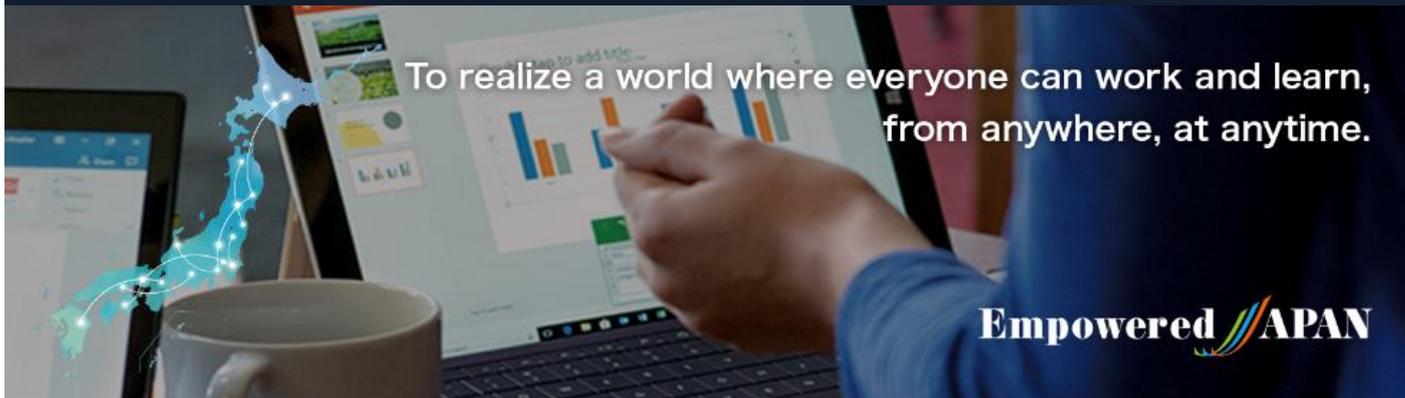


Empowered JAPAN Webinar Report



Empowered JAPAN Executive Steering Committee was established in 2018, "To realize a world where everyone can work and learn, from anywhere, at anytime." To promote the true value of workstyle innovation including telework, the committee has been coordinating symposiums in both Tokyo and regional cities. And in collaboration with various local governments, Microsoft, and partners, the committee has been serving as an advisor to provide telework training for both corporate and individuals. In response to the spread of infection of corona virus (COVID-19) and the government announcement on February 25, 2020, which included the request to citizens to telework, the steering committee made the decision to launch a series of free webinars starting from March 17, 2020, to provide practical information for individuals and organizations across the nation, to telework and/or practice online education.

Category : System (labor work, subsidy, internal rules and remote working manuals)

Date : March, 20, 2020

Speaker : Yuki Fukuda
 Certified Administrative Procedures Legal Specialist (AZ Certified Administrative Procedures Legal Specialist Office)



After overcoming breast cancer, obtained certification as a Certified Administrative Procedures Legal Specialist. Gained experience as an entrepreneur consultant in Tokyo, and then opened the AZ Certified Administrative Procedures Legal Specialist Office. Handles upwards of 100 consultations per year, with a focus on founding businesses. Specializes in financing support. Provides total consulting on applying for subsidies and grants, from the selection of appropriate subsidies to reporting on performance. Holds positions including Instructor at "Business Founding School" (Nagareyama City), Consultant at "Business Founding Cram School" (sponsored by the Chamber of Commerce and Industry), and "Mirasapo Specialist Dispatch Registration Expert" (The Small and Medium Enterprise Agency).

Specific Methods of Applying for Telework Subsidies

Given the strong demand for working from home, there are many companies that seek government subsidies for introducing and expanding telework. Fukuda, an administrative scrivener and entrepreneur consultant, proposes suitable financing to his client companies. In particular, in the case of subsidies and grants, he provides total support from procedures for applying to the government until performance reports. Fukuda provides consultation for more than 100 clients per year.

The big appeal is that there is no obligation to repay subsidies. However, for that reason, there are several points to be aware of in regards to application, adoption, implementation, reporting, and payment (issuance). "There are many subsidies for telework which originated from COVID-19 measures and work-style reforms," emphasizes Fukuda. "I highly recommend utilizing these subsidies to promote telework." In this article, he introduces two subsidy systems which can be used immediately, as well as important points to be aware of when applying.

First, let's start with some general cautions regarding subsidies. According to Fukuda, all subsidies have "subsidy caps" and "subsidy rates." "For example, I will talk about the Subsidy for Reforming Overtime Work, Etc., that is operated by the Ministry of Health, Labour and Welfare, explains Fukuda. "This subsidy has a cap of 1 million yen and a subsidy rate of 50%. In other words, since the subsidy rate is 50%, even if the telework initiatives cost 2 million yen, only 1 million yen will be paid. On the other hand, if initiatives cost 3 million yen and the subsidy rate is 50%, the subsidy amount would be 1.5 million yen. However, due to the subsidy cap, please be aware that a maximum of 1 million yen will be subsidized."

Another important point is that the payment of subsidies and grants is deferred. Even if an application is filed and the decision is made to issue the subsidy, it will not be paid immediately. Instead, the payment is made after implementing the target initiatives, filing an implementation report, and undergoing an examination. "It is essential to consider whether or not the company can pay the cost in advance," says Fukuda.

IV.まとめ

制度名称	国民労働時間短縮助成金 (新型コロナウイルス感染症対策のためのテレワーク助成金) 労働時間短縮助成金	事業継続型テレワーク助成金 (テレワーク助成金) 実務部
実施年度	2020年11月20日より	2020年11月27日より
申請対象 業種	2020年7月1日〜2020年9月30日	国土交通省認可の山岳2000m未満の山
補助金上限 (総額)	200万円	25万円
対象 事業者	2020年7月1日〜2020年9月30日 ① 10名以上の従業員がおり、テレワーク導入が完了した企業、且、そのうちテレワーク導入が完了した従業員が1人以上、且、実業従事者(役員を除く)が1人以上であること。 ② 労働時間短縮率(労働時間削減率)が20%以上であること。	国の要請(生活困窮対策)に準じて、2020年11月27日以後、2020年12月31日までの期間に、テレワーク導入が完了した企業、且、そのうちテレワーク導入が完了した従業員が1人以上、且、実業従事者(役員を除く)が1人以上であること。 ③ 「2020年11月27日」以降の期間に、テレワーク導入が完了した企業、且、そのうちテレワーク導入が完了した従業員が1人以上、且、実業従事者(役員を除く)が1人以上であること。
対象となる 業種(例)	① 国土交通省認可の山岳2000m未満の山 ② 国土交通省認可の山岳2000m未満の山 ③ 国土交通省認可の山岳2000m未満の山 ④ 国土交通省認可の山岳2000m未満の山	① 国土交通省認可の山岳2000m未満の山 ② 国土交通省認可の山岳2000m未満の山 ③ 国土交通省認可の山岳2000m未満の山 ④ 国土交通省認可の山岳2000m未満の山

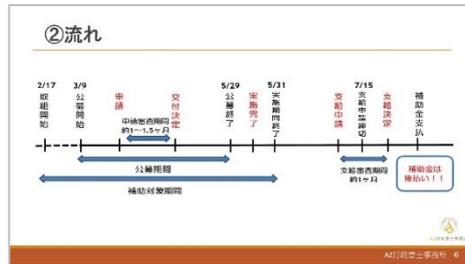
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To begin, we will introduce the Subsidy for Reforming Overtime Work, Etc. According to Fukuda, this subsidy is for companies that are now planning to implement telework; in other words, for "beginners." "It's good for 'beginners' because it also covers costs incurred for consulting with external experts, and for creating work rules and labor agreements," explains Fukuda. In this respect, it is appropriate for companies that are unsure of problems and methods for introducing telework."

On the other hand, it does not include costs incurred to purchase computers, tablets, and smartphones. This is because the subsidy is based on the criteria of "necessity" and "dedicated use." Since devices such as computers can be used for other purposes, it is difficult to have these devices recognized for "dedicated use." (*Subsidy targets were reviewed on April 28, and coverage was added for rental/lease costs incurred for computers, routers, etc.)

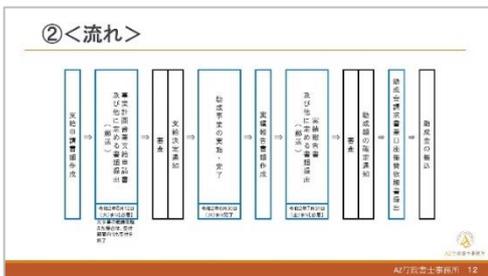
"Thin client terminals and the like are also recognized in some cases," notes Fukuda. Regarding equipment, it's a good idea to list the system construction diagram in the application form. By doing so, you can visually appeal the use of equipment for a dedicated purpose."

According to Fukuda, the Subsidy for Reforming Overtime Work, Etc., is a rare system which covers a period for teleworks initiatives going back to February 17. In other words, even if you apply in April, you are still eligible to apply for teleworking expenses which were already incurred after February 17. Please be sure to keep invoices and receipts.



The second subsidy we will introduce is the Business Continuity Emergency Measure Subsidy in Tokyo. According to Fukuda, this subsidy is appropriate for "intermediates." Specifically, in addition to corporations which are implementing telework for the first time, this subsidy is suitable for corporations who have already prepared and used telework, but wish to achieve further enhancements. One example would be a corporation that wants to add 10 new employees to its telework initiatives.

This subsidy covers a wide range of fees for computers, smartphones, and cloud services. Of particular note is the 100% subsidy rate. In other words, it is possible for corporations to receive a full subsidy up to the maximum amount of 2.5 million yen.



"Not having to pay any expenses yourself is wonderful," says Fukuda. However, the only expenses covered by the subsidy are those ordered or contracted after the date of the payment decision notification of payment decision. Furthermore, the delivery and payment associated with those expenses must be completed by June 30. Tokyo forecasts a budget of 250 million yen. If the budget is exceeded, the subsidy program will end within the application period that runs May 12th. Please consider applying early."

However, subsidies like these with a high cap and high subsidy rate are naturally subject to strict examination. "When selecting an appropriate subsidy, do not focus

only on the amount of the subsidy; instead, it is important to base your decision on a clear understanding of conditions at your company," explains Fukuda. "If 1 million yen is enough, your application will be viewed with suspicion if you scrape together unnecessary expenses in an effort to approach 2.5 million yen," says Fukuda.

Furthermore, please note that the Business Continuity Emergency Measure Subsidy is operated by the Tokyo Metropolis, and is only available to companies with headquarters or offices in Tokyo. However, since programs operated by the Tokyo Metropolis often spread to local governments throughout Japan, it is essential to collect information in the future. For finding subsidies and grants, Fukuda recommends the Mirasapo website operated by the Small and Medium Enterprise Agency. Users can search for available subsidies by region or field. (*Name changed to Mirasapo Plus from April 1) "You can refine your search by using keywords such as 'telework,' and obtain accurate information in a timely manner," explains Fukuda.

Finally, he introduced tips for creating application documents. The most useful resources are the entry examples and manuals that are always posted on the website of each subsidy. "If you start by reading an example of the performance report, you can get a complete picture of the subsidy," notes Fukuda. This is helpful because the contents of performance reports are closely linked to the application form."

According to Fukuda, it is possible to apply for the two subsidies at the same time. For example, you could use the Subsidy for Reforming Overtime Work, Etc. to cover consulting fees incurred for introducing telework, and use the Business Continuity Emergency Measure Subsidy to cover equipment expenses. However, please note that the same expenses cannot be covered by different subsidies. Additionally, application requires time and effort such as preparing documents, and the application periods for the two subsidies overlap. It would be realistic to narrow down the subsidies required for your company, quickly create documents with accuracy, and apply early.