



Application form for the WCM October 2012 course – return by 7 June 2012

Please read this document carefully before completing the application form. Any question? Contact Ms Céline GODART, tel.: +32 2 282 3716, e-mail: c.godart@eu-japan.eu

The purpose of the course

Through lectures from specialists, factory visits and other activities, learn how Japan's leading companies continuously refine and improve their production systems and despite the current economic climate have been able to achieve considerable improvements and savings.

This course will show the sorts of benefits that can be achieved and the types of structures that should be considered. Companies are not expected to copy the Japanese production methods directly, but to adapt them to meet their own specific needs. Your company should have already started to adopt world class manufacturing principles.

Basic conditions

All participants must be EU citizens with at least a sound command of English and with operations management responsibilities for a manufacturing company that is at least 50% EU and is registered in the EU.

Places are non-transferable.

How the selection of participants will be made

The selection board will mainly look at a mix of biographical (responsibilities, education, experience, etc.) and strategic factors (is your company committed to a WCM programme, what is it trying to achieve and how will your participation in the course achieve this, etc.).

Crucially, the selection will only be based on information submitted before the deadline. No information arriving after the deadline will be considered.

Only the application form pages can be sent by e-mail or fax. All additional documents must be sent by post (no staple / no bound).

In addition to the mandatory documents, you may submit additional supporting documents or to give fuller answers to particular questions in the application form on separate, clearly labelled sheets.

Section 1: Applicant's Details

☆ Full / preferred name (surname in CAPITALS): Should you have several parts to your first or surnames please state both your full name and how you would prefer to be addressed.

☆ Office address: Please give your office's postal address. This may be the same as your company's registered office address.

☆ Give your job description: Please feel free to attach a separate job description should your company have one for you, otherwise please summarise what your job consists of and in which areas you have decision-making powers.

☆ Please explain how your participation in the WCM course fits in with your company's overall WCM strategy: To justify your place on the course you must demonstrate that your company is committed to WCM and how your participation in the course would be consistent with this.

☆ How will your company benefit from taking part in WCM (i.e. what does it hope to get out of it)? To justify your place on the course you must explain what your company wants and expects to get from the course and how you intend to apply what you will learn on the course.

If it is going to be hard for us to reach you by phone/e-mail (for example you will be travelling abroad) anytime between the submission of your application and when we expect to be able to inform you of the result, please give us the contact details of someone (such as your secretary) whom we contact.

This is extremely important because, should your application be incomplete, it will enable us to request any missing supporting documents or to seek clarification should that be required.

Section 2: Your Company

☆ Registration number: Please give your company's registration number and the date of registration.

☆ Registered office: Please give the address of your company's headquarters. This might be the same as your office address.

Section 5: Approval By The Applicant

☆ I have enclosed the following required documents: All documents listed in this section must be submitted. Failure to do so will weaken your application and may result in its rejection.

Your CV/biography can be short but must include details of your highest educational qualification (undergraduate or post-graduate degree, etc.) and background.

The organisational chart must show your company's structure (different divisions/business units), and your hierarchical position

☆ Your company's WCM "road map"/production strategy document will help us to understand precisely what you are trying to achieve and when and how you expect to achieve it. We will treat this information confidentially. You may also choose to submit other relevant supporting documents.

Please ensure your application is comprehensive and do not forget to sign and date the application form.

Approximate timescale 2012

7 June: Application deadline
End of June: Selection board will allocate places. The European Commission and the Centre's Tokyo Head Office will be asked to approve its decision.
Early July: Applicants will hear the results of their application. Successful applicants will be asked to confirm their place and eligibility for a scholarship and either pay the tuition fee or refundable deposit, as applicable (see "Section 4"). Mission preparation: participants will be asked to complete additional forms about the course and will be sent documents to help prepare them for the course.
15 - 19 October: The course takes place in Japan!

Advice to candidates sheet – please read this before completing the application form

EU-Japan Centre for Industrial Cooperation, 52 rue Marie de Bourgogne, Bte 2, B-1000 Brussels, BELGIUM

Web: <http://www.eu-japan.eu/global/business-training/world-class-manufacturing.html>



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For questions marked with a ☆, please see the advice to candidates sheet

1. APPLICANT'S DETAILS

Personal information

☆ Full / preferred name (surname in CAPITALS): Sex: Male OR Female

Date of birth: Nationality: Date you joined the company:

Current job title: (Since:)

Mobile phone number: Work e-mail address:

Private e-mail address:

Work tel.: Work fax: Home tel.:

☆ Office address:

Home address:

Responsibilities

☆ Give your job description:

How many people are you directly/indirectly responsible for?

What are your responsibilities for your company's WCM strategy?

Japan experience

Have you been to Japan before? Yes, give details of past trip(s) OR No

Linguistic ability

Mother tongue (please specify)

Language	Excellent	V. Good	Good	Basic
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Japanese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Educational & professional background

Highest diploma/qualification:

Main subjects covered (major):

Educational establishment:

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★Please explain how your participation in the WCM course fits in with your company's overall WCM strategy:

★How will your company benefit from taking part in the WCM course (i.e. what does it hope to get out of it)?



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2. YOUR COMPANY

Company information

Official name:

☆ Registration number: (Date:)

☆ Registered office address:

Website address:

(Number of employees in firm: and worldwide:)

Firm's turnover in €:

(Worldwide turnover in €:; turnover figures relate to which year:)

Main shareholders:

Main products, services or sectors:

.....

.....

Details of any current/future links with Japan:

3. YOUR WCM OR PRODUCTION STRATEGY

Places will largely be awarded based on the information given in response to the questions in this section. Please give detailed and comprehensive responses and feel free to continue on a separate sheet if necessary. You may also enclose supporting documents.

Your major products or services

Average monthly production level (units/month):

How many models/versions of your major products are there?

Which description best summarises your production strategy?

Mass production **OR** Small quantity, but wide variety

What type of production system do you use?

Production after receiving orders (minimal stocks in warehouse)

Production based on predictions (stocked in warehouse for quick dispatch)

Combination of the above and, if so, % of order-based production:%

Your production methods

Total Quality Management/TQM Six Sigma Quality Control/QC Total Quality Control/TOC

Total Productive Maintenance/TPM World Class Manufacturing/WCM

Other(s) (Please specify which one(s):

If you use a TPM strategy, what stage of implementation are you at?

TPM level 1; TPM level 2; Small group activity **OR**

Your own activity (Please describe):

You **must** submit a copy of your company's WCM "road map" or production strategy document. You may also choose to submit other documents outlining what you hope to achieve and how you plan to do it.

This information will be treated sensitively

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4. FOR THE EMPLOYER

Things to know, should your employee's application be accepted....

Participation costs

The EU-Japan Centre will cover costs relating to tuition, to travel costs for visits during the course and to interpretation, beyond the €2,000 contribution by participants' companies other than SMEs.

- ✓ **SMEs (*)** participants' companies must pay a **(refundable) deposit of €1,000** to guarantee the place on the course and complete the **'scholarship request – self-assessment declaration'** form that will be sent to them once the EU-Japan Centre has offered a place on the course. [The deposit will be refunded within 8 weeks after the course, minus any unpaid bills, provided that the participant attends the entire course and submits any and all reports the Centre asks him/her to make. Interest payment is excluded.]
- ✓ **Other companies (*)** participants' companies must pay a **(non-refundable) contribution of €2,000** towards the costs incurred by the EU-Japan Centre in relation to the company's participation.

Failure to transfer the contribution or deposit by the date set by the EU-Japan Centre at the time a place on the course is offered may result in the offer of the place being withdrawn.

The participants' company must cover travel costs to/from Japan, accommodation and any other costs not covered by the EU-Japan Centre.

Cancellations

A place on the course is 'confirmed' once an application has been granted and the Centre has received the deposit (from SMEs) or contribution (from non SMEs). If, for whatever reason, a participant is unable to take up his / her confirmed place, the deposit / contribution will NOT be refunded.

() SMEs (small and medium-sized enterprises) are companies meeting [the standard European Commission criteria for an SME](#) which have applied successfully for a scholarship (see Section 6.) Other companies are large companies or SMEs that fail to apply successfully for a scholarship.*

General principle of "one company, one participant"

As places on the course are usually limited and are open to companies in all 27 EU Member-States, normally there will only be one place allocated to a company / group of companies on a particular course.

Should your company decide to submit two or more applications for places on this course, please state the name of your preferred candidate. The selection board will take your preference into account, but is not necessarily bound by it.

Do you have any questions? Please do not hesitate to contact us.

Approval of the application

I endorse the application of Mr/Ms for "WCM October 2012".

My first-choice candidate is:
Only complete this if your company is submitting more than one application

I have **read and accept** the conditions given in this section.

I declare that the information provided in this application is true and complete.

Name:

Position:

Signature: **X** Date: **X**

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5. APPROVAL BY THE APPLICANT

*The selection of participants is based on documents received from applicants, by the application deadline. You **MUST** submit the items listed below but can also send additional relevant material. We reserve the right to ask for additional documents/information.*

- | | |
|---|--------------------------|
| ☆ I have enclosed the following <u>required</u> documents: | Enclosed |
| • Company brochure | <input type="checkbox"/> |
| • Certificate of registration (annual report for SMEs applying for a grant) | <input type="checkbox"/> |
| • Organisational chart showing different business units and your position | <input type="checkbox"/> |
| • CV/biography giving Applicant's background and highest qualification | <input type="checkbox"/> |
| • Copy of your passport's biographical data page (with photo)/id card | <input type="checkbox"/> |
| • Passport-sized photo (electronic version to be sent separately by e-mail) | <input type="checkbox"/> |
| • Your company's WCM "road map" (mandatory) ☆ | <input type="checkbox"/> |

Please list any other documents you are submitting to support your application (e.g. a copy of your job description)

.....
Information will be treated sensitively

Approval of Application by the Applicant

I, the undersigned, declare that the information provided in this application is to the best of my knowledge true and complete. I realise that any false statement or omission, even if unintended on my part, may lead to the refusal of my application.

If selected, I commit myself to attend the entire course, without missing a single activity. I understand that after the course, my work contact details may be included in a printed/electronic Alumni directory/database.

Signature: **X**.....Date: **X**.....

How did you hear about the course?

Have you seen an advert/article in any publication?

Which publication would you advise us to advertise in?

Has any former participant encouraged this application? Yes OR No

If so whom? (one person only):

Have you/a colleague taken part in an earlier course run by the Centre?

Yes OR No.

If so, who and which course? (All applicable):

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6. REQUEST FOR A SCHOLARSHIP (only applicable to SMEs)

To facilitate small and medium-sized enterprises (SMEs) participation in the course, participants from SMEs can apply for:

- ✓ EUR 600 scholarship
- ✓ These SMEs will not have to pay the non-refundable €2,000 contribution towards the costs incurred by the EU-Japan Centre on the participant's behalf.
- ✓ Instead the SMEs will be asked to transfer a €1,000 deposit (to be refunded after completion of the course – see Section 4).

To be eligible for a scholarship, the participant's company must meet the [standard European Commission definition of an SME](#):

- Maximum number of employees worldwide: 250.
- AND Maximum turnover: €50m (OR maximum balance sheet total: €43m)
- AND Minimum 75% financial independence.

Do you meet these criteria for a scholarship? Yes No

Additional rules apply for SMEs located in Japan.

Only candidates offered a place will be sent a 'scholarship request – self-assessment declaration' form (to declare information confirming their eligibility for the scholarship). On receipt of the form the Centre will assess the eligibility.

Approval of the Scholarship Application by the Applicant

Name:

Signature: *X*

Date: *X*

Approval of the Scholarship Application by the Applicant's Employer

Name:

Signature: *X*

Date: *X*

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