

Application Guidelines for JENESYS2016 Inbound Program

1. Project Overview

The Ministry of Foreign Affairs of Japan promotes people-to-people exchanges between Japan and the various nations of the Asia-Pacific, North America, Europe, Latin America, and the Caribbean regions. The Asian and Oceanian regional component of this exchange program is called “JENESYS2016”. Approximately 1,670 youths who are expected to play an active and important role in the various fields in the future will participate in this project from ASEAN Member States (AMS), Timor-Leste and India.

*JENESYS: Japan-East Asia Network of Exchange for Students and Youths

<Objectives of Program>

- To promote mutual trust and understanding among the people of Japan and participating countries, and regions, to build a basis for future friendship and cooperation;
- To promote a global understanding of Japan’s society, history, diverse culture, politics and diplomatic relations; and
- To convey information on Japan to the general public of AMS, Timor-Leste and India through the participants of this project.

<Implementation Structures>

The Government of Japan provides the funds for “JENESYS2016” to the ASEAN Secretariat (ASEC). Based on the agreement with the ASEAN Secretariat, JICE* is responsible for the planning and operating invitation program. JICE will also undertake travel arrangements in Japan. In operating the program, JICE works in close cooperation with the Government of Japan and ASEC.

* JICE: Japan International Cooperation Center

JICE is an official agent which has undertaken all the necessary arrangements for “JENESYS2016”, such as travel procedures and the whole schedule of events in Japan under the guidance of the Japanese Government. Moreover, JICE will be a guarantor to vouch for the identity of participants during the program in Japan.

2. Outlines of Program

1) Outline

Please see the attached Master Plan.

2) Program and Activity in Japan

The program may or may not contain all contents described below. JICE will arrange the program in consideration for the theme of each batch.

- Arrival orientation in Japan
- Lecture to understand Japan , keynote lecture, panel discussion, breakout sessions
- Visits to observe cutting-edge technologies (University/research institute, corporations, museums, etc.) or cultural sites in Tokyo
- Courtesy call to a local government and opinion exchange
- Visits to theme related sites such as educational sites and institutions, high-tech and traditional industries
- Cultural experience and observation of historical landmarks
- School exchange program *only for students' batch
- Home stay or Farm stay
- Workshop/ Report meeting
- Action plan making for dissemination of information on Japan's attraction and of experiences through the program after returning to home country

3) Tentative Schedule of the Program in Japan

Day	Time	Activity
Day 1;	All Day	Assembly and departure to Japan
Day 2;	AM	Arrival in Japan
	PM	<ul style="list-style-type: none"> • Briefing for supervisors/leaders • Arrival orientation
Day 3;	AM	<ul style="list-style-type: none"> • Lecture to understand Japan or Keynote lecture
	PM	Theme- related visits in Tokyo
Day 4;	AM	Move to local area
	PM	<ul style="list-style-type: none"> • Courtesy call on local government • Lecture on policy of local government
Day 5;	AM	School exchange/Theme-related visits
	PM	Meeting with host family
Day 6;	All Day	Home-stay
Day 7;	AM	Farewell party
	PM	Workshop
Day 8;	AM	Move to Tokyo
	PM	Reporting session
Day 9;	All Day	Departure

4) Post-Return Activities and Questionnaires (Obligation)

All the participants are encouraged to share their experiences and action plans they make during the program with friends, family, people in their belonging

schools/organizations/companies or local communities through SNS, media, company newsletter, etc.

All the participants disseminate Japan's attraction, and report their activities to JICE or Embassy of Japan. Each participant must submit questionnaires upon completion of the program as well as 6 months after returning to their country.

5) Coordinators

JICE will arrange its own unique Japanese experts called "the Coordinators". The Coordinators shall take care of participants throughout the program and carry out a wide range of tasks and duties including interpretation. They accompany the participants in all the scheduled sites, meals and accommodations and help the students and youths for their living and health needs.

3. Qualifications for Participations

The responsible organizations in respective countries are supposed to recruit applicants fairly and correctly. Applicants should meet all the criteria described below.

- (1) Applicants must agree to all the matters prescribed in this guideline.
- (2) Applicants must be bona fide citizens of AMS or Timor-Leste or India.
- (3) Applicants who have already had an experience of studying or staying in Japan for more than three months are not allowed to take part.
- (4) Applicants who have visited Japan through any invitation program organized by Japanese Government, ministries or agencies of Japan* before are not allowed to take part again.

* e.g., JENESYS, KIZUNA (Bond) Project, JENESYS2.0, JENESYS2015, Ship for World Youth Leaders, Japanese Government (Monbukagakusho:MEXT)Scholarship, etc.

- (5) Applicants must be in good health conditions.

Those who suffer from chronic diseases (diagnosed or undiagnosed) are requested to submit medical certificate and declaration of consent, and then JICE will decide whether he/she could participate in the program or not. Especially, pregnant women are not allowed to participate in the program. All the expenses including medical treatment and hospitalization generated by the chronic diseases (diagnosed or undiagnosed) or pregnancy are excluded from the program's insurance coverage and putting the participant accountable for all of the high costs.

- (6) **[Students]** Applicants must be presently majoring in theme related studies* at High schools or Universities or Graduate schools.

[Adults/Working Youth] Applicants must be engaged in theme related works*.

***For the theme of each batch, please see the Master Plan.**

- (7) Applicants must be **the following age.** * Base date is an arrival day in Japan

High School students: **15 to 18 years old**

Universities/ Graduate school students, and Adults/Working Youth: **18 to 35 years old**

- (8) Applicants must have sufficient ability of **English** in case of composite batches.
- (9) Applicants must commit to both sharing and disseminating information on Japan and their experiences during the program by social networking system (SNS), media, company newsletter, etc. during/after the program.
- (10) Supervisors must be **40 years old and below**, and must be well capable of accomplishing its roles which described in Role of Supervisors.
*For the number of supervisor, please refer to the Master Plan. In case of the batch that supervisor is not allocated, it is requested to designate 1 country leader from the participants.

4. Necessary Procedure for Application/Selection of Participants

After recruitment/selection of participants, the responsible organizations are supposed to submit the required documents to the designated travel agent in each country.

***1 Participants' List** Submission deadline: **See the Master Plan.**

The responsible organizations need to submit a shortlist of selected participants by the deadline. It should include participants' passport name, gender, date of birth, name of school/organization and place of residence of each participant.

***2 Necessary documents (Original)** Submission deadline: **See the Master Plan.**

The responsible organizations need to collect the following documents from the selected participants and submit them to the designated travel agent. **(Please observe the deadline strictly)**. If any of the following documents fails to reach JICE by the deadline, the participant may be excluded from the Participants' List.

JICE will look into the documents and confirm whether the applicants meet all the Qualifications for Participations. Those applicants not qualified will be declined. JICE may accept replacement applicants upon request by the responsible organization.

(1) Entry Form for JENESYS 2016

Fill out the Entry Form with necessary information and answers in BLOCK LETTERS, referring to the sample. Please fill in all the information. If you do not answer any questions, you may be declined as not qualified.

Sign the bottom after reading "Declaration" and "Agreement of the Application Guidelines for JENESYS2016" and "Handling of Personal Information".

(2) Passport-Sized Photo

Attach a passport-sized photo taken in last 3 months on the allocated space in the Entry Form.

(3) Passport / Photocopy of the Passport

Submit a photocopy of the photo page of the applicant's passport.

If an applicant does not have a valid passport, he/ she must apply and obtain it as soon as possible.

(4) Visa Application Form

A visa is necessary to enter Japan*. Referring to the sample, each participant is requested to write his/her full name in BLOCK LETTERS and his/her signature** using a ballpoint pen. Other areas on the form must be left blank. The photo must be 45mm X 45 mm in size. Do not paste it but staple it on the form.

* Brunei or Singapore passport holders are not required a visa. Malaysia IC passport or Thailand IC Passport holders are not required a visa.

** Name and signature must be the same as those on the passport.

5. On Completion of Necessary Procedure

(1) International Flight

JICE, after receiving all the necessary documents indicated in 4*2, will arrange round-trip international air tickets for the participants between each country and Japan.

(2) Visa Application

The designated travel agent will apply for visas on behalf of the participants.

(3) Overseas Travel Insurance

Participants are provided with the overseas travel insurance throughout the program. JICE shall undertake the purchasing procedures.

(4) Notification of Travel Information and Support for Departure

Before departure, The designated travel agent will provide the participants with "**Participants' Handbook**" which contains all the essential information about assembly date/time/place for departure, travel information and tentative schedule, etc. Participants are required to fill out "**Medical Interview Sheet**". The form will be delivered by the designated travel agent. If a participant has one of the following symptoms on the day of departure, the country leader needs to decide whether he/she should travel to Japan (in consultation with doctor if necessary). Anyone with a body temperature over 38.0°C will not be allowed to travel to Japan.

- Feeling feverish or chill
- Sore throat
- Cough
- Stuffy or runny nose
- Headache or muscle ache

(5) Arrival in Japan

Japanese travel agent will welcome the participants at the arrival lobby of Narita/Haneda airport and take them to the hotel by coach. JICE staff will welcome the participants at the hotel.

(6) Leaving for Home Country

JICE and Japanese travel agent will take the participants to Narita/Haneda Airport. The

country leader takes care of the members till they get to the home country.

6. Terms and Conditions

- (1) The following arrangements and expenses are covered by the program
 - Round trip international air tickets from/to respective countries to/ from Tokyo by Economy class
 - * Excess baggage charge will be paid at one's own expense.
 - Visa application
 - Overseas travel accident insurance
 - * Please note that chronic diseases, dental diseases and pregnancy diagnosed by Japanese medical doctor will NOT be covered. Insurance company may disapprove some other cases.. Individuals will be liable for such costs.
 - Accommodation in Japan
 - Transportation in Japan
 - Meals in Japan within the program
 - Admission fees for scheduled activities in Japan
 - * No cash allowance is provided to any participant.
 - * Participants are expected to cover personal expenses, such as fees for passport, or vaccination, travel expenses between their home and departure international airport, accommodation or meals in their country, and pocket money to purchase souvenirs or personal goods.
- (2) Cancellation Policy

A participant is fully responsible for costs arising from his/her last-minute cancellation or change for which he/she is accountable.
- (3) The following is not permitted.
 - ✓ To skip the official program including scheduled meals because of personal matters such as meeting with someone (your relatives, friends in Japan, etc.)
 - ✓ To change accommodation designated by the program
 - ✓ To remain in Japan after the program
 - ✓ To change the flight designated by the program
 - ✓ To travel to the third countries on the way to Japan or back to participant's country
 - ✓ To bring someone (your family member, friends, etc.) from the home country as a companion
 - ✓ To be a violation of the laws and regulations of Japan. Offenders are subject to penalties under the Japanese law
 - ✓ To cause hindrance to the program. Participants that cause hindrance may be dismissed and is responsible for leaving Japan at their own expense.
- (4) Other conditions in Japan

- All the participants have to attend all the scheduled programs and follow the rules/guidelines made by JICE.
- Accommodation is prepared by JICE. All the participants including leaders stay at twin or triple rooms. One may share the room with someone from other countries.
- JICE will try to prepare the followings when necessary for religious reasons, however, they may not be always provided depending on situations.
 - *time and place for prayers
 - *meals suitable for food restriction for religious reasons

(5) Photos Taken During the Program

The participant agrees to grant permission to JICE and organizations participating in the program the right to use his/her voice and likeness in any writings, photographs, films, and recordings collected during his/her participation in JENESYS2016. The participant authorizes the publication of, for all purposes, the participant's name, his/her pictures in film or electronic (video) form, sound and video recordings of his/her voice, and printed and electronic copy of the information described above in any and all media including, without limitation, cable and broadcast television and the internet, and for promotion, advertising, meetings, educational conferences and in brochures and other printed media. This permission extends to all languages, media, formats now or hereafter devised. This permission shall continue forever unless the participant revokes the permission in writing.

(6) The attribution of responsibility during the program

The participant agrees to indemnify, defend and hold JICE and its staff free from/against any and all claims, demands, liabilities for injury or illness incurred as a result of his/her behaviour of not obeying any posted rules or warnings, or for loss or damages to any property due to his/her accident, theft, crime or any other reason. The Japanese Government or JICE should in no manner be liable for such troubles.

1- Handling of Personal Information

2- Role of Supervisors/Leaders

Annex

1- Master Plan

2- Not Applicable

3- Entry Form

4- Entry Form (Sample)

5- Visa Application Form

6- Visa Application Form (Sample)

7- Participant's List

Date: 10th June, 2016

Attention to: All the Participants of JENESYS2016

Secretary General
Personal Information Administrator
Japan International Cooperation Center (JICE)

Handling of Personal Information

JICE has been making every effort to handle appropriately all personal information it receives. We hope that you will understand the matters stipulated below and agree to provide the requested personal information.

We are acquiring personal information for the purpose of conducting the following business matters. Your personal information will not be used for any other purposes.

- (1) Implementation of JENESYS2016 project.
- (2) Others: provision of information on JICE's activities, such as support for management of international training programs and overseas students programs, international exchange programs, social integration, support for development education, convention and seminar services, etc

The personal information you provide to JICE includes Nationality, Religion, Health Condition, Medicine, Pregnancy, Food Allergies and Hobbies and will be used only for such purposes as smooth implementation of the program.

JICE may pass on the personal information you provide to the related companies to which JICE contracts its business for the purpose of printing, translation and disposing the documents.

In addition, JICE may provide the organizations specified below with the personal information JICE obtains from you for the implementation of JENESYS2016. The attribution, the purposes of the provision of the information by JICE, and the information items are as stipulated below:

- a) The organizations to be provided with your personal information
Host families, Japanese schools and the related organizations or facilities.
- b) The purpose(s) of the provision
To arrange the program properly.
- c) Personal information items to be provided
Name, Age, Sex, Health Condition, Food Allergies, Passport, Smoking Habit, Information of your School/Organization, Mother's Tongue, Hobbies and Academic Awards, Photos including your face taken during the program and attached in Entry Form, Reports or Presentation documents you prepare etc..

The provision of personal information to JICE is left to your discretion. However, in cases where some personal information is not provided, it may not be possible for JICE to make an appropriate judgment regarding implementation of JENESYS2016.

JICE will ask you filling in a questionnaire during/after your participation in JENESYS2016. JICE may use what you have written in the questionnaire for the purpose of promoting its public relations or enhancing its business performance.

In addition, JICE will keep your personal information as well as your written questionnaire for years in order to follow up/analyze its business activities.

In regards to the personal information provided to JICE, you have the right to request notification of the purpose of the utilization of the information, disclosure of the information, amendments to the information, additions or deletions of information, complete elimination or the stopping of utilization of the personal information itself, and the suspension of the provision of the information. If you wish to request any of the above, please contact the following department.

Personal information liaison, General Affairs Department, JICE TEL: 03-6838-2702 E-mail: privacy@jice.org



The Roles of the Supervisors / Leaders for JENESYS2016

In accordance with participation in JENESYS2016, close cooperation among supervisors/leaders and JICE staff is expected and highly appreciated for smooth and safe operation of the program.

<p>★Terms and condition for the supervisors / leaders *1-2 supervisors/leaders per group consisting of 20-30 participants</p> <ul style="list-style-type: none"> •As for the student batch, the supervisor/leader must be a teacher/professor of the high school/university the participating students are attending, and is responsible to protect and guide the students, and must accompany and be accountable in any situation where students get sick, injured, or any other instance where assistance is necessary. •The supervisor/leader must accompany the participants throughout the whole duration of the program. (This program does not include any free time). •Cash will not be provided; same meals, transportation, and hotels as the participants will be provided. •Twin rooms will be arranged for supervisor/leader in general. (Room will be shared if the supervisors/leaders are of the same sex.) •If homestay is part of the program, supervisors/leaders will homestay as well. However, if any trouble occurs with the participants during the homestay, the supervisor/leader must put a halt onto his/her own homestay and tend to the matter. <p>*A cellphone will be lent to one supervisor/leader during the stay.</p>

1. Supervision during the visitation to Japan and the return from Japan

Supervisors/Leaders shall responsively lead the participants to travel to and from Japan. (Neither JICE staff or a travel agent will accompany the travel.) Check the health condition of participants, especially before travelling to Japan. If anyone has health problem the supervisor/leader is responsible for the decision as to whether he/she can travel to Japan. If any trouble occurs, handle it in an appropriate manner.

(1) The day of arrival in Japan	<ol style="list-style-type: none"> ①Gather all of the participants and rollcall ②Confirm the passport, tickets, embarkation/disembarkation cards, etc. of the participants. ③Have a pre-travel health check of participants <ul style="list-style-type: none"> • Make participants fill in the medical sheet and check what they have written. (Give the medical sheets to JICE staff upon arrival in Japan.) • Check participants' body temperatures. <p>⇒If anyone has a health problem, make <u>decision as to whether he/she can travel to Japan.*</u></p> ④Help participants with their departure formalities, find the boarding gate, and confirm the number of participants. ⑤Assist with transit procedures at transit site, confirm the boarding gate ⑥Assist with Japan immigration procedures
(2) The day of departure from Japan	<ol style="list-style-type: none"> ①Check the return route of each participant ②Assist with embarkation procedure, confirm the boarding gate ③Assist with transit procedures at transit site, confirm the boarding gate ④Assist with immigration procedures of applicable country ⑤See off the participants

*Any participant with health hindering aspects such as pregnancy, pre-existing medical conditions (including chronic diseases), temperature over 38.0C, or any other health conditions is not allowed to travel.
 If you are unable to make the decision, or more than 10% of the group is deemed unfit for the travel, contact JICE through the travel agency.

2. During the stay in Japan

During the stay, separate the duties with JICE staff including the coordinator as shown below and cooperate together in order to manage the duties smoothly. Mainly the supervisor / leader must check the general status of the participant and report/discuss with status with the JICE coordinator.

	Supervisors / Leaders	JICE Program Coordinators	JICE Staff
(1) Orientation	① Give explanations on safety management to the participants (*1) ② Distribute SOS(*2) card		
(2) During the program	① Rollcall before leaving all sites ② Check for items left behind ③ Make sure everybody is aware of the meeting time ④ Reminder of the rules and bans ⑤ Arrangement of speech by group representative for visitation/observation ⑥ Supervise participant's health ⑦ Aid participants with questions about religion and cultural habits ⑧ Assist during coverage by the media ⑨ Collect pictures/data of dissemination related to the program by the participants through SNS etc, and submit to JICE staff	① Oversight of the schedule ② Explanation of the visitation, observation summary, and the aim of the program ③ Guidance ④ Translation ⑤ Addition of extra information pertaining to the subject at that time ⑥ Provide advise for living in Japan during the stay ⑦ Checkup call during the homestay (*3) ⑧ Checkup visit during the homestay	① Program planning ② Arrangement between the visitation and observation sites ③ Communication with the coordinator and the travel agency
(3) Hotel	① Preliminary check of the emergency routes of hotels and the venues		
	② Check and record participant's body temperature every morning ③ Relay the rules of going out; give permission ④ Make sure that the participant that went out is back (*4)	② Explanation of rules during the hotel stay ③ Reminder of the meeting time and the schedule	

(*1) Safety management lecture given at the orientation

- Regarding prevention of transmitting sickness (taking the body temperature in the morning, washing hands and throat, usage of masks and hand sanitizers, not sharing food and drinks.)
- Procedures for going to the hospital
- Constant reminders regarding situations such as robbery, lost items, incidents and accidents
- Procedures if a natural disaster (especially an earthquake) occur
- Check for allergies, the cause of allergic reactions, necessary procedures to take if the student gets sick, and the name of the medication the participant takes regularly

(*2) Includes the coordinator's emergency phone number

(*3) A cell phone will be provided by JICE during the homestay (one cellphone per family)

(*4) Check where they are going and make sure they know that they must return by 10:00PM. The participant must be together with one or more people.

3. After returning to the home country

	Supervisors / Leaders	JICE Program Coordinators	JICE Staff
(4) After returning to the home country	① Support the participants in implementing Action plan, collect pictures/data of Action Plan/dissemination by the participants through SNS etc, and submit the designated report form to JICE		

4. Emergency Protocol

In case of an emergency, supervisors/leaders and JICE coordinators make an initial response by closely communicate with each other, and consult with JICE staff.

If a participant becomes ill, one supervisor/leader must accompany the sick participant with the coordinator to the hospital.