

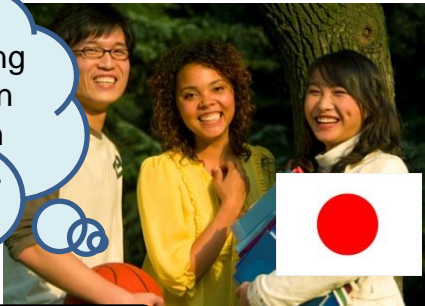
METI Global Internship Program

Program Goals

The METI Global Internship Program aims to develop human resources that can serve as the bridge for strengthening economic cooperation and developing business ties between Japan and host countries. To that end, this practical internship (working experience) program dispatches young and promising human resources to governments, government agencies, industrial organizations, local companies, and Japanese companies overseas, in developing countries.

It is also hoped that the companies/organizations hosting interns will view the Program as a renewed opportunity to strengthen bilateral relations through the creation of networks with Japanese companies, the acquisition of knowhow and knowledge on Japanese business customs and attitudes, and the revitalization of the companies/organizations themselves as they guide and interact with interns.

Young adults with strong interest and motivation regarding business in developing countries.



Dispatch
period
3 to 6
months



- Government and related organizations
- Local companies
- Japanese companies with a local presence in developing countries

What is an internship?

Work experience in organizations or companies. Practical activities including Host Organization's ordinary operation's support, accompanying observation and tours, exchanging views, presentations, survey activities, participation in seminars, understanding host country business practices, and experiencing foreign cultures.

(Participation in language or culture lectures only is not allowed)

(Precautions)

- Desire for training by specialists in Japanese technology
- Desire for dispatch of labor to manufacturing workplaces, etc.



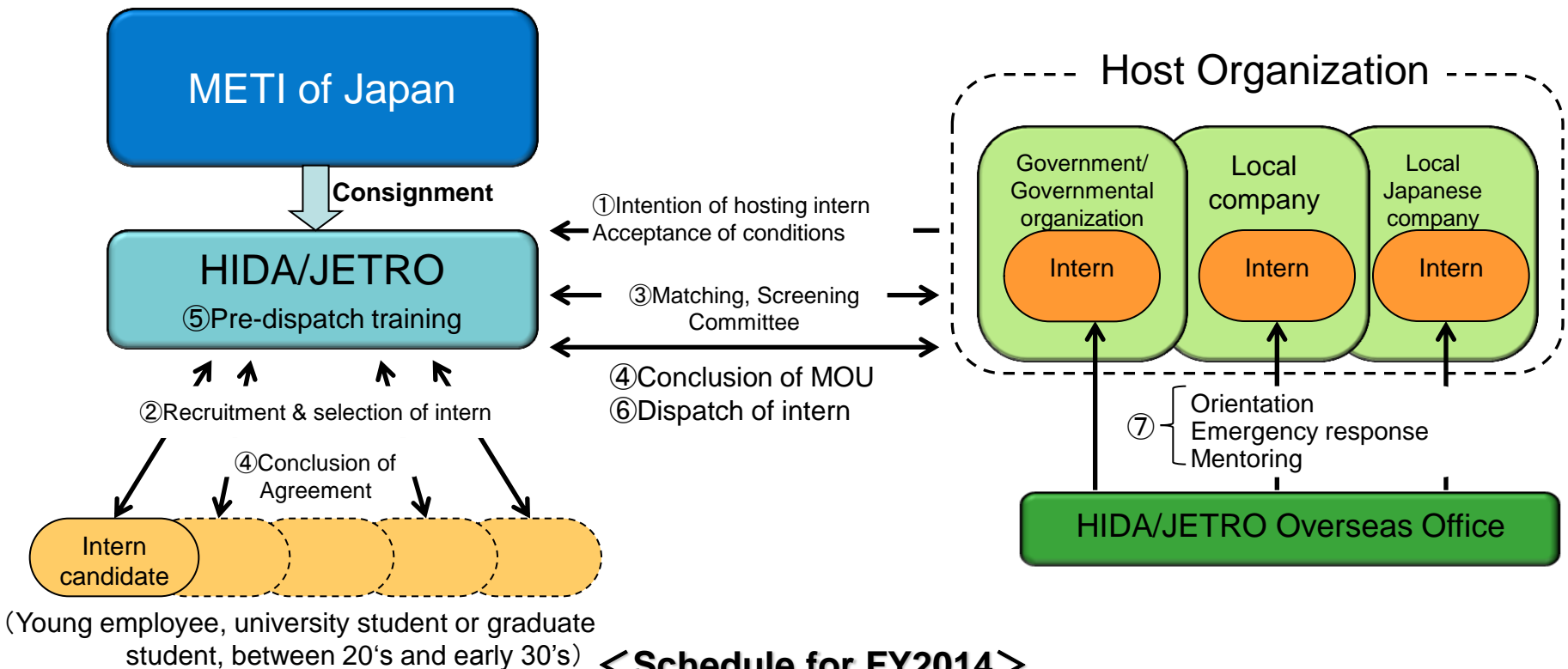
These are not considered internships!

METI Global Internship Program

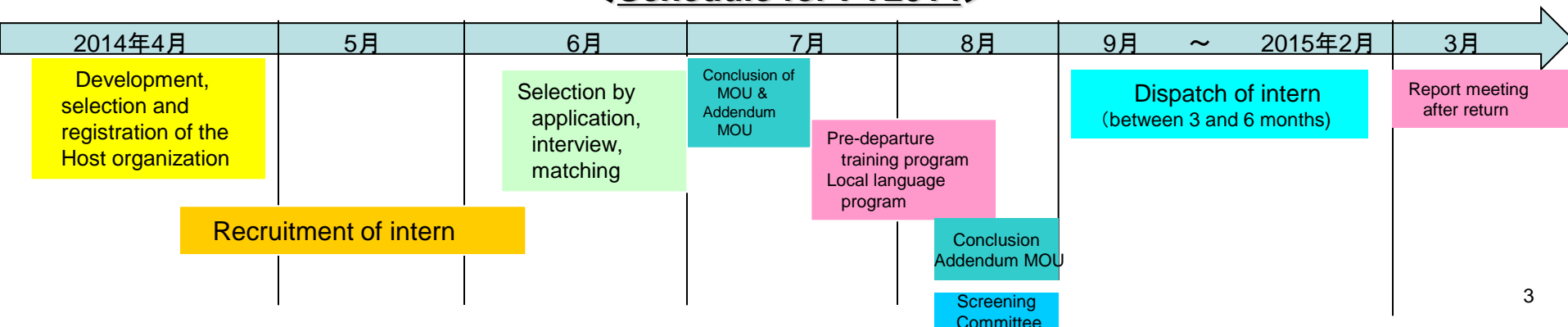
Program Overview

1. Consigner: Technical Cooperation Division, Ministry of Economy, Trade and Industry, Japan
2. Implementer: To be determined and commissioned in a public offering
3. Number of interns to be dispatched: around 200 persons (152 persons as result for FY2013)
4. Dispatch period: 3 to 6 months between September 2014 and February 2015
(Period to be coordinated between the host company/organization and the intern, considering the schedule of both party.)
5. Expected countries for dispatch: Countries mainly in Asia
(Result for FY 2013: Bangladesh, Cambodia, India, Indonesia, Malaysia, Myanmar, Peru, the Philippines, Serbia, Sri Lanka, Thailand, Turkey, and Vietnam)
6. Intern criteria: Young employee of Japanese company or organization, university student or graduate student, between the ages of 20 and 35 who hold Japanese citizenship
7. Host companies/organizations (registration required):
Government, governmental organizations, industrial associations, local companies, and Japanese companies in developing countries

Flow of program implementation



< Schedule for FY2014 >



Merit to Use this Program

Merits for the Host Organizations of hosting interns

- Formation of a network with Japanese companies
 - Formation of an interpersonal network with Japanese companies and expanded business opportunities
- Improved understanding and interest in Japan by staff
 - A valuable opportunity to know about Japan, including familiarity and interest in Japan, the Japanese approach and way of doing business.
- Sharing of results of assigned tasks (business practices, market research)
- Experience for local staff
 - Improved leadership, responsibility, and communication skills for local staff
 - Invigoration of the organization
- Social contribution
 - Contribution to global human resource development
 - Promotion of cooperation between Japan and the host country

Merits for interns

- Formation of an interpersonal network with the foreign organizations and companies and local Japanese companies and expanded business opportunities
- Business practices and market research of the host country, early market research for markets being considered for entrance
- Enhancement of negotiation skills, communication skills, and language ability through involvement in the tasks and operations (host organization's ordinary operation) assigned by the host organization
- Working experience (=internship) in the period prior to employment

Requirements of the Host Organization

- 1) To be a private-sector company, government/government agency, industrial organization, or non-governmental organization in a developing country.
 - 2) To be able to provide a practical working experience within the host organization. In the implementation of the internship program, the host organization is also required to have a fully developed management and reception system for interns.
 - 3) In principle, host organizations are required to implement the internship program. However, in the event that the internship plan includes internship activities at affiliated companies/organizations other than the host organization, the host organization bears the responsibility of properly managing the contents of the internship and the reception system at the external organization, as well as the responsibility for managing the intern.
 - 4) Interns may be hosted for a period of more than 3 months and less than 6 months
 - 5) In principle, internships can be conducted in either English or Japanese. (However, if there are applicants that can participate in the internship program in a third language stipulated by the host organization, this restriction does not apply.)
- * If it is necessary to receive approval from regulatory agencies or related ministries when receiving foreign interns in your organization, please undertake to complete the necessary procedures as soon as possible. If any form of support is required from METI in such an event, please consult with us as soon as possible.
- * If work permits or other such permits have to be acquired, please verify beforehand if restrictions on the quota for the permit and other limitations could cause problems for your organization in receiving the intern.
- * Registration will not be processed if the above requirements are deemed to be unfulfilled.
- * Processing of the registration does not guarantee the dispatch of the intern. Interns may not be dispatched if there are no applicants for your organization/company, or if the overall matching, selection, and evaluation results for applicants are unsuccessful. We seek your understanding on this point.

Responsibilities of the Host Organization

The responsibilities of the host organization in the implementation of the internship program are stipulated as follows.

- 1) To decide on the outline and policies for the contents of work to be carried out under the internship program.
- 2) To allocate the appropriate personnel to manage, supervise, and guide the intern in the host organization.
- 3) To draw up the internship plan in mutual consultation until reaching to the both agreement, by making full use of the phone, Skype, email, etc. before his/her dispatch.
- 4) To conduct an orientation session as soon as the intern arrives, in order to ensure that the intern adapts smoothly to the host organization. Topics covered in the orientation include safety regulations at the workplace, explanation of work regulations, etc.
- 5) To set host organization's ordinary operation, tasks and assignments for interns in the actual workplace in the host organization, and to provide the necessary guidance and support. In addition, the host organization verifies the progress status of the internship and checks if there are any problems in the implementation of the internship program, and decides on amendments or corrections if they are necessary, after discussing the changes with the intern or HIDA. Even when there are no particular problems, the host organization is required to meet with the intern regularly and provide the intern with relevant feedback.
- 6) To ensure safety and crime prevention at the workplace, commuting route, and in daily life, and to take the necessary measures in times of emergency, such as an accident.
- 7) To provide the necessary information and provide support for arrangements (in principle, communication costs are to be borne by the intern) with regard to accommodations, transportation, means of communication (mobile phone, PC, Internet) and other elements to help the intern adapt to the new living environment smoothly.
- 8) If the internship involves domestic business trips or activities at organizations that are affiliated to the host organization, the host organization bears the responsibility of managing and supervising the intern throughout the entire duration of the activity.
- 9) To arrange for transportation from and to the airport when the intern arrives at, and departs from, the host country.
- 10) To prepare the necessary documents and send them to HIDA or the required destination when the host organization is asked to prepare documents, such as letters and forms required to complete procedures for acquiring/renewing visas, acquiring work permits, and other procedures.
- 11) During the intern's dispatch period, the host organization is required to complete and submit the Monthly Report on contents or problems of internship in every month, as well as the Completion Report and questionnaire requested by HIDA at the end of the internship.
- 12) To carry out other arrangements and measures in consultation with HIDA/JETRO.

Support for the Host Organization

The host organization is eligible to receive the following support in the implementation of the internship program.

Support for implementation expenses

During the period of the intern's stay in the host country, the host organization will be provided 5,000 yen per intern per day) as a form of financial support.

(in the case of 6 months dispatch)

*Financial support will be paid out to the host organization through overseas remittance from Japan to a bank account stipulated by the host organization. Payments will be made twice: at the end of the fourth month after the internship commences, and at the completion of the internship program. Remittances can be made in U.S. dollars or in other currencies.

*The host organization shall use the financial support to cover the relevant internship expenses, such as the intern's transportation costs (excluding daily commuting fees), transportation costs for domestic business trips, cost of educational materials and other materials, office supplies, cost of mobile phone (the intern is responsible for call charges) and personnel costs of the internship trainer.

*HIDA will provide each intern with the travel expenses (air ticket, overseas travel insurance, visa application costs), as well as 3,500 yen per day as financial support for his or her stay in the host country. The intern will allocate this amount to cover accommodation costs in the host country (such as hotel or apartment), commuting costs between the accommodations and the workplace, personal communication costs, and other living expenses.

- Financial support provided by HIDA (3,500yen per day) does not necessarily compensate all the local accommodation costs, but is for supporting such costs. Intern him/herself is requested to bear the balance if the actual expenses exceed the financial support.

Support for implementation

In order to ensure that the internship proceeds smoothly at the respective host organizations, the overseas offices of HIDA/JETRO and the hub-organizations will work together with the HIDA/JETRO headquarters to provide the host organization and the intern with the necessary support and advice. They will also provide the necessary support in other aspects such as crisis management.