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May 2012

Ministry of Economy, Trade and Industry (METI)

The METI Global Internship Program (DRAFT)

1. Outline of the program

1) Background

Trends toward globalization of world economy have dramatically affected the Japanese industries, especially those infrastructure related enterprises and SMEs. In such circumstances, demands for acquisition and development of human resources who can actively perform their leadership and managerial capabilities in the global markets are rapidly increasing. Japanese young people, however, in general are said to be domestic-oriented and reluctant to challenge in overseas, thus it is urgently required to strengthen their abilities and skills as "global human resources" in order to achieve the said goals.

This program will provide those young Japanese business people and university students with the actual working experience in developing countries and eventually it is expected to lead them to be able to play active roles in the global business scene.

2) Overview

In this program, HIDA and JETRO will dispatch young Japanese business people and university students to the developing countries (mainly Asian countries) as the METI interns (hereafter referred as "the intern(s)") and provide them with working experience in the real operational sites at the private companies, governmental organizations or industrial associations. Approximately 100 companies / organizations are anticipated to participate in this program as hosting companies/organizations and will receive 50 to 100 interns in total. The term of the internship will be from 3 to 6 months between September 2012 and February 2013. This internship program also includes pre-departure domestic training courses and workshop for achievement presentation after returning to Japan.

3) Purpose and goals

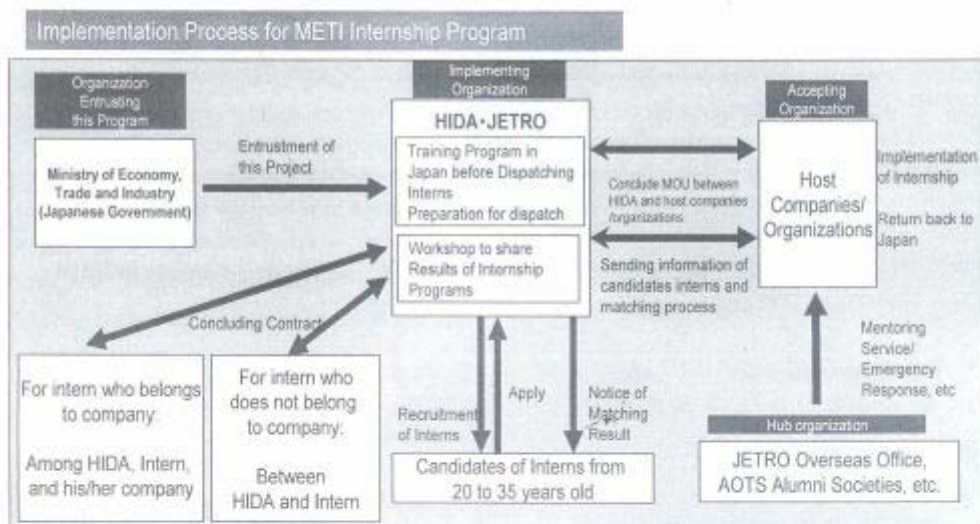
From this internship program, the interns are expected to acquire and enhance the following skills and abilities required as "global human resources" who can perform outstanding leadership and management capabilities in the ongoing competitive global business scene:

- a) Business skills and know-how which are inevitable to establish competitive advantages in the global markets.
- b) To acquire effective communication skills in multi-cultural business environment.
- c) To build up sense of self-confidence, aggressiveness, toughness.

It is also expected that they will draw concrete outputs such as market-surveys or investigations on technological trends in the dispatched countries for further global business expansion of their own companies. The interns are also encouraged to maximize the opportunities to create cross-border networking of the people in the dispatched countries.

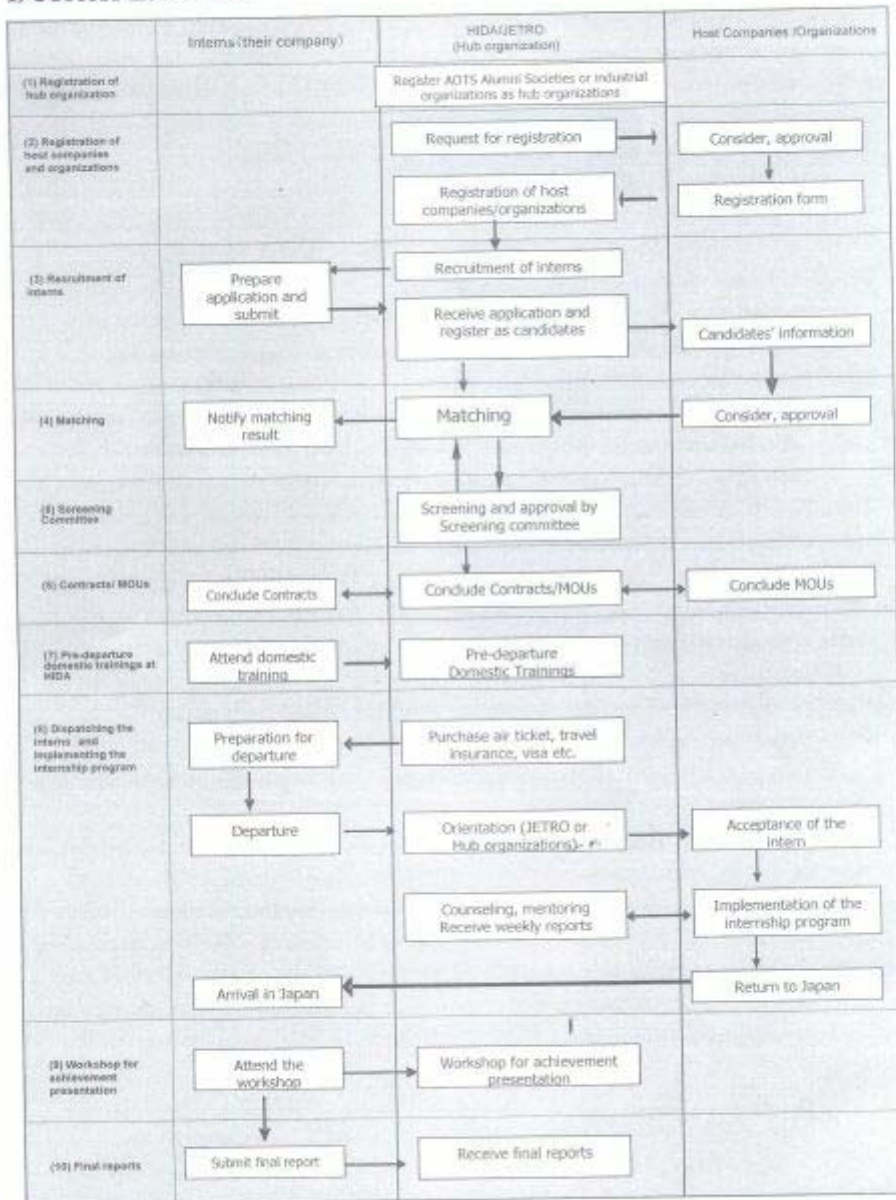
This program also aims at the benefits for the host companies/organizations which they can understand the Japanese business philosophies and customs through cultural and technical interchange with the interns and expand prospective new business opportunities by building up networks with the Japanese companies dispatching the interns.

4) Diagram of structure of the program



2. Program Contents

1) Process flow chart



2) Detailed process flow

(1) Registration of "Hub organization" (April to May 2012)

HIDA will request AOTS Alumni Society(s) or industrial association(s) in each country to be registered as "Hub organization(s)" and ask for the necessary cooperation and coordination for the smooth implementation of the program. The hub organization will assign a "program coordinator" for this internship program.

(2) Registration of host companies /organizations (April to May 2012)

HIDA will register private companies, governmental organizations and industrial associations as host companies/organizations which will accept the interns and conduct the internship programs.

[Requirements of the host companies /organizations]

Host companies and organizations should have the following qualifications.

- Host companies/organizations should be private companies, governmental organizations or industrial associations in developing countries.
- Host companies/organizations should be able to accept interns with appropriate internship programs and management systems.
- Terms of the internship program are, in principle, 6 months between September 2012 and February 2013. The terms are adjustable from 3 months to 6 months based on the conditions of each host company / organization and the intern.
- Number of interns: In principle 1-3 people.

[Roles of the host company/organization]

A: For working

- To assign a coordinator, instructor(s) and mentor(s) in the company / organization.
- To make plan and schedule of the internship program.
- To provide orientation with the interns in order for smooth settlement in the host company / organization.
- To assign tasks and jobs for the interns in the actual operational sites of the company / organization and give necessary instruction, assistance and tutoring.
- To check weekly reports submitted by the intern and give feed backs on the report.
- To explain rules and regulations on safety and securities matters at the work place and take necessary actions in case of emergency e.g. accident.
- Other necessary arrangements to conduct the program (detailed to be discussed with HIDA and the hub organization).

B: For living

- To provide information with the interns in order for smooth settlement in the life environment.
- To introduce appropriate accommodation and give assistance to its arrangement when necessary (expenses will be principally borne by the intern).

- To give information on appropriate transportation (e.g. bus, taxi, car rental with a driver) for commuting and support for arrangement when necessary (expenses will be principally borne by the intern).

C: Others:

- To meet and receive the interns at airport when arrival and send them off to airport when returning.
- To assist the intern to acquire a work permit and other administrative arrangements when necessary (details to be decided)

[Registration procedure]

Those companies / organizations agreed to accept the interns will be requested to fill the registration form and submit it with its company/organization pamphlet to reach HIDA through the hub organization in their countries.

Due date for submission of the registration form and contact information of the hub organization will be notified later.

HIDA will check the submitted registration form and other materials whether the company / organizations will be able to accept interns with an appropriate program and a management system. Items to be checked are such as their business fields, financial situations, volume of sales, number of employees, personnel allocation for accepting and instructing the interns (a coordinator, instructor(s), mentor(s), etc.), feasibility of internship plans, living conditions of the interns and so on.

In the process of checking, HIDA may request the company/organization to adjust and modify the condition and contents of the plan in order to fit more for the purpose of the internship program if necessary.

After completion of checking, HIDA will duly register the companies/organizations as the host companies/organizations, and post the name and other necessary information on the list of host companies /organizations for recruitment of the interns.

[Financial assistance]

In order for the host company/organization to cover necessary costs to implement the internship program (e.g. personnel expenses, training text books and materials, uniforms, communication expenses and so on), HIDA will pay fixed rate @6,500JPY per intern per day to the host company/organization upon completion of each intern's program and remit the fee through bank transaction after the settlement of account.

Actual payable duration of the fee is from the day when the interns arrive at the country until the day depart for Japan upon completion of the program. Principally the host company does not have to submit any money receipts as the documented proof of the expenses.

(3) Recruitment of interns (May to June 2012)

HIDA will widely announce the internship program to private sectors in Japan with special focus on infrastructure-related companies and small-medium-enterprises (SMEs). The HIDA website (URL to be announced later) will list the information on host companies/organizations, and prospective interns will select several companies/organization based on their interests.

[Participation Requirements]

Interns should have the following qualifications.

- Interns should be Japanese business people or university students who are physically and mentally health enough and age between 20 and 35 as of September 1, 2012.
- Interns should hold the Japanese nationality and reside in Japan when apply for the program.
- Interns should be strongly interested in businesses in the developing countries and be able to participate in the full-time 3 to 6 month internship program.
- Interns should have a basic knowledge of English (TOEIC score 700 is recommended for attending the training program prior to the dispatch in Japan).
- Interns should be able to attend the pre-departure domestic training courses and the workshop for achievement presentation after return to Japan.
- Interns should be fit other specific requirements conditions indicated by each host company/organization.

[Financial assistance]

HIDA will pay allowances and other costs listed below to the interns.

- International travel expenses : A round trip air ticket between Japan and dispatched country, fees on VISA application, work permit (applicable in Japan) and vaccination(if required).
- International travel insurance including emergency medical security services.
- Daily and accommodation allowance: @4,500JPY per intern per day. Actual payable duration of this allowance is from the day of arrival at the country through to the day of departure for Japan upon completion of the program. The intern will cover the expenses of accommodation, transportation, meals and other daily expenditure from this allowance.
- Other than above allowance payable in Japan, interns will not receive any salary or allowance from their host company / organization nor from the hub organization within each dispatched country during the internship term.

[Recruitment Procedure]

Those young Japanese business people and university students who want to participate in this internship program should submit application form to HIDA before the due date (to be announced later).

HIDA will screen the applications whether they are qualified as the interns and check their requests for which host companies / organizations to be dispatched. After completion of the screening HIDA will register them as candidate interns and start matching process.

(4) Matching between the host companies / organizations and the intern (June 2012)

HIDA will conduct matching procedure based on the requests of applicants and the conditions and preference of the host companies / organizations. HIDA will try best to match and accommodate both side requests.

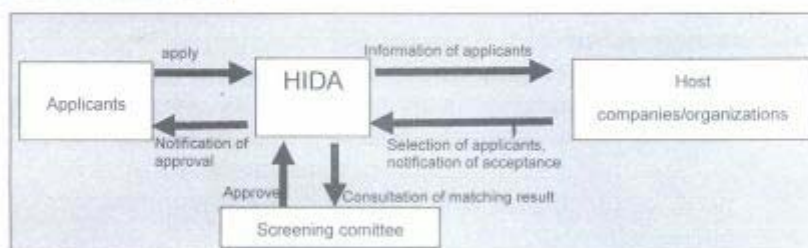
[Matching Procedures]

- HIDA will sort the applicants' information and send their information to host companies/organizations according to the applicants' requests (up to 3 requests can be made per applicant).
- Host companies/organizations will go through the applicants' information and decide if they will accept the applicants as interns.
- If approved, the host companies / organizations will notify HIDA the result and HIDA will notify the applicants that they are accepted as candidate interns.
- If not approved, HIDA will do the matching process again based on the secondary or tertiary requests of the applicants.
- If the matching doesn't successful before the dead line (to be decided later), the applicants or the host companies / organizations will not be able to participate in the program in this financial year.
- Even after completion of matching, there is a possibilities of not being able to dispatch the interns or due to unavoidable reasons such as host companies/organizations' inconvenience or difficulties in visa application procedures.

(5) Screening Committee (July 2012)

The matching results will be screened at the screening committee. Members of the screening committee will be consists of external experts, academicians and representative of industries. The committee will examine if the candidate interns satisfy requirements and match the conditions of host companies and so on (detailed criteria to be decided).

Matching Process



(6) Contracts and MOUs (July 2012)

Upon approved by the screening committee, HIDA and the host company /organization will conclude memorandums of understanding(MOUs) to clarify both sides' duties and responsibilities in this program. HIDA, the intern and the intern's company will also conclude contracts for the same manner.

- MOU: HIDA and a host company/an organization (2 parties)
- Contract: HIDA, an intern and the intern's company (3 parties; in case of a company employee) or HIDA and an intern (2 parties, in case of a student or a jobseeker)

(7) Pre-departure domestic trainings at HIDA (September to August 2012)

Before dispatching the interns to the designated countries, HIDA will conduct training courses for the intern to have them acquire basic knowledge, skills and attitude which are essential to successfully complete their mission in this internship program. The trainings consist of 3 major parts, namely a pre-training assignment, local language trainings and a collaborative training.

Part 1: Pre-training assignment

As pre-training assignments, the interns are requested to analyze their own strength and weakness in their professional capabilities and clarify their purposes and goals that they must achieve in the program. Also, the interns should try to enhance their English proficiency as much as possible through reading English books and so on

Part 2: Training on local languages

- Content: Local language training such as Vietnamese or Indonesian (selection of language may be added depends on the participating host companies/organizations). Participants will acquire basic communication skills such as greetings, self-introduction, daily conversations (entry level).
- Participants: All the interns to be dispatched to non-English speaking countries.
- Venue and accommodation: HIDA Tokyo Kenshu Center (TKC) or Yokohama Kenshu Center (YKC)
- Duration: 2 weeks consecutively in August 2012.

Part 3: Collaborative training

- Content: In order to build up toughness and basic capacity for being able to demonstrate excellent performance in a multi-cultural business environment, HIDA will implement the training course prior to the interns to be dispatched. The subjects of the lectures contains such as cross-cultural adaptation, communication skills, global leadership and so on.
- Participants: All the Japanese interns together with several participants from industries in the developing countries.
- Venue and accommodation: HIDA Tokyo Kenshu Center (TKC) or Yokohama Kenshu Center (YKC)

- Duration: 2 weeks consecutively in August or September.
- Remarks: All the lectures will be conducted in English

(8) Dispatching the interns and implementing the program (September 2012 to February 2013)

After completion of the pre-departure domestic training courses at HIDA as well as finish preparation of international air ticket, visa, travel insurance and so on, the interns will depart for each designated country and start internship program according to the implementation plan of the host company / organizations.

[Duration]

In principal, duration of the internship program starts from September and continue until February for 3 month to 6 months.

[Implementation of the program]

The host companies/organizations will receive the interns and start the internship program according to the planned schedule and the MOU.

During the program, the host companies/ organizations will provide necessary supports and instruction with the interns in order for them to settle down and adapt daily life in the local community and be able to concentrate on their tasks and duties on the work as soon as possible.

Coordinators, instructors and mentors (the instructor team) will always keep attention on the interns' safety and security, and hold regular meetings to discuss the progress of the program and give advise and instruction to the interns to be able to achieve their tasks and goals of the internship program.

[Support of the Hub organization]

The hub organization will support the host companies /organizations for the smooth implementation of the program on behalf of HIDA.

Hub organization will regularly visit the host companies/organizations and have meeting with the instructor team and the intern to confirm the progress of the program and give advises and counseling with the intern when necessary.

(9) Workshop for achievement presentation (March 2013)

To report and share the experiences and achievements of the internship program and discuss how they can apply their experience and learning to enhancing their own companies' global business development, HIDA will conduct the workshop for achievement presentation as shown below.

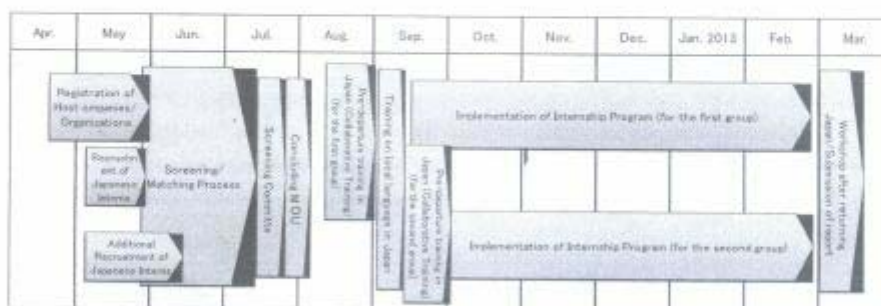
- Date and duration: March 2013 for 1-2 days
- Venue: HIDA – Tokyo Kenshu Center (TKC)
- Participants: All the interns, METI, JETRO, the interns' companies as well as the lecturers of pre-departure domestic training.

(10) Final reports (March 2013)

The interns must submit "Final report" to HIDA within 2 weeks after they return to Japan. The host companies/organizations are also requested to submit final report to HIDA upon completion of the program (details such as formats and contents to be discussed).

3. Tentative schedule of the program (April 2012 to March 2013)

- April to May Registration of Host Companies/Organizations:
- May to June Recruitment of interns :
 - May 25 * The first dead line *
 - June 8 The second dead line
- * Matching with governmental organizations may need sufficient lead time, thus those who intend to apply to a governmental organization are recommended to submit application before the first dead line.
- During June Matching procedure:
- During July Screening committee and notification of acceptance
- End of July Conclude contracts among HIDA, the interns (and the intern's company)*
 - * In case the intern is company employee, if the intern company not employee (e.g. university students)
- End of July Conclude MOUs between HIDA and the host companies /organizations
- August to September **Pre-departure domestic training**
 - Pre-training assignment (spontaneous)
 - Training on local languages (2weeks):
 - Collaborative Training (2weeks)
- September to February **Implementation of the internship**
 - Actual departure date and length of the program may differ on the conditions of each host company/organization.*
- Early March (tentative) **Workshop for achievement presentation (1 to 2 days)**
- Within 2weeks after returning to Japan **Final report submission:**



4. Contact information

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Thank you