the Participating Alumni Societies or the Sending Alumni Societies to share a part of the program expenses that is supposed to be borne by the Host Alumni Society based on the prior agreement between the Host Alumni Society and the Participating Alumni Societies or the Sending Alumni Societies. However, the Host Alumni Society is not allowed to deduct the above share of the Participating Alumni Societies or the Sending Alumni Societies nor any local program expenses out of the daily allowance subsidy to the participants.

(Application/Payment Procedures for the Daily Allowance and the International Airfare Subsidies)

Article 3. Application and payment procedures for the daily allowance and the international airfare subsidies are prescribed below:

- (1) Application to AOTS to have a program included in the annual WNF Program plan for the next fiscal year
  - a. In principle, AOTS shall receive the WNF Program implementation plans from the AOTS Alumni Societies which are planning the programs for the next Japanese fiscal year (starting from April) until the end of February.
  - b. AOTS shall request the Host Alumni Societies that wish to receive the daily allowance subsidy for participants and experts, and both the Host Alumni Societies and the Sending Alumni Societies that wish to receive the

international airfare subsidy for experts from the WNF Fund, based on the preceding clauses, to provide an outline of the planned program (field of program, duration, implementing organization, instructors/lecturers/experts, place, number of participants, qualifications of participants, expenses, etc.), the amount of subsidy they wish to apply for and its breakdown.

(2) Approval of the annual plan by the WNF Management Committee

- a. Based on the Basic Guidelines for the WNF and these Guidelines, AOTS shall examine the WNF Program implementation plan submitted by each AOTS Alumni Society by the end of March as a rule, and shall formulate an annual plan for the new fiscal year.
- b. AOTS shall circulate among the WNF Management Committee members the annual plan for the new fiscal year, which is formulated based on the WNF Program implementation plans submitted by the AOTS Alumni Societies, for approval of the Committee in April as a rule.
- c. AOTS shall issue an Approval Notice of the WNF Management Committee to the Host Alumni Societies by the end of April as a rule.
- d. At the time of final application for the subsidy by each Host Alumni Society, AOTS may accept modifications to the annual WNF Program already approved by the Committee regarding the duration and timing of the program, number of participants/experts and the names of the Participating/Sending Alumni Societies.
- e. AOTS may propose additional programs to the Committee when any approved plans are withdrawn or any surplus is expected in the stipulated annual budget of the fiscal year.

(3) Approval of the WNF Program implementation plans without the WNF subsidy

When an AOTS Alumni Society submits several programs for the annual WNF Program plan in one fiscal year, AOTS may propose that the Committee approve some programs without the WNF subsidy as additional programs in the annual plan.

(4) Application for the daily allowance and the international airfare subsidies

With regard to the program approved by the WNF Management Committee, AOTS shall request the Host Alumni Society and the Sending Alumni Societies to apply for the daily allowance and the international airfare subsidies with the procedures prescribed below by no later than one month before the start of the program:

- a. Application for the daily allowance subsidy for participants attending the training programs and seminars  
AOTS shall request the Host Alumni Societies to submit an application form for the daily allowance subsidy for the participants in the separately prescribed format. The application shall contain the list of participants, number of participants and the amount of subsidy being applied for as well as an outline of the program (field of training, duration, training contents, instructors/lecturers/experts, training methods, language to be used, training materials, implementing organization, training place, accommodation, allowances for the participants, statement of training expenses, qualifications of participants, application procedures and other requirements to accept the participants). When the Host Alumni Society asks the Participating Alumni Societies to bear a part of the training expenses, a document that contains the agreement on the partial payment of the training expenses by the Participating Alumni Societies should be attached.
- b. Application for the daily allowance subsidy for experts providing seminars and technical/managerial consultation services  
AOTS shall request the Host Alumni Society to submit an application form for the daily allowance subsidy for

the experts in the separately prescribed format. The application shall contain the resumes of the experts and the amount of the subsidy being applied for as well as an outline of the program (field of program, duration, program contents, methods, language to be used, materials, implementing organization, place, accommodation, allowances for the experts, statement of expenses, number of participants, qualifications of participants, etc.).

- c. Application for the daily allowance subsidy for participants and experts attending the international conventions and seminars, overseas study tours, etc.

AOTS shall request the Host Alumni Society to submit an application form for the daily allowance subsidy for the participants and experts in accordance with the application procedures in the preceding clauses. In the case of the international conventions and seminars, a document stating that the Regional Federation of the AOTS Alumni Societies has planned or supported the proposed program and that all the member Societies support it shall be attached to the application form.

- d. Application for international airfare subsidy for experts

AOTS shall request the Sending Alumni Societies or the Host Alumni Society to submit an international airfare subsidy application form for the experts. This should contain the amount of subsidy being applied for and its breakdown in detail. An estimate of the airfare prepared by the travel agency that will issue the air tickets and a document that contains the agreement between the Host Alumni Society and the Sending Alumni Societies on the payment of the international airfares and other expenses incurred in the international travel of the experts shall be attached to the application form.

- (5) Payment of the daily allowance and the international airfare subsidies

- a. When the Host Alumni Society gives the daily allowance subsidy to the participants and the experts, AOTS shall request the Host Alumni Society to pay it in installments for the appropriate period, and then ask AOTS to reimburse the payment after the program is completed and the amount of payment is finalized.
- b. On application from the Host Alumni Society, AOTS may remit in advance 70% of the applied daily allowance subsidy amount for the participants and the experts to the Host Alumni Society.
- c. On application from the Sending Alumni Societies or the Host Alumni Society, AOTS may pay the international airfare subsidy for the experts, which is equal to the airfare charged by the travel agency issuing the air tickets for the experts.

- (6) Adjustment of the payment of the daily allowance and the international airfare subsidies

- a. At the request of payment for the daily allowance subsidy by the Host Alumni Society after the completion of the program, AOTS shall reimburse the actual expenses to the Host Alumni Society within the limits of the amount of the subsidy approved by the WNF Management Committee as a rule.
- b. If AOTS remitted in advance the daily allowance subsidy to the Host Alumni Society, AOTS shall pay to the Host Alumni Society on its request after the completion of the program the difference between the actual expenses and the already remitted amount within the limits of the amount of the subsidy approved by the WNF Management Committee as a rule.
- c. In the preceding clause, if the already remitted amount is larger than the actual expenses, AOTS shall request the Host Alumni Society to pay back the difference.
- d. When adjusting the payment of the daily allowance subsidy with the Host Alumni Society based on the preceding clauses, AOTS shall request the Host Alumni Society to submit copies of the receipts indicating the

total amount of the daily allowance expenses given to the participants and the experts and its breakdown with the signatures of the recipients, as well as copies of the passports of the participants and the experts. When settling the payment of the international airfares for the experts with the Host Alumni Society or the Sending Alumni Societies, AOTS shall request them to submit receipts of the airfares that the Host Alumni Society or the Sending Alumni Societies paid to the travel agency and copies of the air tickets.

(Selection Procedures of Participants and Experts)

Article 4. AOTS sets down the following selection procedures for participants and experts and shall ask the concerned organizations/people to comply with them:

- (1) AOTS shall request the Host Alumni Society to prepare an outline of the program approved by the WNF Management Committee, and send it to the Participating Alumni Societies or the Sending Alumni Societies well in advance.
- (2) AOTS shall request the Participating Alumni Societies and the Sending Alumni Societies to select candidate participants and candidate experts after a fair and strict screening.
- (3) AOTS may request National Federations and/or Regional Federations of the AOTS Alumni Societies to serve as the Participating Alumni Societies and/or the Sending Alumni Societies when the Host Alumni Societies are planning to invite participants and/or experts from the region.
- (4) When the Host Alumni Society is planning to invite participants and/or experts from a region where no AOTS Alumni Society is formed by specifying the reasons for the plan, AOTS may request member Societies of the Regional Federation of the AOTS Alumni Societies in the region to serve as the Participating Alumni Societies and/or the Sending Alumni Societies for the program.
- (5) AOTS shall request the Participating Alumni Societies to submit the application forms to the Host Alumni Society and AOTS by the deadline along with the CVs and photos of the candidates, a letter of recommendation by the President of the Participating Alumni Societies and a document that confirms the payment of the sending expenses.
- (6) AOTS shall request the Sending Alumni Societies to submit to the Host Alumni Society and AOTS the CVs and photos of candidate experts along with a letter of recommendation by the President of the Sending Alumni Societies by a designated date.
- (7) AOTS shall select appropriate participants and experts from the candidates in cooperation with the Host Alumni Society.
- (8) AOTS shall request the Host Alumni Society to send invitation letters along with information on conditions for acceptance, visa and international travel procedures, etc., to the selected participants and experts through the Participating Alumni Societies and the Sending Alumni Societies.

(Implementation Procedures of the Program)

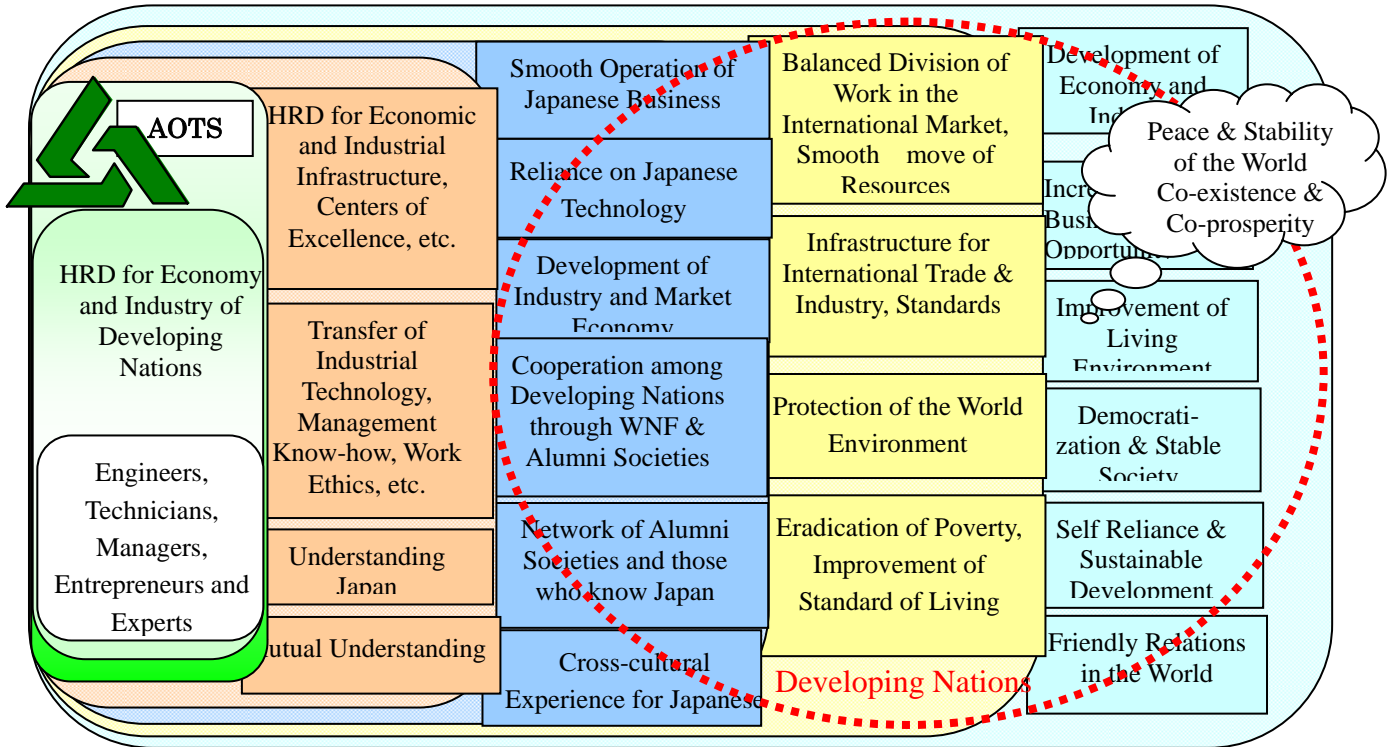
Article 5. AOTS sets down the following implementation procedures for the program and shall ask the concerned organizations/people to comply with them:

- (1) AOTS shall request the Participating Alumni Societies and the Sending Alumni Societies to provide appropriate pre-departure information including an outline of the program and the necessary procedures for

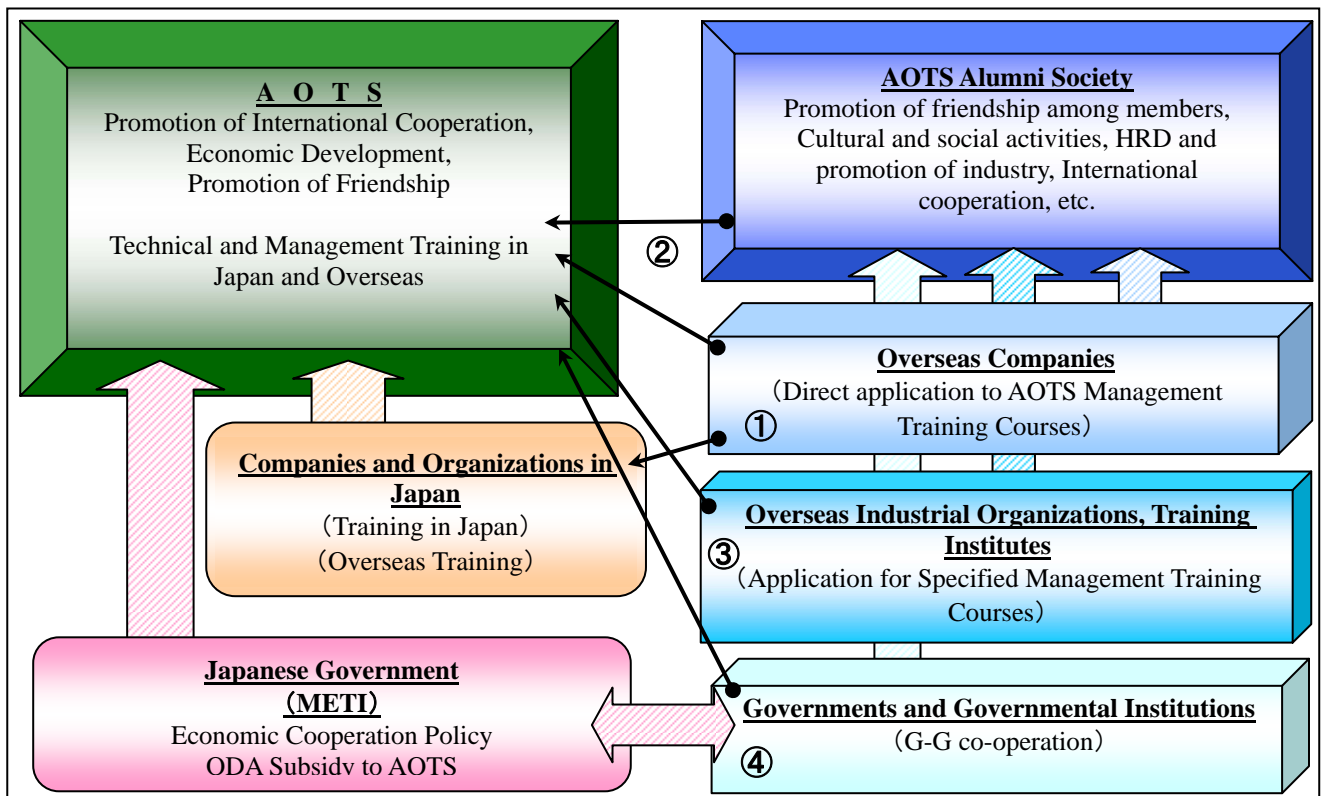
international travel to the participants and the experts, clearly telling them to return to their countries upon the completion of the program, and to inform the Host Alumni Society of the schedule of their arrival.

- (2) AOTS shall encourage the Participating Alumni Societies and the Sending Alumni Societies to insure the participants and the experts with an injury and sickness insurance policy for overseas travel with the Participating Alumni Societies and the Sending Alumni Societies as the recipients of the policy.
- (3) AOTS shall request the Host Alumni Society to appoint a coordinating officer whose role shall be to receive the participants and experts, arrange accommodation, give guidance and relevant orientation as well as information concerning the program and/or any other matters deemed important.
- (4) AOTS shall encourage the Host Alumni Society to issue a certificate to the participants who completed the program.
- (5) AOTS shall request the Host Alumni Society to obtain reports including the results of the program and a general evaluation of the program from the participants.
- (6) AOTS shall request the Host Alumni Society to obtain general evaluation reports of the program from the experts through the Sending Alumni Societies.
- (7) AOTS shall request the Host Alumni Society to submit a final report of the program (finalized program duration, outline of the program, actual expenses of the program, evaluation on the participants and on the results of the program, unsatisfactory points, and areas that need improvement, etc.) together with the reports of the participants and evaluations of the experts to AOTS, the Participating Alumni Societies and the Sending Alumni Societies.
- (8) AOTS shall report the progress of the WNF Program in AOTS's semi-annual magazine as occasion demands.

1. Mission of AOTS



2. Partners of AOTS Training Activities



- ① AOTS Regular Training Program and Overseas Training Program in collaboration with Japanese companies/organizations assisted by financial aid from METI.
- ② Management Training Courses organized at the requests of AOTS Alumni Societies and overseas companies/organizations.
- ③ Specified Management Training Courses organized at the requests of Applying Organizations (industrial organizations, training institutions, AOTS Alumni Societies, etc.)
- ④ HRD Programs for industrial structure improvement, usually under agreement between the governments, such as Centers of Excellence (COE) Program, to promote HRD with public initiative.
- ⑤ Other Training Programs.

3. Relationship of AOTS and AOTS Alumni Societies

