

MARKET SCOPING MISSION INFORMATION ENVIRONMENT & WATER TECHNOLOGIES 21 – 25 MAY 2018, JAPAN

Are you interested in applying for the Environment & Water Technologies Market Scoping Mission to Japan? Are you seeking more information about the EU Gateway to Japan coaching approach, the standard and customised services, the promotion of your company in Japan, a more detailed outline of the Market Scoping Mission Week events, and financial support offered by the European Union? Please read this document.

1. Overview of the 2018 Environment & Water Technologies Market Scoping Mission to Japan

1.1 Coaching

European companies receive coaching during the application stage, the pre-departure stage, the Market Scoping Mission week in Japan, and after returning to Europe. Coaching includes:

- **Suitability check and assistance during application:** After you submit an Expression of Interest, we will contact you to discuss your company's eligibility and suitability for the Market Scoping Mission.
- **Market Study:** After selection, you will receive a comprehensive Market Study. This will broaden your understanding of the Japanese Environment & Water Technologies market and help you to define your market strategy.
- **Pre-Departure Meeting:** Before the Market Scoping Mission week, you will attend a one-day Pre-Departure Meeting in Brussels. At the meeting, you will receive a briefing on logistical preparation for the Market Scoping Mission week, a presentation on the Japanese market in your business sector, and consultation on the business matching process.
- **Post-Mission Follow-Up:** Shortly after your return to Europe, your EU Gateway Coach will debrief you and offer advice on follow up with contacts made in Japan. You will also be asked to complete an online questionnaire after the Market Scoping Mission.

1.2 Standard and Customised Services

- **Standard Services:** Standard Services are designed to maximise your business opportunities in Japan. They are fully financed by the EU and are provided to all participants. Standard Services include:
 - Product suitability check
 - Search for local business partners
 - Scheduling of individual meetings
 - Promotion in the Japanese market
 - Built-up booth within the designated EU Pavilion at the 4-day Business Exhibition within N-EXPO
 - Interpreters assigned to the meeting space for the matchmaking meeting with Japanese companies for 4 days.
 - Communication assistance (floating interpreters) in the EU Pavilion for 4 days.
 - Stand-by support during the entire Market Scoping Mission week
- Promotion of your company in Japan (see 1.3 for details)
- **Customised Services:** You can choose from a range of optional Customised Services co-financed by the EU. Customised Services include:
 - Translation into Japanese and printing of company documents, product manuals, brochures, and business cards, etc.
 - Personal interpreter (English-Japanese-English only) for business meetings held inside or outside of the Business Exhibition Days
 - Additional business-related services provided by independent experts

1.3 Promotion in Japan

As part of the Standard Services, all participants will be featured in a comprehensive promotional campaign run in Japan. Promotion will include:

Press Release: a press release will be distributed to targeted media with details of all companies participating in the Business Market Scoping Mission.

Japan Website: Your company profile will be formatted in Japanese for all Japanese companies to view on the EU Green Gateway Japanese website at www.eu-green-gateway.jp. They will be able to request to set up business meetings.

Direct Mail Promotion: Invitations to the Business Exhibition Days and a Business Networking Reception will be sent to sector-related Japanese companies, industry, associations, and public organisations in Japan. With the cooperation of the N-EXPO organiser and Public Relations team there will be a large audience for this Market Scoping Mission.

Market Scoping Mission Catalogue: a printed Japanese/English catalogue detailing all EU companies participating in the Market Scoping Mission will be distributed at the Business

Exhibition Days. The catalogue will also be made available online. Each company profile includes:

- Company key data and contact information
- A company introduction
- A summary of your company's products and technologies
- Two images of products you wish to focus on in Japan
- A photograph of your company's representative(s) at the Market Scoping Mission

2. The Market Scoping Mission Week

The five-day Market Scoping Mission week in Japan will take place in Tokyo from **Monday 21 May to Friday 25 May**. Participants should anticipate arriving in Tokyo on Sunday 20 May and leaving on Saturday 26 May in order to be present at mandatory events on Monday morning and late Friday afternoon.

2.1 Sunday evening: Welcome Drinks / Networking

Time: 17:00–19:00

Venue: near the Mission Hotel

Participants are invited to meet informally at the hotel bar or a similar venue when they arrive in Tokyo. This is an opportunity to network with the local organisers and other participants. This event is optional.

2.2 Monday morning: Briefing Session

Time: 09:00–12:00

Venue: Grand Nikko Tokyo Daiba

The Briefing Session comprises a short final update on mission week events and meeting schedule by the organisers followed by in-depth presentations on the Japanese Environment & Water Technologies market by local sector experts.

2.3 Monday afternoon: Site Visit (Optional)

Time: 13:00–17:00

Participants have the option to attend a **Site visit** on Monday afternoon. This will offer an insight into the Environment & Water Technologies sector in Japan. Travel will be provided. Participation is not mandatory.

2.4 Tuesday, Wednesday, Thursday and Friday: Business Exhibition Days

Time: 10:00–17:00

Venue: Tokyo Big Sight, N-EXPO

The Business Exhibition Days will take place within a designated EU Pavilion within the N-EXPO. Participants will be able to show products and technologies to a targeted audience of potential business partners. Ad-hoc and pre-scheduled business meetings will take place at your booth or meeting areas at the exhibition.

2.5 Wednesday evening: Business Networking Reception

Time: 18:00–20:00

Venue: Mission Hotel

A **Business Networking Reception** hosted by the European Union on Wednesday evening is an opportunity to network with business contacts, potential partners, and professional colleagues in an informal environment. Participants can invite their own guests and meet representatives from EU Member State embassies and business organisations invited by the organisers.

2.6 Thursday: Business Exhibition

Time: 10:00–16:00

Venue: Tokyo Big Sight, N-EXPO

The Business Exhibition Day will take place within a designated EU Pavilion within the N-EXPO. Participants will be able to show products and technologies to a targeted audience of potential business partners. Ad-hoc and pre-scheduled business meetings will take place at your booth or meeting areas at the exhibition.

2.7 Friday afternoon: Debriefing session

Time: 17:00-19:00

Venue: Mission Hotel

The **Debriefing Session** is an important event that allows all participants to give their opinions on the Market Scoping Mission week directly to the organisers and European Union representatives. Comments are recorded and taken into consideration for making improvements to the EU Gateway to Japan.

3. Financial Support from the European Union

The European Union encourages your commitment to the Japanese market by co-financing the following:

Accommodation: the European Union provides co-financing for six nights (up to EUR 1,000) of accommodation at the designated Mission hotel in Tokyo (Sunday night–Friday night) during the Mission week in Japan.

Details on the Mission hotel and how to book accommodation will be available after selection.

Customised services: the EU co-finances 80% of the cost of Customised Services up to a maximum of EUR 1,000.

3.1 Costs to be covered by participating companies

Participating companies will be responsible for arranging and financing:

- **Flights** to/from Japan and travel within Japan (except for the Monday Site Visit).
- All **insurance** related to travel accommodation and business in Japan.

4. Further Information

You can read more about the programme on the EU Gateway Programme website: www.eu-gateway.eu.

To discuss any aspect of application or participation with a representative from the European coaching network, please contact the following: coaching.network@eu-gateway.eu