



## **THE ELECTRICAL AND ELECTRONICS ASSOCIATION OF MALAYSIA**

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4<sup>th</sup> June 2010

**To All Building Professionals, Managers, Manufacturers, Contractors,  
Vendors, Academicians and Competent Personnel**

### **Training Programme in Japan**

#### **“Environment Management for Malaysia - Promotion of Energy Efficiency”**

TEEAM in collaboration with AOTS (Association for Overseas Technical Scholarship, Japan) is organising a subsidised training programme in Japan. AOTS will subsidise cost fees and travel expenses (including air ticket) and will also be providing accommodation and meals during the training period. Details are as follows:

#### **Training Title**

“Environment Management for Malaysia – Promotion of Energy Efficiency”

#### **Duration**

22<sup>nd</sup> November – 3<sup>rd</sup> December 2010

#### **Training Location & Accommodation**

AOTS Yokohama Kenshu Centre

5-1, Fukuura I-chome, Kanazawa-ku, Yokohama, Japan

#### **Objective**

The objective of the programme is to enable participants to gain a deeper understanding of environmental management techniques and methods and to promote energy efficiency in their own organisations.

#### **Contents**

Participants will learn the philosophy and activities related to environmental management in Japanese companies through an introductory lecture. They will also deepen their understanding of the backgrounds to the companies’ activities such as main environmental themes, corporate social responsibility, Japanese energy policies, etc.

Through lectures and company visits, participants will learn the steps and techniques for promoting energy efficiency which are to utilise to develop an action plan. They will also be introduced to new types of energy such as biomass and photovoltaic energy. During the study tour, participants will observe the implementation of energy efficiency promotion activities and utilisation of new types of energy.

Participants will confirm their roles as managers in promoting energy efficiency activities through a lecture. On the final day, participants will give a presentation on how they will implement energy efficiency promotion activities at their own companies.

#### **Training Schedule**

The detailed training schedule is enclosed.

#### **Language**

All lectures, discussions and company visits will be conducted in English or Japanese with translation into English. In principle, the programme documents and training materials will be prepared in English.

### **Training Expenses**

AOTS training programme is financed by Official Development Assistance Subsidies from the Japanese Ministry of Economy, Trade & Industry. The subsidised training expenses to be borne by each participant is approximately RM 7,000.00 which includes air ticket, course fees, accommodation and meals. Participants may also apply to HRDF for subsidy for those who qualify.

### **Participation Requirements**

1. Participants should be, in principle, executives and middle to top managers who are responsible for controlling energies and/or promoting energy efficiency.
2. Participants should be between 25 and 60 years of age.
3. Participants should be university graduates and/or have equivalent professional experience.
4. Participants should have sufficient working knowledge of English.
5. Participants should be healthy enough to undergo an intensive training programme in Japan.
6. Participants should be residing in Malaysia.
7. Participants should not be students or armed forces personnel.
8. AOTS ex-participants who have recently been awarded an AOTS Scholarship and participated in an AOTS training programme in Japan are not entitled to apply for any programme which starts within six months (183 days) after they have returned home from Japan.

Note:

1. Family members are not allowed to accompany the participants to Japan.
2. Participants shall not request AOTS to arrange, nor arrange by themselves, any additional programmes, and shall leave Japan and return home soon after the completion of the programme.
3. The Guarantee Letter which is one of the invitation documents to be issued by AOTS, shall be used only for the purpose of obtaining a training visa and shall not be used for any other purposes, such as participants' business.

### **Application Procedure**

Participants are to complete the following and submit to the **TEEAM Secretariat by 15<sup>th</sup> July 2010**. All applications will be forwarded to the AOTS Screening Committee in Japan for approval.

1. AOTS Training Application Form, Applicant's Personal Record and Medical Check Sheet
2. 2 copies of a photo (4 cm x 3 cm) (Please write down the applicant's name on the back)
3. Brochure of the applicant's company/organisation
4. Photocopy of passport with applicant's photo and particulars
5. Pre-training Report
6. Overseas Travel Insurance Consent Form
7. Handling of Personal Information Consent Form

Should you be interested to participate, please obtain a set of the application documents from the TEEAM Secretariat Tel: 603-9221 4417, 9221 2091 E-mail: [teeam@streamyx.com](mailto:teeam@streamyx.com); [teeam52@gmail.com](mailto:teeam52@gmail.com); [teeam@po.jaring.my](mailto:teeam@po.jaring.my)

### **Deposit**

A non-refundable deposit of RM 1,000.00 is required to commit your participation. However final approval is subject to AOTS Screening Committee. The deposit will be refunded if your application is unsuccessful. Please make cheque payable to "The Electrical and Electronics Association of Malaysia".

It is our hope that your support to this training programme will ensure greater awareness on the promotion of energy efficiency and environmental management. I therefore strongly appeal for your support in participating in this training programme.

Thank you.

Yours faithfully,

**The Electrical and Electronics Association of Malaysia**



Winnie Khong  
Executive Secretary