

“The 4th Seminar Implementation Support Program for PREX Global Network”
Application Guidelines

Call for Applications

“Share Knowledge, Inspire Change!”

PREX launched the Seminar Implementation Support Program for members of the PREX Global Network (PGN) in 2021, and three online seminars have been held since then. This program specifically provides financial assistance for expenses incurred by lecturers in Japan participating online (Further details will be described below).

In Japanese Fiscal Year (JFY) 2025, the program has been renewed to make it more accessible and beneficial, now including pre-application consultation.

The purpose of this program is to support PGN members in sharing and deepening the knowledge gained from courses in Japan, and to inspire change by holding seminars (online in JFY 2025) for people engaged in those course themes.

Consultation is provided by PREX to help clarify the target and content of application documents; however, whether consultation is conducted will have no impact on the selection process. If you would like a consultation, please fill out the form below.

<https://forms.office.com/r/ZpRb74VZsa>

Please be advised that this program supports PGN members in hosting seminars, not in participating in courses.

- Consultation request deadline: September 15, 2025 (optional)
- Application deadline: October 31, 2025

We look forward to receiving your application!

【Online Seminars】

1. Application Requirements

The following requirements must be met to apply for the program.

Requirements for Applicants	(1) You must be a member of the PREX Global Network (PGN). (2) Your affiliated organization must be able to take on the following duties: ● Announcement of seminars and recruitment/selection of participants ● Overall management and operation of the seminar by acting as a local point of contact. ● Arrangement of necessary equipment, facilities, etc. ● Other tasks to be performed in the country or region where the seminar is to be held. Note: If it is difficult for your affiliated organization to take on all the work, you can outsource work to an appropriate organization or company in your country (3) Your affiliated organization must be able to bear all applicable costs. (please refer to section 2.) (4) The applicant must be able to submit all applications and reports in English and communicate with PREX staff via email, etc., in English. (5) Since the seminar will be held online in JFY 2025, the organizer and participants must have adequate internet access. ¹ ※Please note that previous successful applicants are not discouraged from applying. For evaluation criteria, please refer to section 4 (2).
Seminar Format	Online using Zoom, etc. (group format or participation from homes or workplaces is acceptable)
Period	January to March 2026 (to be determined after coordination between the applicants' preferred dates and the schedules of the instructors and cooperating partners in Japan)
Dates	1 time (2-3 hours) x 3 times maximum ²
Location	Country/region in which the applicant resides
Participants	Approximately between 20 and 50 people. ※Note that the program should not be exclusive to specific companies or organizations. It should benefit a wide range of participating country and regions.
Language	English or official language of the country of implementation

	(A Japan-based interpreter will provide consecutive interpretation)
Themes	Themes relating to courses in Japan in which the applicant has participated in the past, or related themes that the applicant's affiliated organization or other related parties require. Examples: 5S/Kaizen, production management, promotion of small and medium-sized enterprises, regional development, promotion of trade and investment, promotion of tourism, etc.
Available Methods	- Lecture only - Combination of lectures, exercises, site visits, opinion exchanges, etc. ³
Instructors	The applicant agrees to allow PREX to select and arrange appropriate instructors based on the content of the applicant's project.

¹Please refer to the system requirements at the Zoom Help Center (link below).

https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0060748

²When determining the time of the event, please take into account the time difference with Japan.

³If you would like to include exercises or site visits, please add the following information in the application form.

Exercises: Specific format

Site Visits: Information on sites (local companies, etc.) where informal consent (including video recordings, etc.) has been obtained when the application is submitted.

2. Seminar Expenses

The following expenses must be borne by the applicant's affiliated organization or cooperating organization.

1. Facility/equipment rental fee if held in group format
2. Communication equipment and communication costs for online seminar
3. Fees for materials (copying textbooks, bookbinding fees, etc. if required)
4. Materials expenses (paper, stationery, etc. if required for exercises)
5. Seminar participant-related expenses (if you will be paying for travel and accommodation expenses for participants from distant locations)
6. Transportation expenses for materials and equipment
7. Site visit expenses (if a site visit is planned and an honorarium is required)
8. Travel expenses for site visit (if a site visit is planned and transportation needs to be arranged)

9. Local operation-related expenses (including simultaneous interpretation fees, and fees for contracted organizations)
10. Expenses related to seminar announcements and recruitment
11. Business labor expenses (when labor costs are incurred for personnel in the applicant's affiliated organization and cooperating organizations)
12. Other miscellaneous expenses (e.g., preparation of meals and snacks for participants etc., if necessary)

Note: PREX shall bear the following expenses.

1. Honorarium for lecturers
2. Honorarium for manuscripts
3. Interpretation fees (Consecutive interpretation between Japanese and the seminar language)
4. Translation fees (only for translations from Japanese to the target language)
5. Labor expenses for PREX operations
6. Various transportation and communication expenses (within Japan)

3. How to Apply

Fill out the attached forms in English and send them to the email address provided within the application period.

<Documents for Submission> **Note: All documents to be submitted in English.**

- (1) “The Seminar Implementation Support Program for PREX Global Network” Application Form_Online [Form 1]
- (2) “The Seminar Implementation Support Program for PREX Global Network” Proposed Schedule_Online [Form 2]
- (3) Outline and activities of the organization to which you belong and/or the organization to which you are subcontracting to (business reports, etc.) (English or Japanese) [No form]

<Application Period>

September 5, 2025 – October 31, 2025

<Submissions>

Email: prexglobalnetwork@prex-hrd.or.jp

Persons in charge: Takayama, Sekino, Hazama and Kuroki, PGN Team, PREX

4. After Submission

1. Confirmation of the submission of application documents

2. Review of application

PREX will perform a careful review. The evaluation criteria are as follows:

- Appropriateness of having a Japanese instructor hold the online seminar
- Necessity for the seminar
- Clarity of the seminar's purpose, theme, and goals
- Appropriateness of seminar content and methods
- Effectiveness of seminar implementation
- Preparation and operational capabilities for the applicants' affiliated organization
- Possibility of the successful implementation by PREX accompanying the detailed design and preparation processes if necessary

Note:

If there are multiple applicants who have been evaluated equally based on the above criteria, preference will be given to those who have not been selected in the past or who have been selected fewer times.

3. Decision on adopted proposals

4. Announcement of results (results of acceptance or rejection will be informed to applicants by email)

5. Preparation and coordination for the seminar at the applicant's affiliated organization (in collaboration with PREX as necessary)

- Announcement of seminars and recruitment/selection of participants
- Overall management and operation of the seminar by acting as a local point of contact
- Arrangement of necessary equipment, facilities, etc.
- Other tasks to be performed in the country or region where the seminar is to be held

6. Hold seminar and collect questionnaires from participants (to be collected from participants at the end of the seminar using the prescribed form, which will be sent after the seminar proposal is accepted)

7. Submission of report (to be submitted after the seminar using the prescribed format, which will be sent after the seminar proposal is accepted)

5. Important Notes

(1) Cancellation due to circumstances at the applicant's affiliated organization:

If the seminar is cancelled due to circumstances at the applicant's affiliated organization unrelated to unavoidable circumstances such as natural disasters or conflicts occur in the seminar host country or city, after acceptance of the selection notice, the applicant's affiliated organization will need to cover the expenses incurred in Japan.

(2) PREX's Privacy Policy:

Details are available on our website. The personal information provided in this document will be managed safely and thoroughly protected in accordance with PREX's privacy policy. The information will be used for administrative procedures related to this program and when PREX needs to contact you.

<https://www.prex-hrd.or.jp/en/privacypolicy/>