** APPLICATION FORM**

 **WCM 2018 – course II**

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**SUBMISSION DEADLINE: 24 May 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/wcm-world-class-manufacturing-september-mission>).

**- *ensure that your application is complete, dated and duly signed both by yourself and your employer.***

***Any questions?****Contact Mrs 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*** ***All attachments should be named “FAMILY NAME + CONTENTS” (ex. SMITH – CV). Maximum file size per sending is 10 MB.***

***Approximate timescale:***

*24 May Application deadline*

*29-30 May The selection board will allocate places. The European Commission and the Centre’s Tokyo Head Office will be asked to approve its decision.*

 *Applicants will receive results of their application.*

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

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

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

*10-14 Sept* ***Mission will take place in Japan***

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**COMPANY’S INFORMATION**

Official Name:

Website:

VAT number:

Sector of activity:

Main shareholders? :

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

Number of staff: in firm:       worldwide:

Latest turnover in €: in firm:       worldwide:

Balance sheet in €:       This information is based on which year’s data?

**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:

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

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 EU-Japan Centre’s programme/mission?

If so, which one(s))? :

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

If so, what’s his/her name? :

How did you hear about this programme?

Have you ever been selected to attend one of our WCM training missions in Japan?

If so, having taken part in an earlier edition of this training mission, please justify why you want to take part again?

**WCM CORPORATE STRATEGY**

**QUESTION I** - From among the following items, select the 3 ones that are currently challenging your company, **and describe the main challenges for each 3**:

* Quality
* Cost
* Productivity
* HR development
* Safety
* Working environment
* Development of new products
* motivation
1.
2.
3.

**QUESTION II** - What actions has your company already taken to improve its production methods? (0 = not implemented --- 5 most advanced):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | 0 | 1 | 2 | 3 | 4 | 5 |
| Total Quality Management |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |
| Six Sigma |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |
| Quality Control |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |
| Total Quality Control |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |
| Total productive Maintenance |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |
| Kaizen |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  | [ ]   |
| Other        |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |
| Other        |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |
|   Other \_      \_ |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |

**QUESTION III (confer page 7)** - Please provide your company’s WCM ‘road map’ or production strategy document (in PDF or PPT version). All documents will be kept confidential.

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| --- |
| **QUESTION IV - What are your personal responsibilities in terms of WCM strategy? (10 lines maximum)**      |

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| --- |
| **QUESTION V - How does your participation in this course fit with your company’s overall WCM strategy? (10-15 lines maximum)**      |

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| **QUESTION VI - How will your company benefit from a participation in this course? (10 lines)**      |

**REQUEST FOR A GRANT (for SMEs only)**

To facilitate small and medium-sized enterprises participation in the course, participants from SMEs can apply for a EUR 600 grant.

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>), i.e.:

* + - Maximum number of employees worldwide: 250,
		AND
		- Maximum turnover: €50m (OR maximum balance sheet total: €43m), AND
		- Minimum 75% financial independence.
* **Do you meet all 3 criteria? Yes** [ ]  **No** [ ]

# **IMPORTANT NOTICE**

# SMEs will not have to pay the non-refundable €1,000 contribution towards the costs incurred by the EU-Japan Centre on the participant’s behalf. Instead, SME companies must transfer a refundable deposit of €1,000 to guarantee the place in 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/all reports the Centre requires. Interest payment is excluded.

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

[ ]  I have read the information related to this training scheme (<http://www.eu-japan.eu/events/world-class-manufacturing>) including the Q&A section and financial conditions.

[ ]  If selected, I agree to transfer 1000 EUR (refundable for SMEs, non-refundable for non-SMEs)

*I have enclosed the following required documents:*

[ ]  Company’s presentation / brochure

[ ]  Company’s WCM ‘road map’ or production strategy document

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

[ ]  Curriculum Vitae of the candidate

[ ]  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 activity.*
* *I understand that during and after the course, my work contact details may be included in a printed/electronic Alumni directory/database.*
* *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.*
* *Places on the course are usually limited to 20. 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 refund*

**Date Signature**