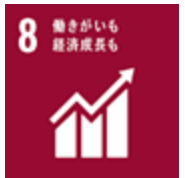




Japan Platform for Migrant Workers
towards Responsible and Inclusive Society



“Fair and Ethical Recruitment Initiative for Migrant Workers from Nepal to Japan” (NJ-FERI)

Guideline and Workflow (ver.2)



History of Amendment :

- Drafted Workflow (ver. 2.0) April 5, 2025



I. Outline of **FERI Guideline**

II. Outline of **SOPs of NJ-FERI**

III. **Workflow of NJ-FERI ver.2**

1. Preparation Stage
2. Recruitment/Pre-Departure Stage
3. Employment Stage

IV. **AOB**



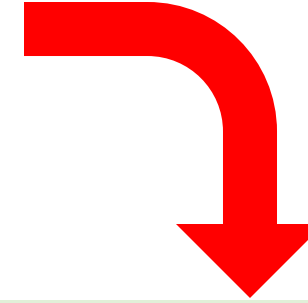
1. Outline of FERI Guideline

ver. July 31, 2024

FERI Guideline –consisting of 6 Chapters



1. General Provisions
2. Guidelines for Country of Origin's Recruitment Agencies
3. Guidelines for Host Country's Recruitment Agencies
4. Guidelines for Employers
5. Guidelines for Migrant Workers
6. Recruitment Guidelines



- 2.1 Responsibility
- 2.2 Functions
- 2.3 Means for Recruitment
- 2.4 Provision of Information at the Time of Recruitment
- 2.5 Recruitment Routes
- 2.6 Prohibitions in Recruitment
- 2.7 Conclusion of Contract
- 2.8 Vocational Training
- 2.9 Language Training
- 2.10 Residential Environment
- 2.11 Provision of Meals
- 2.12 Loan Arrangement
- 2.13 Setting of Compensation for Services
- 2.14 Selection of Host Country's Recruitment Agencies
- 2.15 Fair Business Activities
- 2.16 Provision of Benefits
- 2.17 Provision of Job Information to Migrant Workers
- 2.18 Respect for Migrant Workers' Freedom to Choose Occupation
- 2.19 Prohibition of Restriction of Rights of Migrant Workers
- 2.20 Measures to Maximize the Competencies of Migrant Workers
- 2.21 Implementation of Pre-Departure Orientation
- 2.22 Support for Smooth International Migration
- 2.23 Monitoring after Moving to Host Country
- 2.24 Protection after Moving to Host Country
- 2.25 Prohibition of Participation in Forced Return
- 2.26 Smooth Social Reintegration after Returning Home
- 2.27 Prevention of Forced Labor, Human Trafficking, and Human Rights Violations
- 2.28 Substantial Compliance with the Guidelines
- 2.29 Prohibition of Acts Involving Third Parties
- 2.30 Provision of Information
- 2.31 Compliance with Laws and Regulations
- 2.32 Disclosure of Information
- 2.33 Handling of Semi-FERI-Confirmed Job-Orders



2. Outline of SOPs of NJ-FERI

ver. January 6. 2025



Chapter 1 General Statements

1. Purpose
2. Guidelines to conform
3. Certification of suitability per job-order
4. Roles of the two parties
5. Roles of JICA and ILO
6. Roles of Partner Organization
7. Roles of JP-MIRAI
8. NJ-FERI Stakeholder Meeting
9. FERI Steering Committee in Japan

Chapter 2 Registration and Training for Participating Companies and Organizations

10. Participation procedure for recruitment agencies in Nepal
11. Participation procedures for recruitment agencies in Japan and employers
12. Agreement between the Recruiting Agencies in Nepal and Japan

Chapter 3 Recruitment Process and Protection

13. Preparation and certification of job-orders
14. Recruitment in Nepal
15. Monitoring and support before traveling to Japan

Chapter 4 Monitoring and Response after Arrival in Japan

16. Monitoring after arriving in Japan
17. Grievance adjustment
18. Corrective guidance and expulsion
19. Whistleblowing
20. Expulsion

Chapter 5 Others

21. Award system
22. NJ-FERI registration/management fee
23. Revision of the NJ-FERI SOPs





- Promoting the human rights of migrant workers and maximization of their competencies and opportunities
- Recruitment which is fully complied with applicable law and FERI guideline
- Provision of accurate information to workers through all the process of recruitment
- No involvement of any third parties other than RA in CoO themselves (including, but not limited to, brokers)
- Understandable and accurate contract based on full consensus
- No fee and no cost to migrant workers for proper trainings/resident/meals
- Prohibition of the entertainment or money to RA/Employer in Hosting country
- Endeavor for respect/support/protection for migrant workers' safe migration

Highlights of SOPs of NJ-FERI

Table 1 The Ratio of the Recruitment Fees and Related Costs to be borne by each employer in ILO Standards

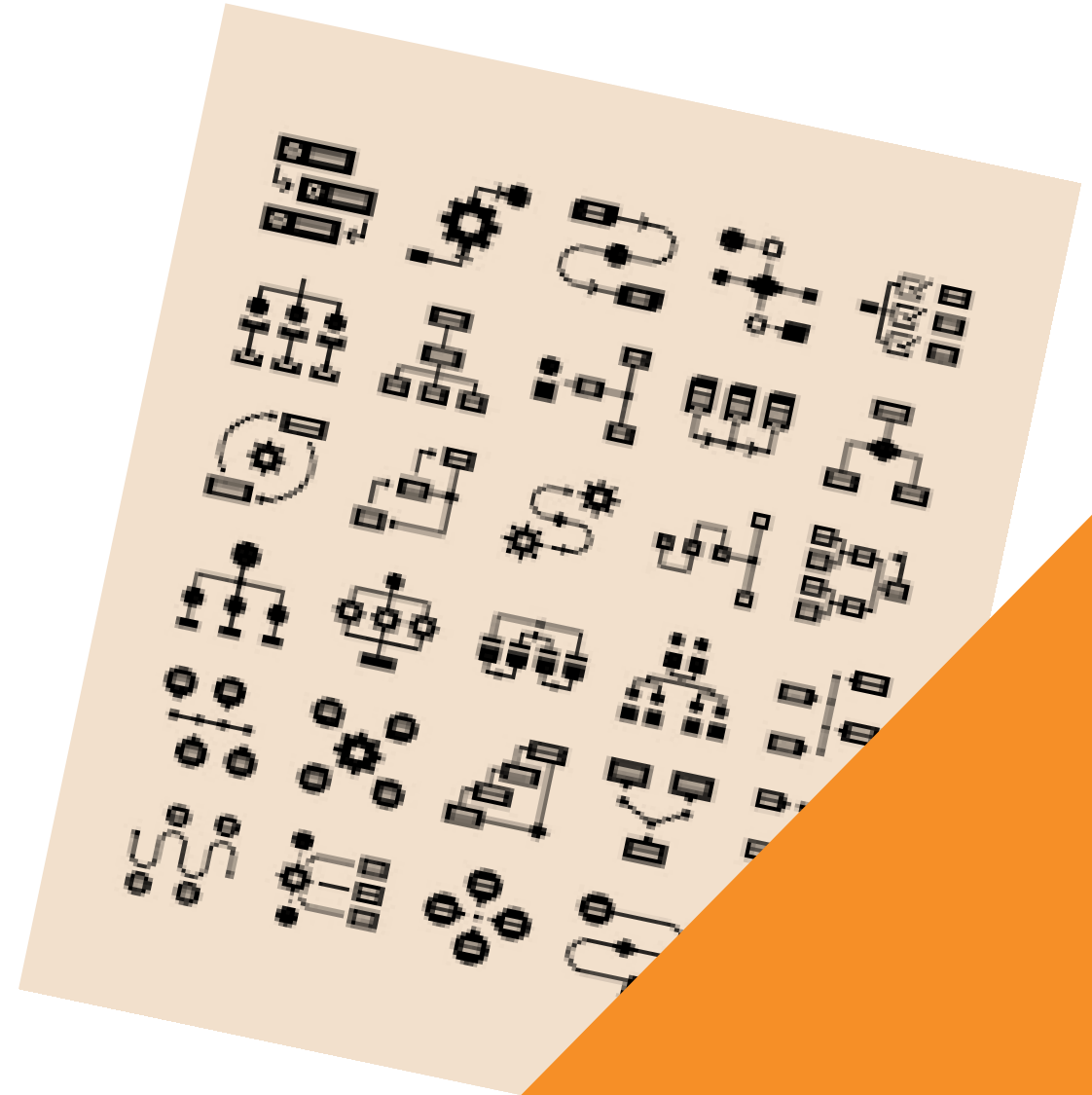


Recruitment fees & Related Costs to be borne by each Employer (ILO)		FERI Certified Job-Order : Items to Be Borne by Each Employer	 Semi-FERI-Confirmed Job-Order: Items to Be Borne by Each Employer	 Applicable Provision of FERI Guidelines
A. Recruitment Fees		100% borne by the Employer	★Partially can be borne by migrant workers (Compensation for the services by the Recruitment Agency in Nepal to each migrant worker, host country’s recruitment agency, or employer, in compliance with the maximum amount stipulated by law as the compensation for sending services)	2.13c
B. Related Costs				
	i. Medical Costs	100% borne by the Employer	100% borne by the Employer	
	ii. Insurance Costs	100% borne by the Employer	100% borne by the Employer	
	iii. Costs for Skills and Qualification Tests	100% borne by the Employer	100% borne by the Employer	
	iv. Costs for Training and Orientation	100% borne by the Employer	★Partially can be borne by migrant workers (Costs for vocational training and language training, including the cost of training materials)	2.8b 2.9b
	v . Equipment Costs	100% borne by the Employer	100% borne by the Employer	
	v i. Travel and Lodging Costs	100% borne by the Employer (“Costs for Domestic transportation within the country of origin” may be excluded.)	★Partially can be borne by the migrant workers (Costs for residence while migrant workers prepare to move to the host country)	2.10b
			★Partially can be borne by the migrant worker (Costs for meals while migrant workers prepare to move to the host country)	2.11b
★Partially borne by migrant workers (“Costs for domestic transportation within the country of origin”)			4.8b	
All Other Costs not Specifically Stated		100% borne by the Employer	100% borne by the Employer	

Note: In the case of recruitment through a "Semi-FERI-Confirmed job-order", migrant workers may be required to cover only those items indicated with "★ Partially born by migrant workers", up to a total amount not exceeding 50% out of the total amount of above items with ★, and the amount to be borne by migrant workers shall be stated in the Job-order.



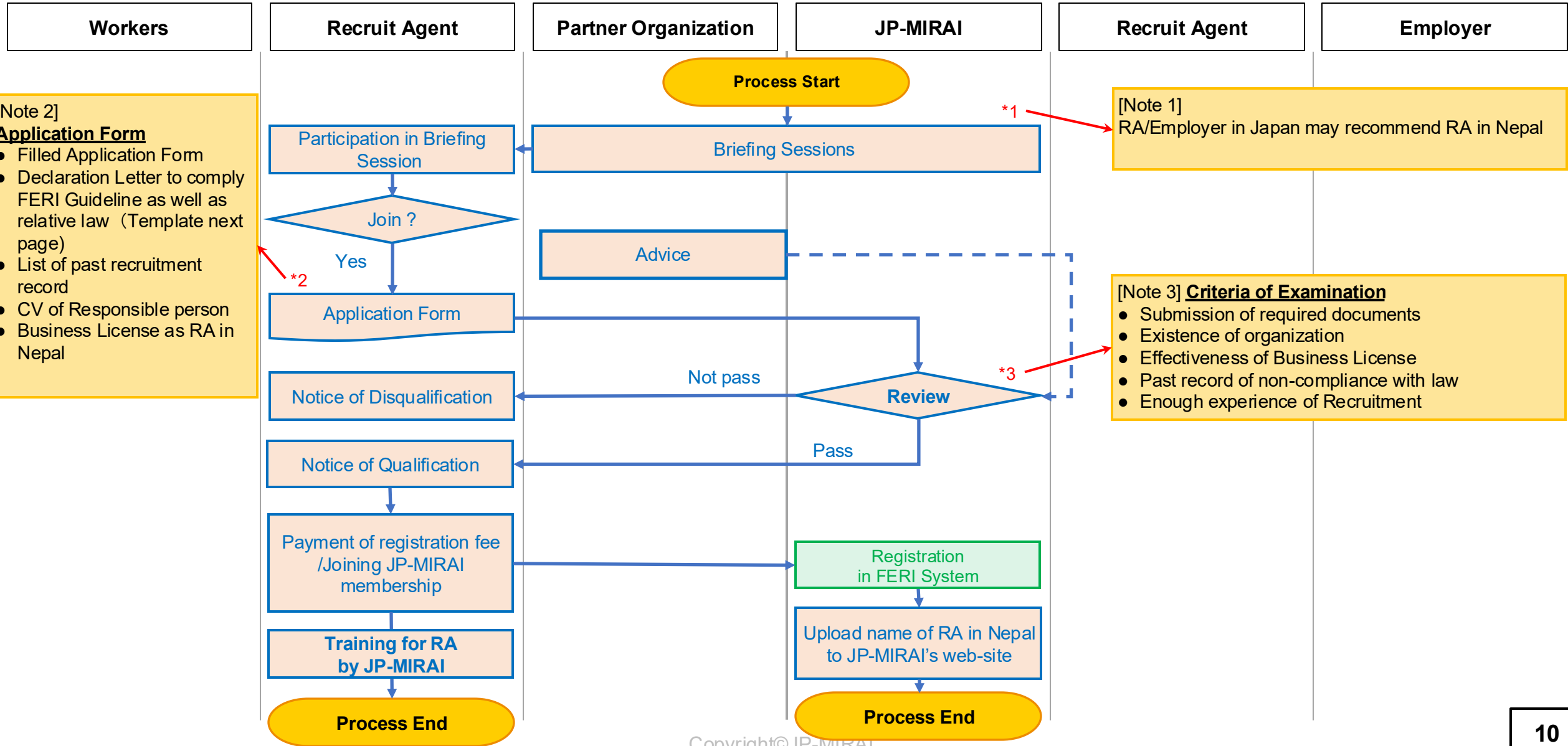
3. Workflow of NJ-FERI ver.2





Registration and Training of RA in Nepal

SOPs 2-10



Company Logo		Date: Month DD, YYYY
To JP-MIRAI		
Declaration Letter to participate FERI operation		
Dear Sir / Madam,		
We, <u>(name of RA in CoO)</u> , a corporation duly organized and existing under the law of xxxx (CoO), and having its office at <u>(address of RA in CoO)</u> , hereby declare :		
1	that the documents submitted herewith are correct and true.	
2	that we will be responsible for any legal actions arising out of any misrepresentation of facts or incorrect information being submitted in our documents.	
3	that we will strictly comply with applicable law and regulation in xxx (CoO) and Japan through every process of recruitment of migrant workers through FERI operation.	
4	that we will strictly comply with all the following article in FERI Guideline through every process of recruitment of migrant workers through FERI operation	
		[RA's Name]
		[RA's Address]
		<u>signature of representative</u>
		[Representative's Name]
Check	Article	Pledge/commitment to each article of FERI guideline
<input type="checkbox"/>	2.1	We acknowledge the responsibility to carry out fair and impartial business operations.
<input type="checkbox"/>	2.2	We shall be responsible for the functions which are defined in this article.
<input type="checkbox"/>	2.3	We shall conduct recruitment activity according to this article.
<input type="checkbox"/>	2.4	We shall provide accurate information according to this article.
<input type="checkbox"/>	2.5	We shall conduct recruitment activity through the route which is defined in this article.
<input type="checkbox"/>	2.6	We shall not conduct the prohibitions which are defined in this article.
<input type="checkbox"/>	2.7	We shall conclude the contact with migrant workers according to this article.
<input type="checkbox"/>	2.8	We shall provide vocational training to each migrant worker according to this article.
<input type="checkbox"/>	2.9	We shall provide language training to each migrant worker according to this article.
<input type="checkbox"/>	2.10	We shall provide residence to each migrant worker according to this article.
<input type="checkbox"/>	2.11	We shall provide meals to each migrant worker according to this article.
<input type="checkbox"/>	2.12	We shall not provide loan arrangement for migrant workers according to this article.
<input type="checkbox"/>	2.13	We shall not charge compensation for our service to migrant worker according to this article.
<input type="checkbox"/>	2.14	We shall select the host country's recruitment agency according to this article.
<input type="checkbox"/>	2.15	We shall not provide inappropriate business activities according to this article.
<input type="checkbox"/>	2.16	We shall not provide inappropriate benefit according to this article.
<input type="checkbox"/>	2.17	We shall provide accurate job information according to this article.
<input type="checkbox"/>	2.18	We shall respect freedom to choose job from multiple job-orders according to this article.
<input type="checkbox"/>	2.19	We shall not restrict migrant workers' rights according to this article.
<input type="checkbox"/>	2.20	We shall provide vocational and language training according to this article.
<input type="checkbox"/>	2.21	We shall conduct Pre Departure Orientation according to this article.
<input type="checkbox"/>	2.22	We shall support migrant workers' smooth move to the host country according to this article.
<input type="checkbox"/>	2.23	We shall monitor the condition of migrant workers and support them according to this article.
<input type="checkbox"/>	2.24	We shall protect migrant workers according to this article.
<input type="checkbox"/>	2.25	We shall not cooperate with attempt to return without consent according to this article.
<input type="checkbox"/>	2.26	We shall support migrant workers' smooth social reintegration according to this article.
<input type="checkbox"/>	2.27	We shall regularly provide our personnel with necessary training according to this article.
<input type="checkbox"/>	2.28	We shall comply with the Guidelines substantially according to this article.
<input type="checkbox"/>	2.29	We shall not conduct the prohibitions which are defined in this article.
<input type="checkbox"/>	2.30	We shall provide information according to this article.
<input type="checkbox"/>	2.31	We shall comply with laws and regulations according to this article.
<input type="checkbox"/>	2.32	We shall post the information on our website according to this article.
<input type="checkbox"/>	2.33	We shall apply the provisions of FERI to Semi-FERI according to this article as much as possible.

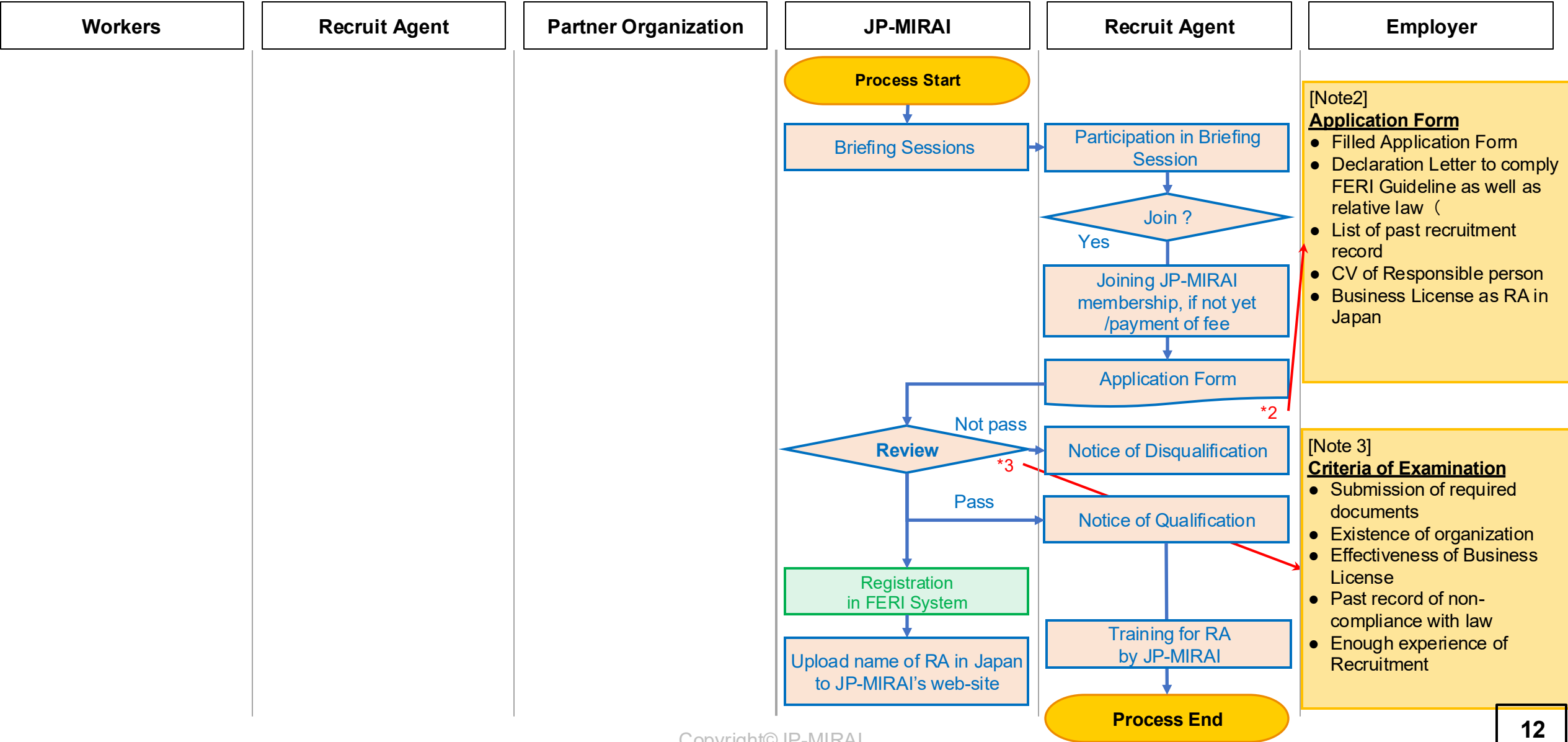
Declaration Letter

RA in CoO shall prepare and submit the Declaration Letter to comply FERI Guideline as well as relative law, using this sample template.



Registration and Training of RA in Japan

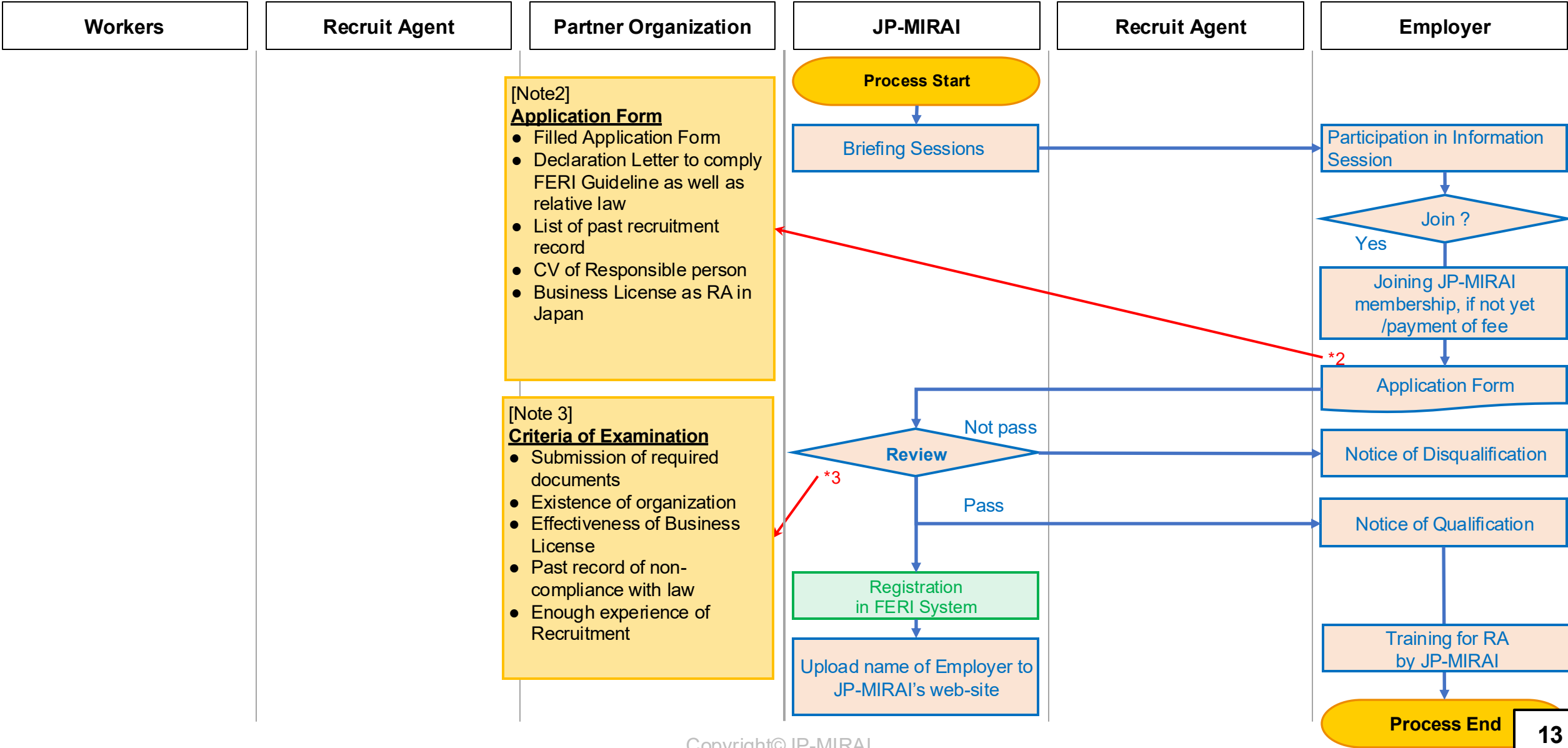
SOPs 2-11

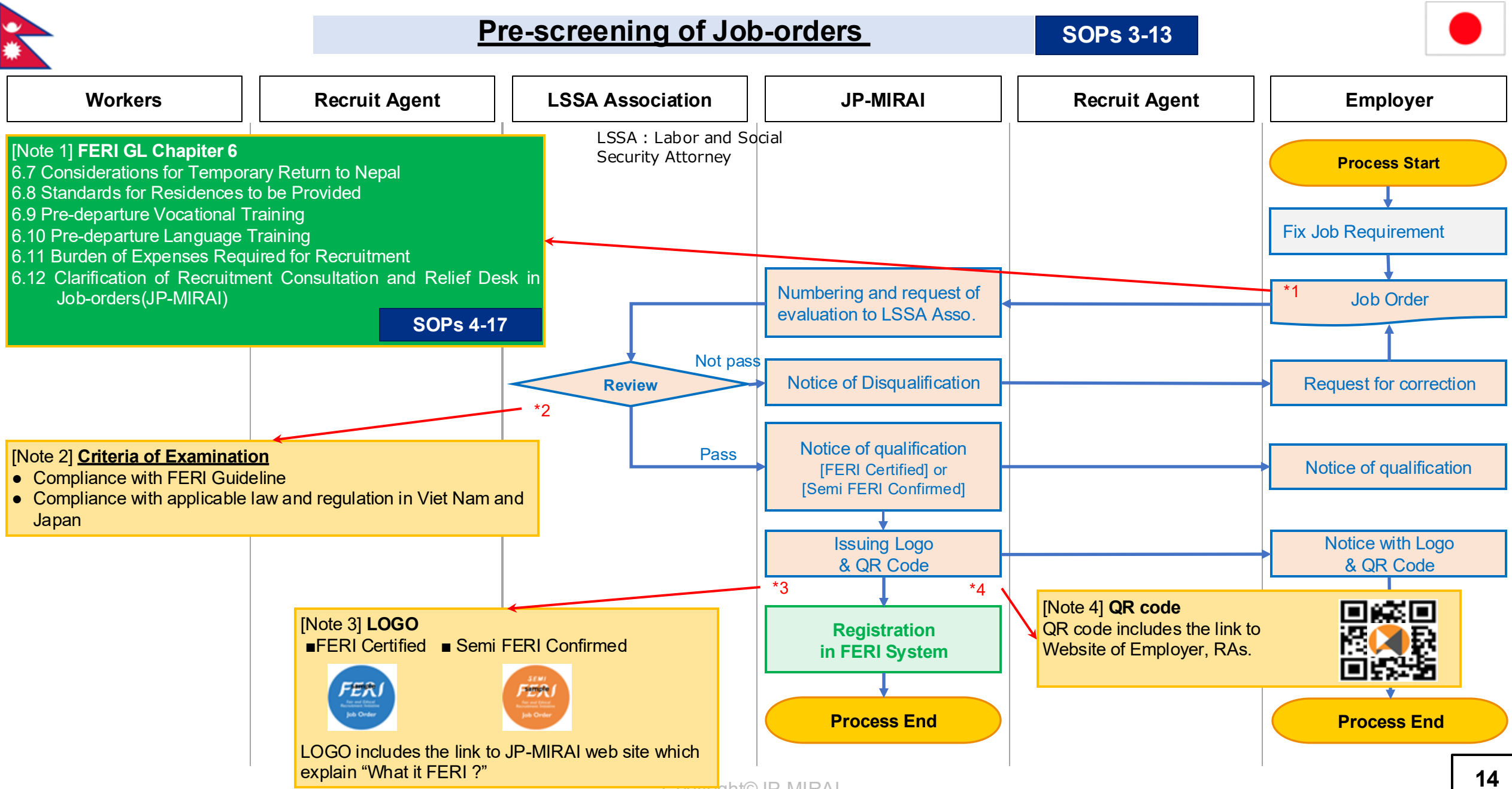


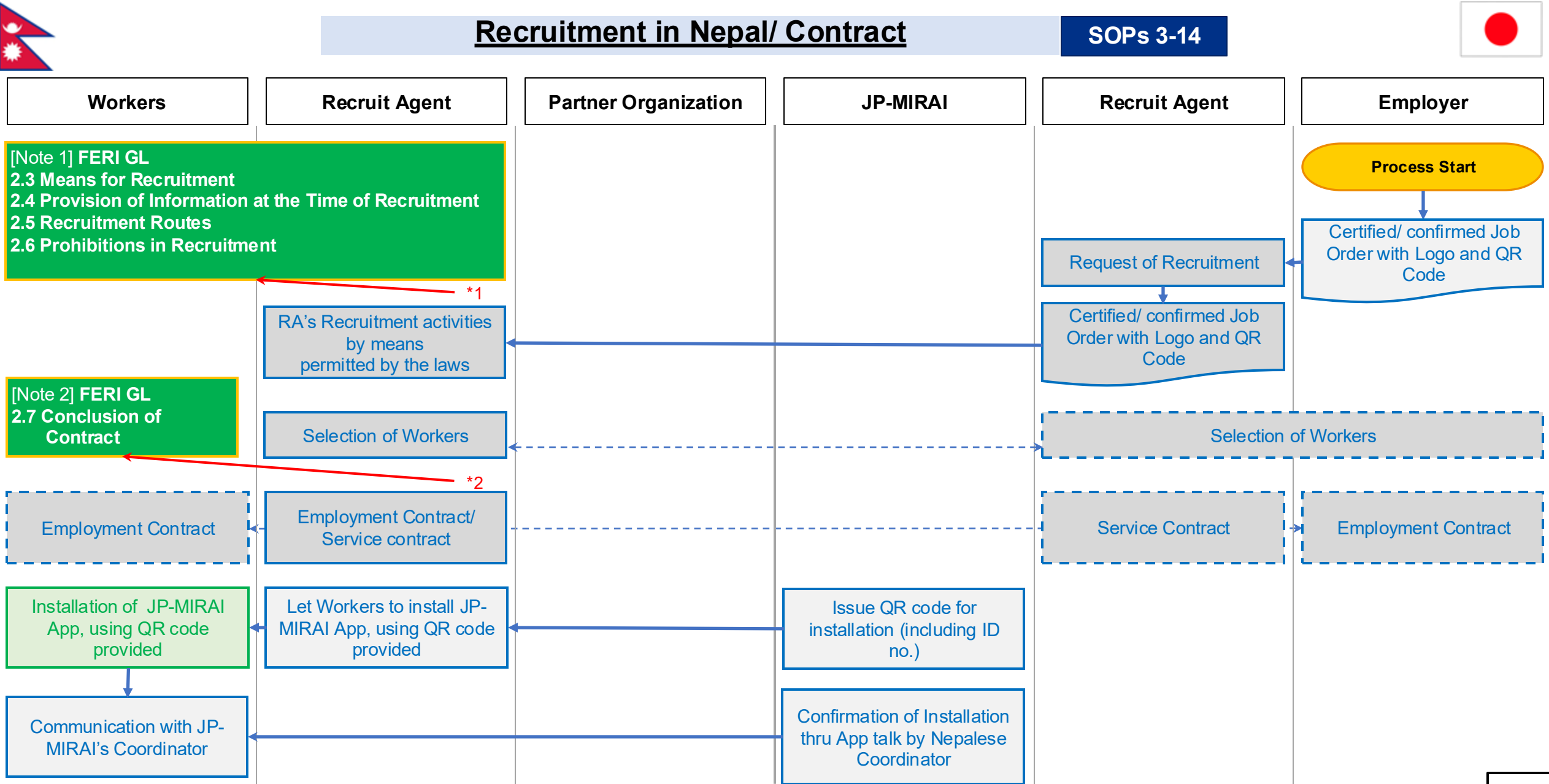


Registration and Training of Employer

SOPs 2-11



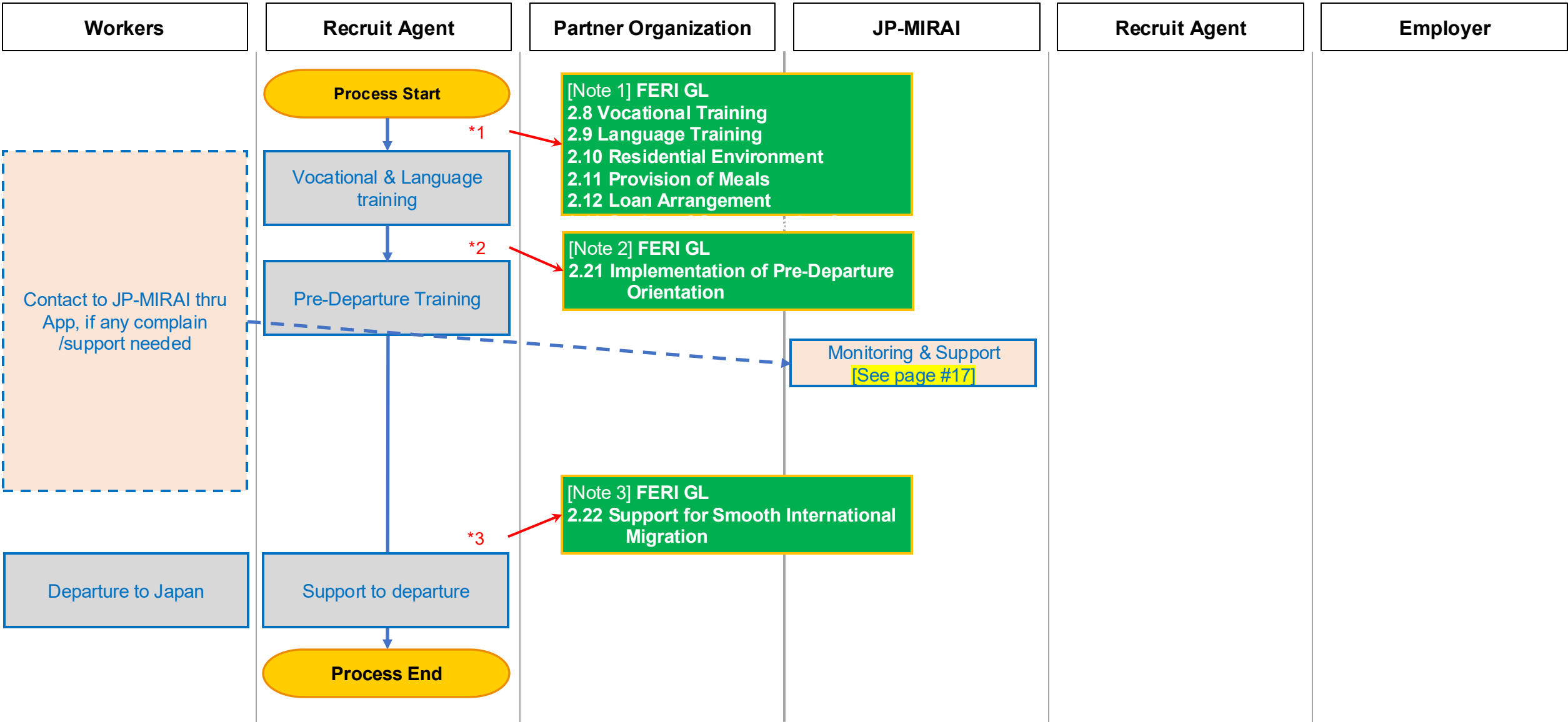






Pre-departure Training

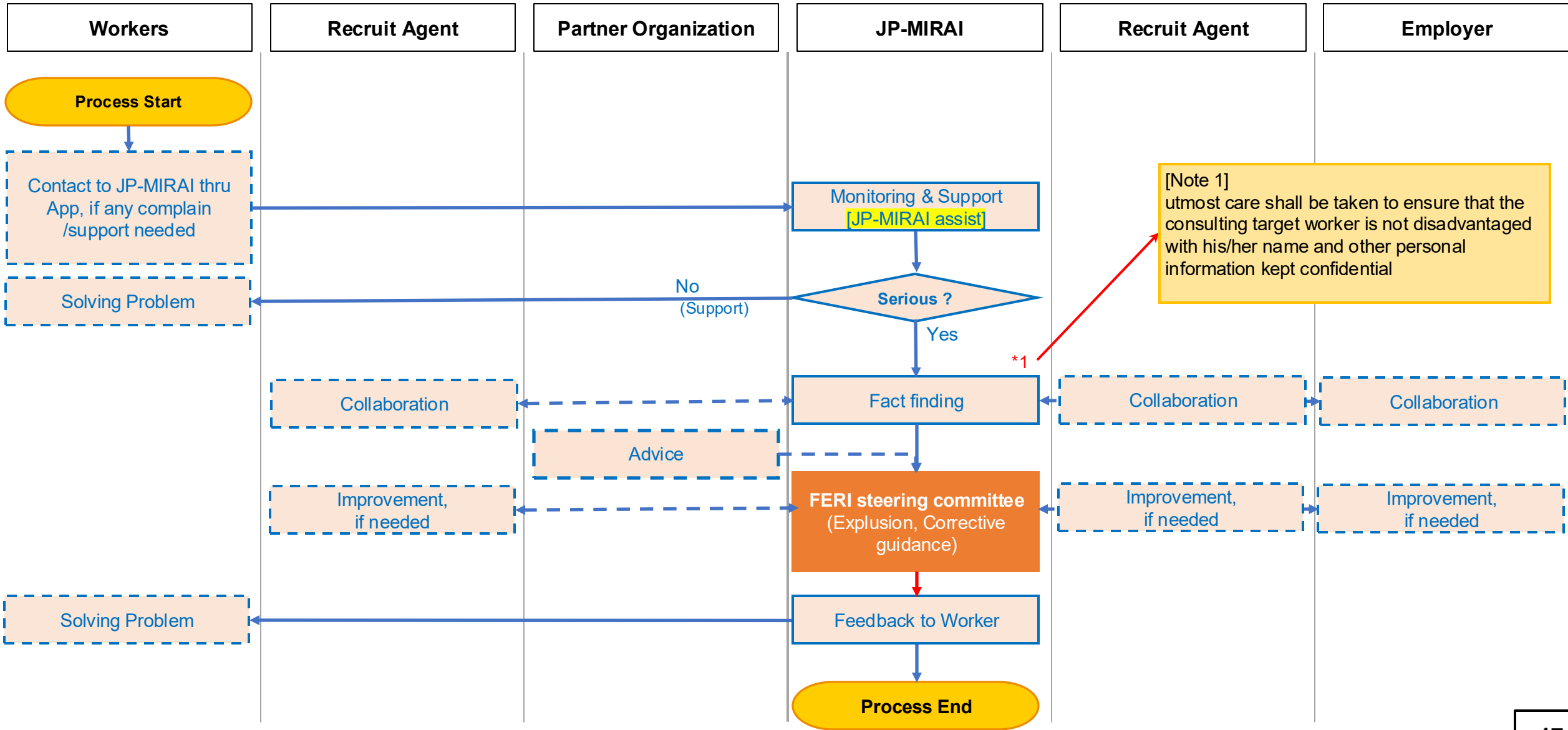
SOPs 3-15





Monitoring before departure

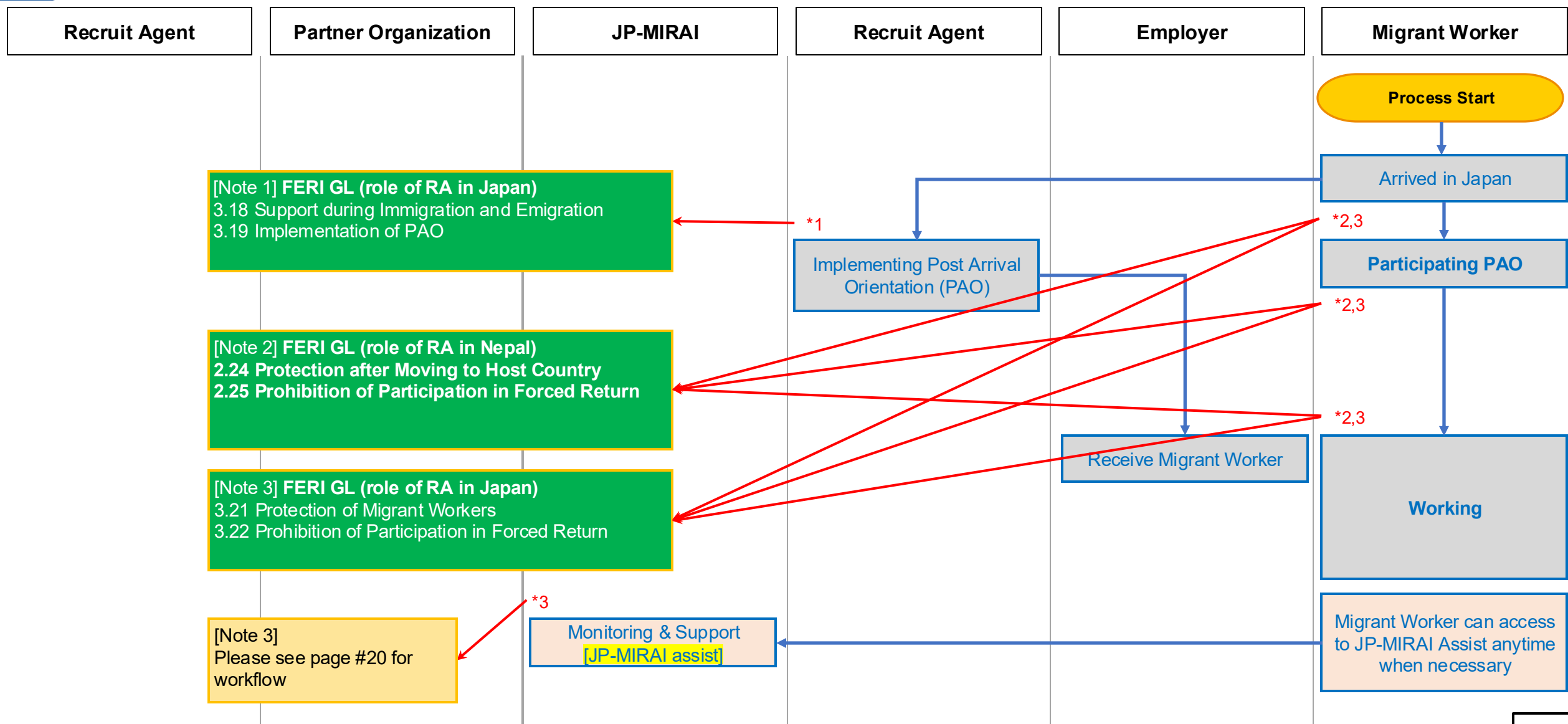
SOPs 3-15/16/17





After Arrival in Japan

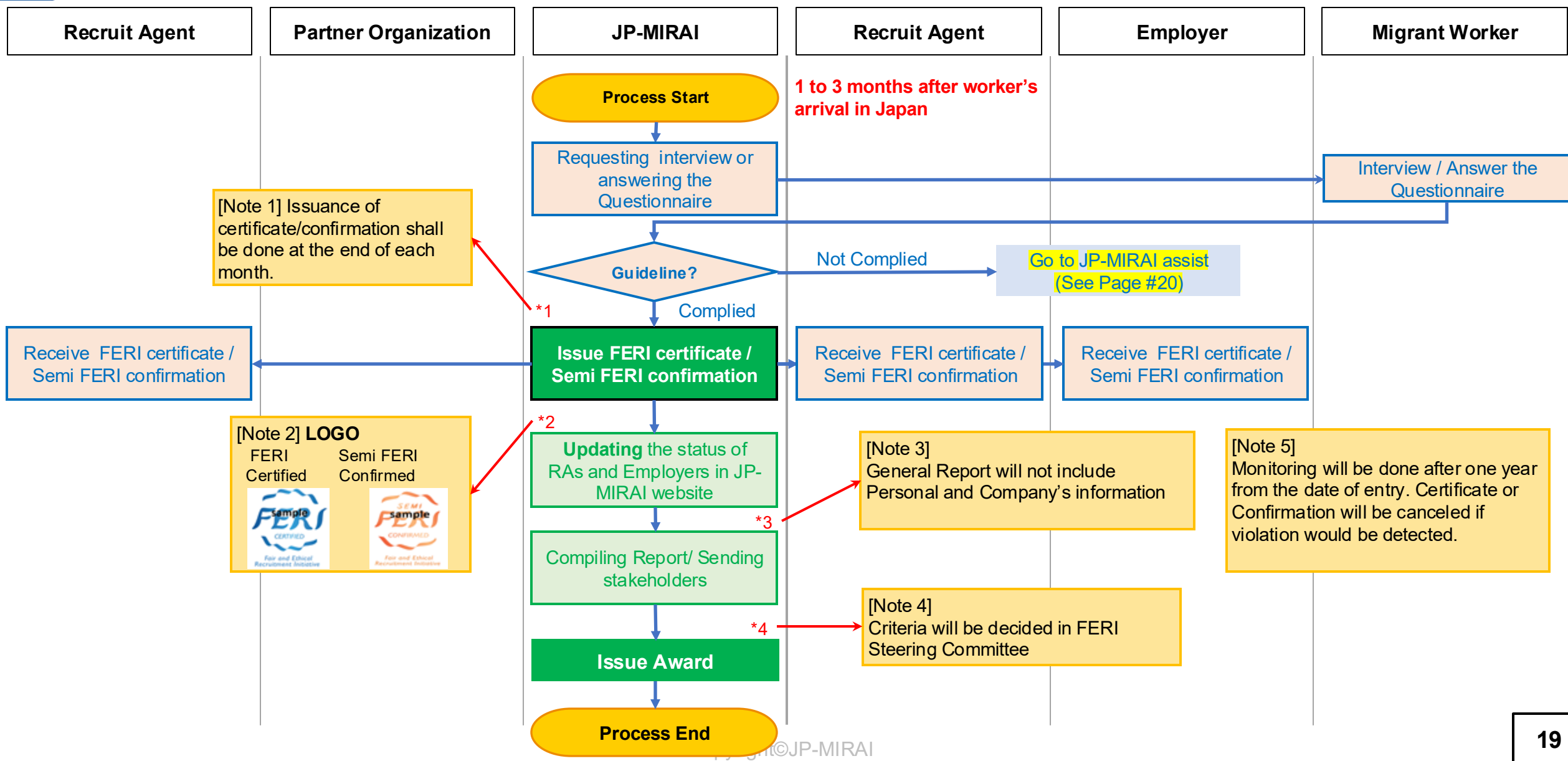
SOPs 3-16





Periodical Monitoring & Certification

SOPs 3-15/16/17



Periodical Monitoring

- 1) After arrival in Japan, workers will complete the monitoring questionnaires via the JP-MIRAI App, approximately within one month after arrival and again after approximately one year.
- 1) JP-MIRAI will provide registered organizations with aggregated monitoring results, carefully ensuring that individual workers cannot be identified.
- 2) If no issues are identified during post-arrival monitoring, the associated job order will be designated as either the FERI-certificate or Semi FERI-confirmation.

[Special Remarks]

RAs in Nepal must ensure that workers install the monitoring tool (JP-MIRAI Portal App) immediately upon signing their contracts, using QR code sent from JP-MIRAI Secretariat.

FERI को मोनितरिङ्ग

FERI (Fair and Ethical Recruitment Initiative -निष्पक्ष र नैतिक रिक्रुटमेन्ट) ले, जापानी होस्ट कम्पनीले पेश गरेको जब पोस्टिङमा अर्थात उक्त बिज्ञापनमा आधारित भएर सोहि मुताविक गरेको छ कि छैन भनेर समीक्षा तथा सर्वेक्षण गर्छ।
कामदारहरु जापान पुगेपछि, सबैबाट जागिरको विज्ञापनमा भएको जानकारी र वास्तविकता अनुरूप भएको छ या छैन भन्ने बारेमा सर्वेक्षण गर्ने गरेको छ । सर्वेमा तपाईंको उत्तर र सहयोगको अपेक्षा गरिएको छ । सर्वेक्षणमा कसले उत्तर या प्रतिक्रिया दियो भन्ने कुरा, तपाईंको रोजगारदाता कम्पनि वा सम्बन्धित संस्थाहरुलाई जानकारी दिइने छैन।

कम्पनीको कोड (जस्तै: XX000000 परिवर्तन नगर्नुहोस्)

回答を入力

संस्थाको कोड (जस्तै: XX000000 परिवर्तन नगर्नुहोस्)

回答を入力

पठाउने एजेन्सीको कोड (जस्तै ००००००००० परिवर्तन नगर्नुहोस्)

回答を入力

Monitoring Questionnaire

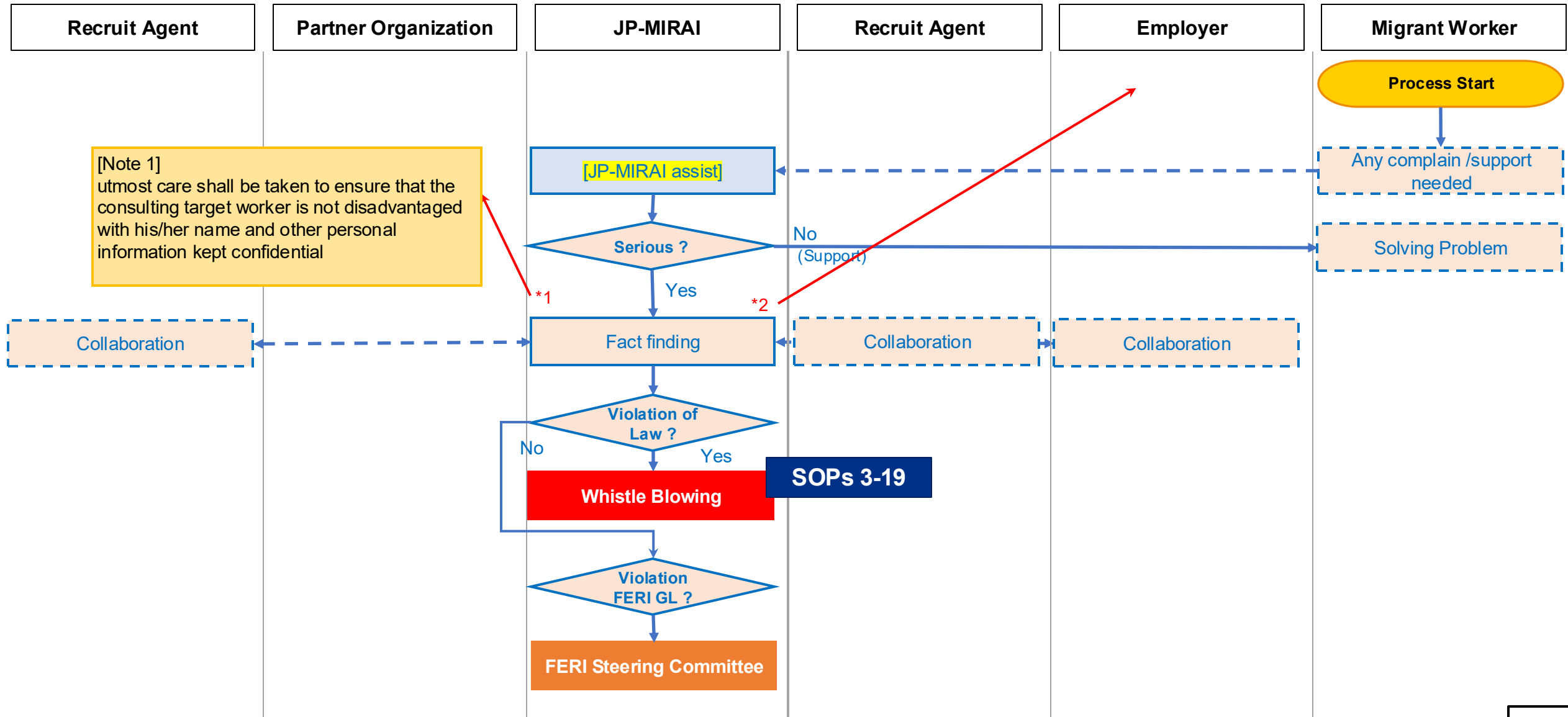


JP-MIRAI Portal App



Grievance Mechanism after arrival in Japan

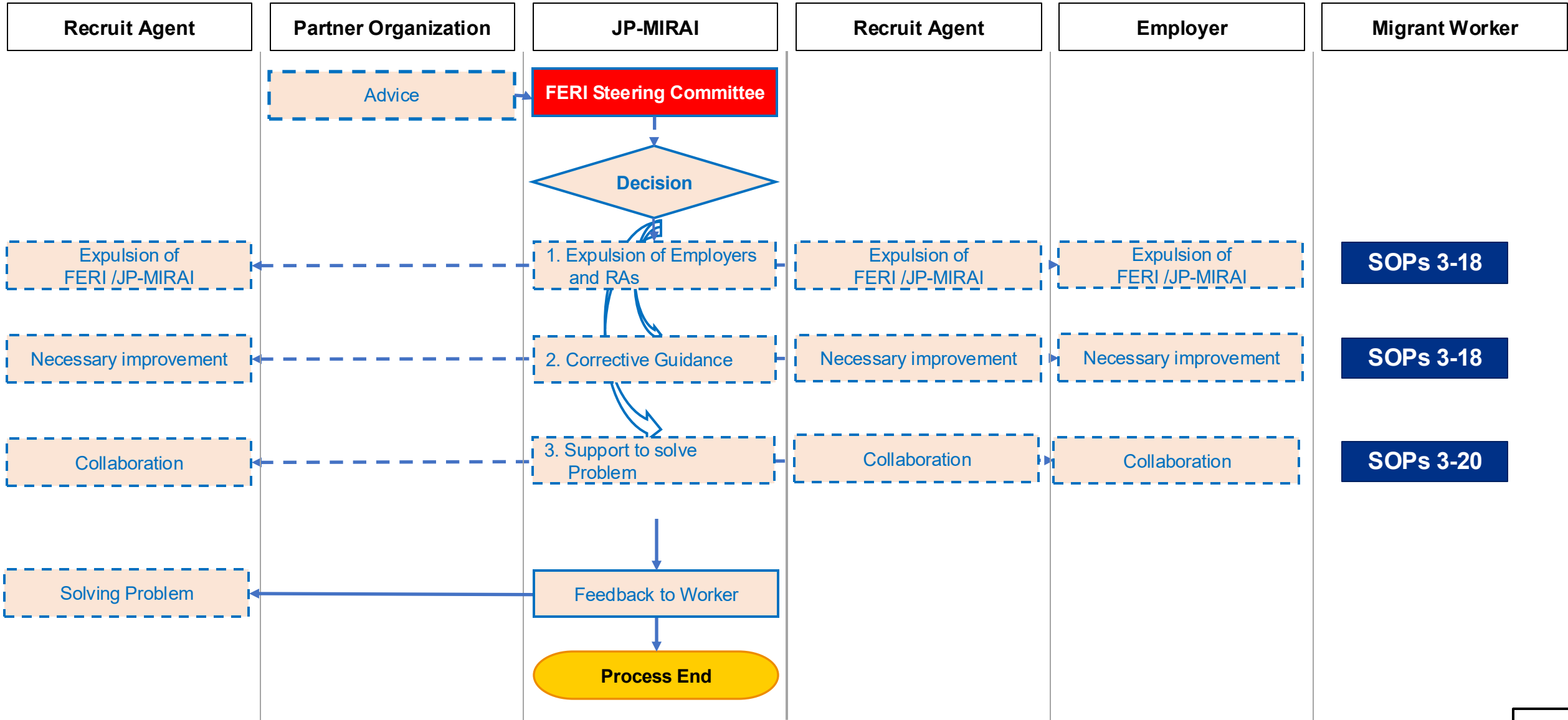
SOPs 3-15/16/17/18/19/20





Monitoring After Arrival in Japan

SOPs 3-18/19/20





1.1

Navigator

- > Tracks sequence of process

Process
Start / End

Start/end of process

- > Indicates start & end point of a process

Activity

Steps / Tasks to complete

- > What needs to be done at each step of a process

Decision
Point

Options to complete

- > Describes a step which requires a Yes / No decision to proceed

Activity

Steps / Tasks related to FERI System

- > What needs to be done by using FERI system

Document

Document required

- > Documents prepared and transferred
- > between steps

Flow
Direction

Follow the line

- > Directs users step-by-step from start to completion of process

Feedback
-->

Providing response

- > Dotted lines indicate feedback to a previous step OR responsible party

Process name

Refer to another process map

- > This indicates the previous or next step of the process is linked to another process



4. Any other business





1. Recruiting Agencies and Employers which will participate “FERI” should be **a “C” membership of JP-MIRAI** (C Membership is a category established for the participation of RAs from Country of Origin).
✂ Please read the code of conduct and rules of JP-MIRAI before applying on JP-MIRAI web-site.
2. For “C” member, JP-MIRAI will provide various information thru JP-MIRAI LMS system (closed), such as,
 1. **Latest information** for Business and Human Rights and Japanese new Foreign Labour Program
 2. **Good practice** of the Employers and RAs
 3. **Detail information of the Employers and RAs in Japan** for matching Purpose (Your RA’s detail information can be posted on LMS site.)✂JP-MIRAI secretariat will provide ID and Password after participation of JP-MIRAI.
3. Membership Fee for “C” is 30,000JPY per year.
4. To extend “Ethical Recruitment” between Nepal and Japan, we need to work together to explain the benefit of FERI to Japanese Employers as much as possible.

How to participate in FERI



STEP1

Apply for JP-MIRAI membership (Category C) from the link below.

https://jp-mirai.org/jp/feri/application_recruiting-agency/



To register for FERI, the following documents must be submitted:

- Pledge to comply with the FERI Guidelines and relevant laws and regulations
- Record of past recruitment activities
- Resume of the person in charge
- Business license as a recruitment agency in the country of origin

STEP 2:

Once you receive a notification of approval from the JP-MIRAI Secretariat, please proceed with the payment of the participation fee.

STEP 3:

After final approval by the JP-MIRAI Secretariat, your registration will be completed and your organization will be listed on the participating companies list.

Table of abbreviation



Abbreviation	Term	Category / Definition
CoO	Country of Origin	Country from where workers originally come
DES	Development Employment System	New residence status of migrant workers in Japan (I/O TITP from 2027)
FERI	Fair and Ethical Recruitment Initiative	Scheme to be introduced by this document
FTITO	Foreign Technical Intern Training Organization	Governmental organization in Japan in charge of TITP
ILO	International Labour Organization	U.N. agency
ISA	Immigration Services Agency	Governmental organization in Japan in charge of entry/exit/residence of foreign nationals
LSSA	Labor and Social Security Attorney	Japanese national qualification for labor and social insurance laws
JP-MIRAI	Japan Platform for Migrant Workers towards Responsible and Inclusive Society	Japanese association to develop/operate FERI scheme in Japan
MHLW	Ministry of Health, Labour and Welfare	Ministry in Japan in charge of working environment of migrant workers
MOC	Memorandum of Cooperation	Bilateral Agreement between CoO and Japan for migrant workers
PDO	Pre Departure Orientation	Orientation to be conducted by RA in CoO before departure to Japan
RA	Recruit Agent	Licensed organization to assists migrant workers to find job opportunities
RISB	Regional Immigration Services Bureau	Regional office of Immigration Service Agency in Japan
SOP	Standard Operational Procedure	Step-by-step instructions to help related organizations carry out routine operations of this scheme
SSW	Specified Skilled Worker	Existing residence status of migrant skilled worker in Japan
TITP	Technical Intern Training Program	Existing residence status of migrant intern trainee in Japan



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