



Find success on the first try!

# Points Regarding the Renewal of Overseas Offices

KDDI Corporation

When renewing an overseas branch office, there are often difficulties due to different local circumstances from Japan. This is especially true for those who are designing such an office for the first time, as **there is a tendency to lack knowledge about overseas office operations, the latest office trends, how to choose a contractor, manage construction, and a lack of information on the unique culture and trends at overseas branches.**

For example, in China, where the Personal Information Protection Law was revised in 2021, personal information protection equivalent to the EU's General Data Protection Regulation (GDPR) is required. In office design, it is necessary to consider how you will protect personal information, such as locking and managing paper materials containing personal information or handling electronic personal information in a dedicated room with a dedicated network.

In this book, we introduce **specific tasks to consider** for those considering renewing an overseas office, **points to keep in mind when renewing an overseas office for the first time**, and **tips for responding to the changing global business environment.**

## INDEX

---

What you should do for an overseas office renewal	-----	P3	Effective use of one-stop solutions when	-----	P7
① Interior layout consideration & design	-----	P4	renewing an overseas office for the first time		
② Selection of office supplies, furniture & IT equipment	-----	P5	Tips for adapting to the changing global	-----	P8
③ Construction of electrical, interior, & IT facilities	-----	P6	business environment		
			What are KDDI's one-stop solutions?	-----	P9

# What you should do for an overseas office renewal

In renewing an overseas office, it is necessary to proceed with various considerations, such as office design conscious of the local culture and business environment, adapting to a work style that combines office and remote work, and layouts that encourage employee productivity and motivation.

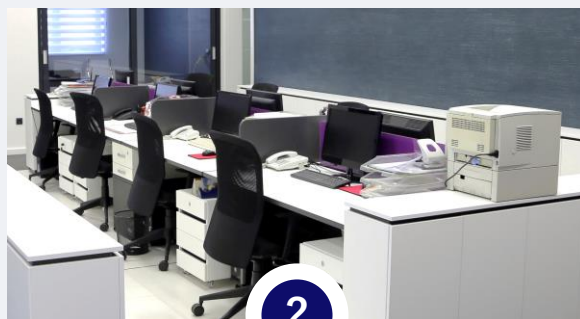
It is also important to actively involve management and employees in the creation of the office environment by collecting their opinions and requests. With these considerations in mind, **the purpose and goals of the office renewal should be clearly defined before proceeding.**

To succeed in renewing an overseas office, a strategic approach based on the above is necessary.



1

**Interior layout consideration & design**



2

**Selection of office supplies, furniture & IT equipment**



3

**Construction of electrical, interior & IT facilities**

By coordinating the above three steps, an efficient and comfortable office environment can be created.

# 1 Interior layout consideration & design

The interior layout of an office affects various aspects, such as work productivity, employee satisfaction, and the impression given to visitors. **Consider what points to emphasize based on the purpose and goals of the office renewal.** If promoting employee collaboration is a priority, installing a café space may be effective; if you want to increase productivity by enhancing concentration, concentration booths would be useful.

When it comes to the layout of overseas offices, **it is particularly important to consider the customs, legal systems, and employee needs of the area.** For example, in Manila, Philippines, it is common to hold events such as parties for Christmas and Halloween as internal company events. Depending on the country, private rooms or partitions between desks may be required. Other examples include:

## ■ Examples:

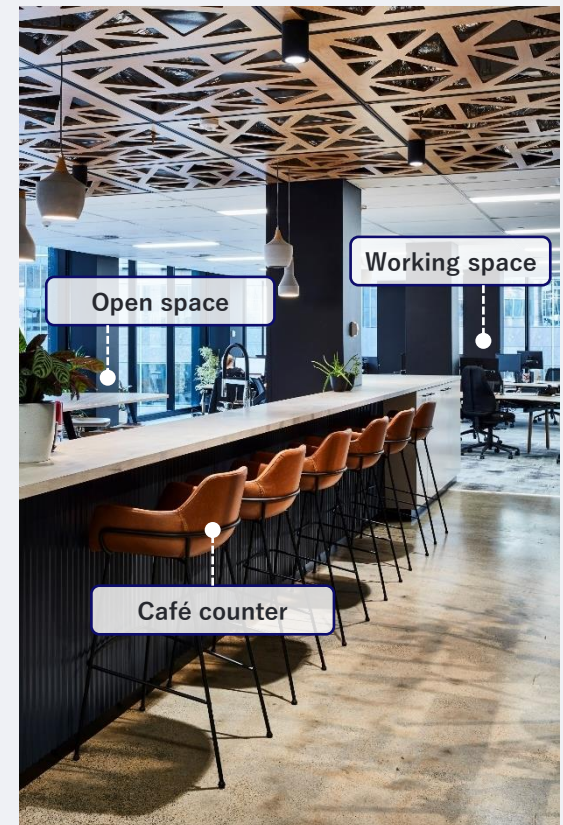
### Southeast Asia

Provide a communication space for eating lunch in the office

### Islamic regions

Prepare spaces for worship

など

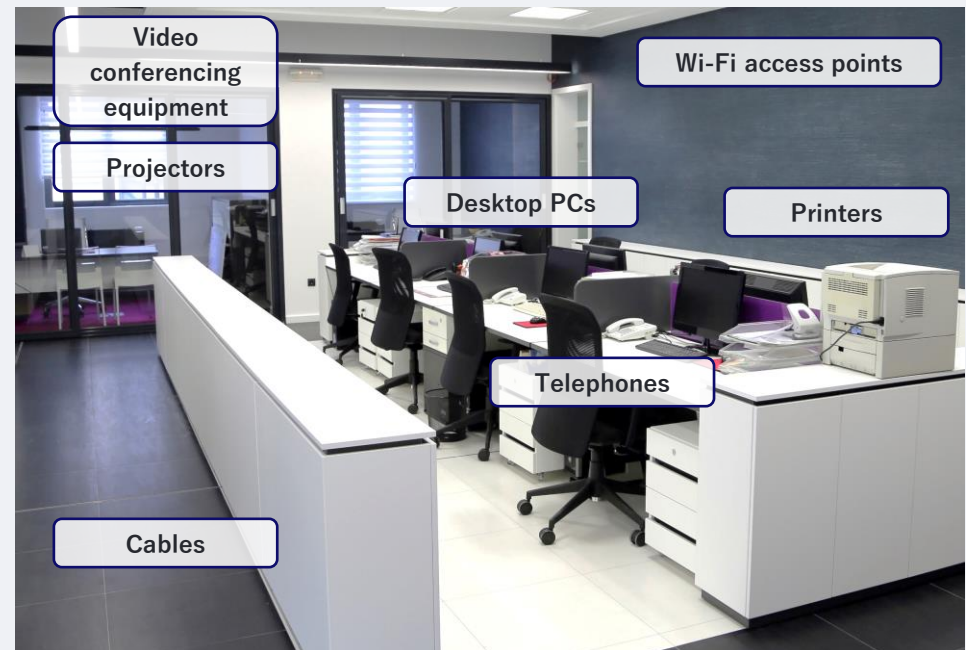


## 2 Selection of office supplies, furniture & IT equipment

Furniture, equipment, and IT devices are procured according to the office's interior layout. **Generally, these are sourced from local vendors overseas, but quality must be carefully considered.** From the standpoint of reliability, you should also consider Japanese vendors in the local area.

**What needs to be procured depends on the purpose and goals of the office renewal.** For example, if transitioning to a work style centered around remote work, you might minimize desks and chairs while increasing meeting tables to facilitate collaboration in the office.

Furniture	<ul style="list-style-type: none"> <li>• Desks</li> <li>• Chairs</li> <li>• Document storage space (cabinets)</li> </ul>	<ul style="list-style-type: none"> <li>• Safes</li> <li>• Whiteboards</li> <li>• Partitions</li> <li>• Meeting tables</li> <li>• Lighting</li> </ul>	<ul style="list-style-type: none"> <li>• Sofas</li> </ul> <p>etc.</p>
Supplies	<ul style="list-style-type: none"> <li>• Refrigerators</li> <li>• Vacuum cleaners</li> <li>• Microwaves</li> </ul>	<ul style="list-style-type: none"> <li>• Coffee makers</li> <li>• Filing supplies, stationery and other office supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Tools</li> <li>• Trash cans</li> <li>• Carpets</li> </ul> <p>etc.</p>
IT equipment	<ul style="list-style-type: none"> <li>• Telephones</li> <li>• Networking equipment</li> <li>• Servers</li> <li>• Routers</li> <li>• Printers</li> <li>• PCs</li> <li>• Monitors</li> </ul>	<ul style="list-style-type: none"> <li>• Projectors</li> <li>• Shredders</li> <li>• Tablets</li> <li>• Smartphones</li> <li>• UPS units</li> <li>• Scanners</li> <li>• Video conferencing equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Surveillance cameras</li> <li>• Access control systems</li> <li>• Wi-Fi access points</li> </ul> <p>etc.</p>

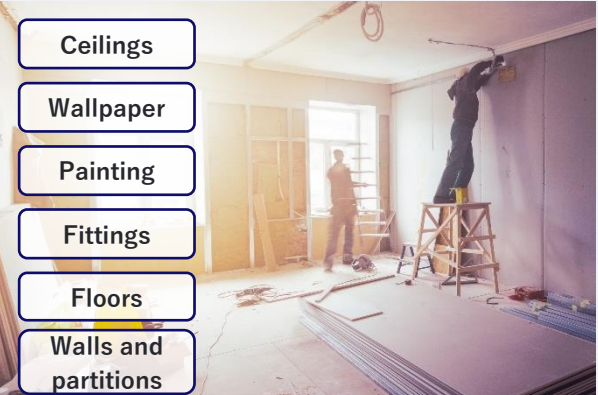
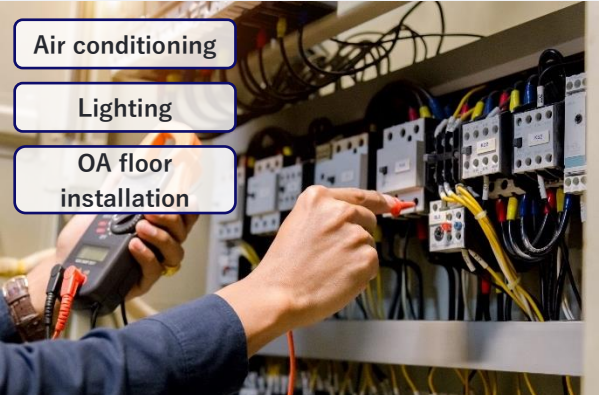
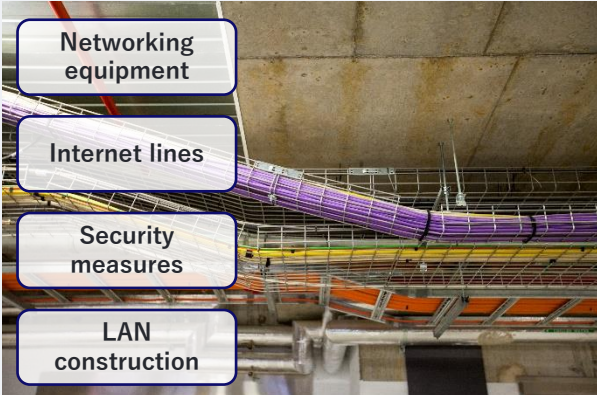


### 3 Construction of electrical, interior & IT facilities

For an office renewal, **it may be necessary to conduct electrical and interior construction and installation of IT facilities.** It can often be necessary to deal with multiple contractors, which can be a challenge for those unfamiliar with overseas branches.

Local vendors may offer inexpensive services, but this can lead to concerns such as **delays, communication problems, inflexible proposals that do not accommodate future changes to layout,** and more. On these points, Japanese vendors may be more flexible and intuitively understand the needs of Japanese customers.

Generally, **coordination with multiple contractors is necessary,** and delays in construction can lead to a need to revise the overall schedule, making it a process that is prone to issues. Utilizing services that offer one-stop solutions, including coordination and arrangement with various contractors, should be considered.

Interior	Electrical	IT equipment
 <ul style="list-style-type: none"><li>Ceilings</li><li>Wallpaper</li><li>Painting</li><li>Fittings</li><li>Floors</li><li>Walls and partitions</li></ul>	 <ul style="list-style-type: none"><li>Air conditioning</li><li>Lighting</li><li>OA floor installation</li></ul>	 <ul style="list-style-type: none"><li>Networking equipment</li><li>Internet lines</li><li>Security measures</li><li>LAN construction</li></ul>

# Effective use of one-stop solutions when renewing an overseas office for the first time

One-stop solutions provided by companies with networks in both Japan and overseas can allow you to do your office renewal with confidence.

With a one-stop solution, **the vendor can handle problems that may occur, such as damage to procured equipment, construction delays, and quality issues.**

When purchasing from a company strong in the IT field, you can request everything IT-related from network and server setup and configuration in one stop.



**If you are uncertain about the IT environment of your new office, it is advisable to select a company that provides services covering the IT field.**

Is the **quality** of packing and installation okay?

Can they **coordinate with the building managers** of the new office?

Will they handle **setup and configuration** of PCs and servers?



# Tips for adapting to the changing global business environment

Utilizing a one-stop solution for office establishment and renewal has the following benefits. **Those who have previously had unsatisfactory experiences with local vendors may particularly appreciate the benefits of a one-stop solution.**

## 1 Total support

Receive support for the entire process from office establishment to aftercare

## 2 Overseas branch knowledge

Expertise in local cultures and overseas vendors, and the ability to make use of it

## 3 Support for office strategy formulation

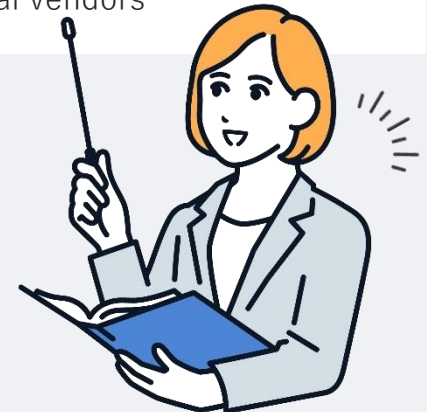
Receive expert advice on the use of the latest technology and the creation of smart offices

## 4 Project management delegation

Let the provider handle troublesome coordination and quality management with local vendors

## 5 Flexible response

You can request particular work only, such as just maintenance, and the vendor can flexibly respond to changes in project content.





# What are KDDI's one-stop solutions?

KDDI offers one-stop solutions to realize the smooth establishment, relocation, and renovation of overseas branches. We provide comprehensive support for everything from finding office properties to design, to construction, to furniture selection. We also take on the often-difficult project management as the contact point for dealing with overseas vendors.

KDDI has over 70 years of experience in providing IT environment construction services for customer offices overseas and **offers comprehensive support from the formulation of smart office concepts to the construction of IT environments.** Even if you have been dissatisfied with local vendors in the past, by choosing KDDI, you can receive optimal proposals and support that meet your requirements, allowing your staff to focus on their main business.

## ■ Effects obtained through a joint project with KDDI

- ✔ Efficiently progress the project and complete it within the deadline
- ✔ Smooth project progress with budget control and coordination and quality management with overseas vendors
- ✔ Regular reports let you check project progress, even if e.g. you cannot enter the office due to renovation.
- ✔ Flexible response to changes

KDDI provides the high reliability and efficiency of a Japanese company, supporting the creation of offices that meet customer objectives. If you are considering establishing or renewing an overseas office, please feel free to contact us.



TEL : +81-3-3347-0077

Address : Garden Air Tower, 3-10-10, Iidabashi, Chiyoda-ku, Tokyo 102-8460

WEB

