# JETRO Investment Mission -Program Outline-



**Japan External Trade Organization** 

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Registration Deadline September 20, 2007

# PROGRAM OUTLINE

## **JETRO Investment Mission**

#### A. ABOUT THIS PROGRAM

## 1. Objective

The objective of the program is to encourage investment in Japan by foreign companies.

The program offers:

- (1) Business and networking meetings with Japanese companies
- (2) Visits to offices, factories, R&D centers, etc., where participants can gather firsthand information to help them explore suitable locations for their investment plans
- (3) Seminars on Japanese markets and industries, as well as how to set up an office in Japan
- (4) Field trips to select regions of Japan to study the area's local investment environment and regional business incentives

#### 2. Period

Automotive Technology (ITS): November 18 - November 24, 2007 Information Technology: December 3-December 8, 2007

## 3. Schedule (this schedule is subject to change)

To be determined

## 4. Expenses (please refer to Section B.1. Services and Costs)

JETRO bears the following costs:

- (1) Round-trip airfare (economy class)
- (2) Accommodations
- (3) Expenses for program-related travel within Japan

#### 5. Qualifications of Participants

Given the nature and the objective of the program, applicants are requested to be in a managerial position or higher executive level in a private company, and capable of communicating in English.

Qualifications applicable to this program are as follows:

- (1) The applicant company has a keen interest in investing in Japan.
- (2) The applicant company wants to study the Japanese market with a view to investing in Japan.
- (3) The applicant company has a plan to invest in Japan and is looking for locations or Japanese partners to start up a business in Japan.
- (4) Applicants must be able to participate in every portion of the program.
- (5) Companies with subsidiaries already in Japan *are not eligible* for this program.
- (6) The applicant companies, which have business partners, such as sole agents, distributors, etc. in Japan, obtain their prior approval for participation of its employee in the Program.
- (7) The applicant obtains prior approval from their appropriate company authority for participation in the Program.

#### 6. Application Procedures

- Applicants for the this mission are requested to interview at their nearest Local JETRO office, where they are required to submit 5 copies of corporate brochures and product catalogs.
- (2) Applicants are required to complete relevant application forms.
- (3) Local JETRO office will check the applicant's qualifications and then

- send the application to JETRO Tokyo headquarters.
- (4) Applications are carefully evaluated and examined by the Mission Secretariat and appointed experts.
- (5) Applicants are notified of evaluation results from Local JETRO Office
- (6) Once approved, successful participants will be asked to complete registration forms and return them to the JETRO office, along with the following:
  - i. Two recent photographs (taken within the past six months)
  - 60 copies of corporate brochures and product catalogs
- (7) The Mission Secretariat will inform the participant of a detailed schedule.
- (8) If there are any false statements on the application form, approval may be canceled at any time.

#### 7. Examination

From the viewpoint of feasibility of a project to enter the Japanese market, the Mission Secretariat, together with experts, will evaluate each application based on the following criteria:

- (1) Whether the applicant company has a competitive edge and/or uniqueness, compared with existing products / services / technology.
- (2) Whether the applicant company has a specific plan to enter the Japanese market, with a concrete view toward establishing:
  - R&D facilities, distribution channels, customer service centers etc., outside Tokyo
  - ii. A local company in Japan
  - iii. Branches or representative offices in Japan
  - iv. A business alliance that could lead to future investment in Japan
- (3) Whether the applicant company will contribute to the stimulation of Japanese industries and/or whether consumers will benefit from its entry into Japan.

#### **B. BASIC TERMS AND CONDITIONS**

#### 1. Services and Costs

The Japan External Trade Organization (JETRO) shall render the services and bear expenses to the person to be invited (hereinafter called "Participant") for participation in the Investment Mission (hereinafter called the "Program"), as follows:

- (1) One round-trip airline ticket via the most direct route between Japan and the airport nearest to the Participant's residence (If the Participant needs to take a domestic flight to an international airport, the domestic economy-class airfare shall be born by JETRO)
- (2) Accommodations in Japan for the duration of the Program
- (3) Program-related transportation while in Japan
- (4) English-Japanese interpretation

### 2. Participants' Expenses

JETRO shall not be liable for the following expenses:

- (1) Miscellaneous and personal expenses (telephone, laundry fees, etc.)
- (2) Meal and beverage expenses outside of the Program (It is suggested that the Participant budget at least ¥5000 per day for such sundry and personal expenses.)
- (3) Presentation materials
- (4) Any expenses that may occur from personal or business related activities outside of the Program.
- \* Extended stays prior to and after the completion of the Program are at the Participant's expense.
- \*\* If the Participant wishes to upgrade their airline ticket class, such costs must be borne by the Participant.

#### 3. General Rules

- (1) The Participant must complete questionnaires regarding the results of the Program.
- (2) In addition, JETRO may ask the Participant to offer additional forms of cooperation, such as providing PR documents and/or participating in interviews concerning related activities after completion of the Program.
- (3) As this is a group-oriented program, the Participant is expected to act accordingly.
- (4) Any serious violation of Japanese laws or gross social breach will automatically entitle JETRO to withdraw sponsorship of the participant and cancel further participation in the Program.
- (5) The Participant must attend the Program alone and may not be accompanied by a family member or friend to any Program activity.
- (6) To substantiate airfare expense claims, the Participant is required to submit the used flight coupon, or the passenger receipt (last page), to the nearest JETRO office immediately upon returning home.

#### 4. Waiver of Liability

- (1) JETRO shall neither bear responsibility for the progress or results of business conferences it holds nor guarantee the credibility of the company and third parties attending the conference.
- (2) JETRO assumes no responsibility or liability for any injury, damage, additional expense, accidental delay or other irregularities suffered by the Participant or any third party, other than those which may be caused by willful or negligent acts or omissions on the part of JETRO, and JETRO shall not be responsible or liable for consequences of natural calamities, labor strikes, acts of God, war or other factors beyond JETRO's reasonable control.

## 5. Insurance

In light of JETRO's limitation of liability set forth in Article 4 above, the Participant is strongly advised to make necessary arrangements for health and

accident insurance coverage for the duration of the Program. Procurement of such insurance shall be the sole responsibility of the Participant.

# 6. Cancellation Policy

Any costs incurred by the Participant's last minute cancellation or withdrawal from the Program during the Participant's stay in Japan shall be borne by the Participant.

## 7. Follow up report

Upon completion of the Program, the Participant is required to submit two separate reports (at 6 months and 12 months after the end of the Program, respectively), to the nearest JETRO office, on the progress of business and investment activities relating to the Program.

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