** APPLICATION FORM**

 **Food & Drinks mission**

**– Japan Industry Insight**

**SUBMISSION DEADLINE: 7 December 2017**

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

*- read the information about this training programme
(*<http://www.eu-japan.eu/events/food-drink-mission-eu-smes>*), including the* [*Q&A section.*](http://www.eu-japan.eu/business-programmes-faq)

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

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

***Approximate timescale*** *(all dates to be confirmed):*

*7 December Application deadline*

*Mid-December the selection board will allocate places. The European Commission and the Centre’s Head Office in Japan will be asked to approve its decision.*

 *Applicants will receive results of their application.*

*Early January Selected companies will be requested to pay a refundable deposit (for SMEs).*

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

*Mid-February 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.*

***5 – 9 March Food & Drinks mission taking place in Japan.***

**CANDIDATE’S PERSONAL INFORMATION**

Full name (as mentioned in the passport):

Male [ ]  Female [ ]

Date of birth:

Nationality:

Private e-mail address:

Mobile phone number:

LinkedIn profile (if applicable):

Highest 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:       (year)

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?

**COMPANY INFORMATION**

Official Name:

Website:

Country your SME is located:

VAT number:

Main product category:

Established in (year):

Main shareholders? :

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

**Data about your SME:**

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

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

* **If YES,** explain:

Is your company currently engaged in business relations with Japan? **[ ]  Yes [ ]  No**

* **If YES:** For how long?Type of activity?Level of success?What is your company strategy towards Japan? Does your company have any promotional material currently available in Japanese (e.g. leaflet, packages, webpage etc.)?

* **If NO,** what kind of actions has your company already taken or is planning to take to establish business relationship with Japan?

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

* **If YES**, which type of partnership(s) would you consider:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Acquisition agreement　 | [ ]  | Reciprocal production　 |
| [ ]  | Commercial agency agreement　 | [ ]  | Services agreement　 |
| [ ]  | Distribution services agreement　 | [ ]  | Subcontracting |
| [ ]  | Franchise agency agreement　 | [ ]  | License agreement　 |
| [ ]  | Joint venture agreement　 | [ ]  | Other:        |
|  |  |  |  |

* **If NO**, what is your company expecting from your participation in this mission?

Which type(s) of product you wish to bring to the booth?

[ ]  **Organic raw ingredients**

[ ]  **Organic processed food/drinks**

Please let us know any comment or input you deem relevant regarding your product(s):

Is your product already available in Japan?[ ]  **Yes** [ ]  **No**

* **If NO,** describe the innovative aspects and the advantages/benefits of your product(s) and explain why you believe your product would work in Japan**:**

**Each participant will share space to exhibit in the EU-Japan Centre for Industrial Cooperation’s booth (total size: 36 m2).**

Are you going to bring any samples to the booth? **[ ]  Yes [ ]  No**

* **If YES,** describe which type of samples:

***\*Please make sure to have all required documents/authorization and be aware of any additional customs clearance taxes to pay for transferring samples to Japan. The transfer of samples to the fair will be at participant's cost.***

Do you need any equipment to the booth? **[ ]  Yes [ ]  No**

**If YES,** describe equipment and materials you will need (e.g.: freeze, fridge, sink, hob, oven, microwave etc.)

***\* The EU-Japan Centre will let you know whether or not it can provide its equipment and if so you may need to share equipment with the other participants. Small equipment such as plate, folk, knife, spoon… are not provided by the Centre.***

**FINANCIAL SUPPORT**

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

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** [ ]

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**Enterprise Europe Network**

The EU-Japan Centre is a member of the EEN, 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 so, 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 cluster mission, we will put you in contact with the “contact point” of your choice, who will help you to create your ‘business profile’.

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

[ ]  I have read the information related to this training scheme *(*<http://www.eu-japan.eu/events/food-drink-mission-eu-smes>*),* including the financial conditions and [Q&A section.](http://www.eu-japan.eu/business-programmes-faq)

[ ]  If selected, I agree to transfer 1000 EUR. Failure to transfer the deposit by the deadline set by the 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 am aware that the deposit will be refunded within 8 weeks after the mission only if the participant submits reports the Centre asks him/her to make.  I am also aware that absences during the mission may lead to deductions amounting to 120 EUR/day.

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

[ ]  Company’s brochure

[ ]  Certificate of registration (or VAT registration)

[ ]  [EU Organic Certification](https://ec.europa.eu/agriculture/organic/eu-policy/eu-legislation/brief-overview_en) of my product(s)

[ ]  Organisational chart showing the 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

[ ]  Latest official financial statements indicating (consolidated) turnover or any official document asserting the SME status of your company

**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. I am aware that this follow-up will start shortly after the mission and within the course of 3 years.*

**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 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**