** APPLICATION FORM**

 **GET READY FOR JAPAN – Japan Industry Insight**

**SUBMISSION DEADLINE: 21 June 2018**

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*Before sending this application form, you are invited to:*

* ***read the information about this training programme***

<https://www.eu-japan.eu/events/get-ready-for-japan-training-programme> **+** [*Q&A section.*](https://www.eu-japan.eu/business-programmes-faq)

* ***read the information about the Centre Privacy Policy****:* [*https://www.eu-japan.eu/privacy-policy*](https://www.eu-japan.eu/privacy-policy)
* ***ensure that your application is complete, dated and duly signed both by yourself and your employer (if you are not the CEO).***

***All attachments should be named “FAMILY NAME - CONTENTS” (ex. SMITH - CV; SMITH - Photo).***

***Any questions?*** *Contact Ms Diane LULA, tel. +32 2 282 0040, e-mail:* *d.lula@eu-japan.eu*

***Application documents can be sent by e-mail to*** *d.lula@eu-japan.eu*

***Approximate timescale****:*

***21 June Application deadline***

*22-26 June Selection board will allocate places. The European Commission and the Centre’s Tokyo Head Office will be asked to approve its decision.*

*26 June Applicants will receive results of their application.*

*End June Selected participants will be requested to either pay the tuition fee (for non-SMEs) or a refundable deposit (for SMEs).*

*July-October Mission preparation: participants will be asked to complete additional documents and will be sent all necessary information to help them prepare for the mission.*

*19 October A pre-departure briefing (online webinar) will be organised to answer all questions you may have. It will also offer you a very helpful cross-cultural training session.*

*19-30 Nov GRFJ taking place in Japan*

*2019\*\*\* Follow-up by the EU-Japan Centre (Brussels office)*

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**CANDIDATE’S PERSONAL INFORMATION**

Full name (surname in capitals):

Male [ ]  Female [ ]

Date of birth:

Nationality:

Private e-mail address:

Mobile phone number:

LinkedIn profile:

Educational background:

Mother tongue:

Your level of English? (1 = basic --- 5 = native):

Level of Japanese (if any)?:

Date you joined your current company:

Work e-mail address:

Work telephone number:

Current job title:       Since:

Number of people you are responsible for?

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Have you ever participated in a EU-Japan Centre’s programme?

If so, which one(s))?:

Has someone in your company ever participated in a EU-Japan Centre’s programme?

If so, what’s his/her name?:

How did you hear about this programme?

Have you ever been selected to attend one of our HRTP (Human Resource Training Programme) in Japan?

If so, please justify why you want to take part again?

**CORPORTE INFORMATION**

Official Name:

Website:

VAT number:

Sector of activity:

Established in (year):

Main shareholders? :

If your company is part of a group, name of that group:

Data about your company/organisation:

|  |  |
| --- | --- |
| Turnover in million Euro: | Size and type of organisation |
| [ ]  < 1 million [ ]  1 to 10  | [ ]  Industry: < 10 employees | [ ]  Industry: > 500 employees |
| [ ]  10 to 20 [ ]  20 to 50 | [ ]  Industry: 10 – 49 “ | [ ]  Individual inventor  |
| [ ]  50 to 100 [ ]  100 to 250 | [ ]  Industry: 50 – 249 “ | [ ]  R&D Institution  |
| [ ]  250 to 500 [ ]  > 500 Million | [ ]  Industry: 250 – 499 “ | [ ]  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Data about your company’s Group:

|  |  |
| --- | --- |
| Turnover in million Euro: | Size and type of organisation |
| [ ]  < 1 million [ ]  1 to 10  | [ ]  < 49 employees |
| [ ]  10 to 20 [ ]  20 to 50 | [ ]  50 – 249 employees |
| [ ]  50 to 100 [ ]  100 to 250 | [ ]  249 – 499 employees |
| [ ]  250 to 500 [ ]  > 500 Million | [ ]  500 employees |

**Is your company already engaged international cooperation?**  [ ]  Yes [ ]  No

* If YES, explain **(5 lines max)**:

**Is your company already engaged in business relations with Japan?**

* If YES, explain:

* If NO, what kind of actions has your company already developed to try to establish business relationship with Japan and why were they not successful?

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**What is your company’s strategy towards Japan (10-15 lines max)?**

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**Is your company looking for a partner in Japan? [ ]  Yes [ ]  No**

* If YES, type of partnership(s) considered:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Acquisition agreement　 | [ ]  | License agreement　 |
| [ ]  | Commercial agency agreement　 | [ ]  | Manufacturing agreement　 |
| [ ]  | Distribution services agreement　 | [ ]  | Outsourcing agreement　 |
| [ ]  | Financial agreement　 | [ ]  | Reciprocal production　 |
| [ ]  | Franchise agency agreement　 | [ ]  | Services agreement　 |
| [ ]  | Joint venture agreement　 | [ ]  | Subcontracting |

Describe the innovative aspects, economic advantages/benefits of your product/service, compared with similar products/services already on the market **(5-10 lines).**

* If NO, what is your company expecting from your participation in this programme (**10-15 lines max**)?

**Are you taking part in individual company visits during the programme?** [ ]  Yes [ ]  No

* If YES, please list up to 6 companies (starting with the most important first and explaining why you want to meet those companies).

 **[**Where possible the EU-Japan Centre will accommodate your request.]

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**FILL IN THIS PART ONLY IF YOUR COMPANY IS AN SME**

**Request for financial support**

To facilitate small and medium-sized enterprises’ participation in the course, **participants from SMEs can apply for a grant of 1200 EUR/per person.**

**To be eligible for a grant, the participant’s company must meet the** [**standard European Commission definition of an SME**](http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm) **(**[**http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index\_en.htm**](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm)**),**

* Do you meet all 3 criteria? Yes [ ]  No [ ]

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**Request for additional financial support - Enterprise Europe Network (EEN)**

The EU-Japan Centre is a member of the Enterprise Europe Network, the European Commission-funded network (composed of more than 600 member organisations) offering business support services to SMEs (to develop your business in new markets, browse for new technologies). More info: <http://een.ec.europa.eu/>

Are you interested to use the EEN network services? [ ]  Yes [ ]  No

If YES, you should first select your EEN closest contact point on <http://een.ec.europa.eu/about/branches> (If you are already using EEN support please indicate your representative organisation and name of person contact)

Name of your EEN contact point:

If your company is selected for this GRFJ programme, we will put you in contact with the ‘contact point’ of your choice, who will help you to create your ‘business profile’ (the profile that the EU-Japan Centre will promote in Japan).

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**Step in Japan**

“Step in Japan” is a free support initiative which offers a full range of services for EU SMEs: a free “hot desk” in Tokyo, an internet connection, a telephone, an access to meeting and seminar facilities… (more info on <http://www.eu-japan.eu/logistical-support-step-japan>).

Are you interested in taking advantage of this service? [ ]  Yes [ ]  No

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**EIC SME Instrument (Horizon 2020)**

Completely separate to your possible participation in an EU-Japan Centre mission you may be interested to know that the European Innovation Council (EIC) has an SME instrument to provide support to certain SMEs.

* **More info on** <https://ec.europa.eu/easme/en/EIC-sme-instrument>

Is your company currently a beneficiary of SME instrument? [ ]  Yes [ ]  No

**CHECK-LIST** (please tick boxes)

[ ]  I have read the information related to this training scheme (<https://www.eu-japan.eu/events/get-ready-for-japan-training-programme> ) including the [Q&A section.](https://www.eu-japan.eu/business-programmes-faq)

[ ]  If selected, I agree to transfer 1200 EUR (refundable for SMEs and not refundable for other entities) to confirm my participation in this programme. I understand that failure to transfer the deposit/contribution by the deadline set by the EU-Japan Centre may result in the offer of the place being withdrawn.If, for whatever reason, a participant cannot take up his / her confirmed place, the deposit / contribution may NOT be refunded.

***I have enclosed the following required documents***

[ ]  Cluster or company’s brochure (ppt, pdf…)

[ ]  Certificate of registration (or VAT registration)

[ ]  Organisational chart showing the cluster / company’s business units and the position of the candidate

[ ]  Curriculum Vitae of the candidate (in English)

[ ]  Copy of the candidate’s ID or passport

[ ]  Passport-size photo of the candidate

[ ]  Only for SMEs applying for a grant: latest official financial statements indicating (consolidated) turnover

***If you are interested in receiving our quarterly electronic newsletter, please tick here [ ]***

**SIGNATURE BY THE APPLICANT**

* *If selected, I commit myself to attending the entire course, without missing a single part.*
* *If selected, I commit myself to provide information about my business related activities with Japan (ongoing process, success stories, and failures) to the Centre.*
* *If selected, I agree that my work contact details will be shared with the Centre, other participants selected for this course.*

**Date Signature**

**SIGNATURE BY THE EMPLOYER**

* *I endorse this application. I have read all pages of this application form and declare on my honour the accuracy of its contents.*
* *I authorize the Centre to send me information about other activities and services that may be interesting to me.*
* *Places are limited. Should your company decide to submit two or more applications for the same session, please state the name of your preferred candidate:*

*My first-choice candidate is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

* *Cancellation policy: I understand that if, for whatever reason, a participant is unable to take up his / her confirmed place, the deposit / contribution may NOT be refunded.*

**Date Signature**