

**Application Guidelines for JENESYS2017
Inbound Program Composite 5th batch
(Social) Peace Building Exchange**

1. Program Overview

JENESYS2017 is a people-to-people exchange program between Japan and the Asia-Pacific region launched by the Japanese Government.

The program aims at promoting mutual trust and understanding among the peoples of Japan and the Asia-Pacific region and building a basis for future friendship and cooperation. It also encourages an understanding and dissemination of Japan's economics, society, history, diverse culture, politics and diplomatic relations.

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

2. Program Contents

Date : 19/March/2018 ~ 28/March/2018,

Place: Tokyo, Nagasaki city (atom-bombed city)

Participation : 96 participants in whole(8 students/country x 12 countries)

- ① To attend a key note lecture and obtain a better understanding of Japan.
- ② To visit Peace & Atomic Bomb-related sites, provincial government office; and participating in cross-cultural events, workshops, and discussions with local students / people.
- ③ To experience cultural arts events.
- ④ To convey / spread information about Japan's attractions by SNS and post-program action plans followed by a questionnaire 3 months after the program.

3. Qualifications for Participations

- (1) Bona fide citizens of each ASEAN Member States, India and Timor-Leste
- (2) Must understand and agree to the purpose of JENESYS 2017* and this guideline.
- (3) University students or Graduate school students of 18 - 35 years old as of the program date
- (4) Must be in good health*
- (5) **Sufficient skills in English**
- (6) Must commit to sharing and disseminating both information on Japan and their experiences of the program by social networking service (SNS) etc., and Possession of a Facebook account with active postings
- (7) Must commit to cooperate for the questionnaires during and after the program
- (8) Studying International relation, Sociology or those-related fields**

* Some persons suffering from chronic diseases (diagnosed or undiagnosed) may be accepted by obtaining medical certificate and / or declaration of consent. Pregnant person cannot join the program.

** those students involved in study, research or activity in Japan or Japanese culture over 1 year have priority.

The following are disqualified;

- Already studied / stayed in Japan for over three months' period
- Already participated in JENESYS/KIZUNA, SSEAYP(Ship for South East Asian Youth Program), JICA, Japanese Government (Monbukagakusho: MEXT) Scholarship Program, Invitation Program of JF (Japan Foundation), JNTO (Japan National Tourism Organization) or AOTS*(HIDA**).

*Association for Overseas Technical Cooperation and Sustainable Partnerships

**The Overseas Human Resources and Industry Development Association (the previous name of AOTS)

4. Requirements for Applicants

- (1) Entry Form (Form & Sample attached)
- (2) Passport copy (including "ENDORSEMENT" page)
- (3) Visa Application Form* (Form & Sample attached)

* The following are not required a visa.

Brunei, Singapore, Malaysia (IC passport), Thailand (IC passport), Laos/Vietnam public passport holders

Deadline of the documents: 19/February/2018 (except Timor-Leste)
5/February/2018 (Timor-Leste)

5. Request for Focal Point / Selecting Agency

- (1) Participants' List (Form attached) to be sent to JICE by the deadline.
- (2) Make sure the requirements prepared by the applicants. Look into the Entry Forms and confirm participants' qualification. If any part of the Entry Forms are improperly filled or left blank, tell the participant to fill in properly.
- (3) Strictly observe the deadline. If any of the documents fails to reach JICE by the deadline, the participant will not be considered.
- (4) Have the data sent with password protection directly to JICE (address notified separately).

6. Implementation Agency

JICE (Japan International Cooperation Center) is an official agent for JENESYS2017 conducting the program schedule, travel arrangements and acceptance of the participants. JICE is a guarantor for their identity during the program in Japan.

7. Terms and Conditions

- (1) Program Coverage
 - Round trip economy class ticket from/to the international airport in home country to/from Japan * Excess baggage charge, if any, shall be paid by the participant.
 - Visa application fee

- Overseas travel insurance *Chronic diseases, dental diseases and pregnancy are NOT covered. Insurance company may disapprove some other cases where the participant shall be responsible for his / her own medical cost.
- Accommodation, transportation and meals within the program in Japan
- Admission fees for scheduled activities in Japan

- * No cash allowance is provided to any participant.
- * Participants shall pay their personal expenses, including passport fee, travel expenses between their home and the international airport, accommodation and meals in their home country, and purchasing souvenirs or personal goods before or during the program.

(2) Cancellation Policy

The participant is fully responsible for the costs incurred by JICE as a result of last-minute cancellation of all or any part of the program for his/her own personal reason.

The participant shall pay such costs immediately when JICE requires payment of the amount in the way JICE gives direction to the participant.

This payment includes such cost as JICE incurs for unused portion of the arrangements even though JICE makes no additional payment as a result of such cancellation.

(3) Strict Prohibition

- ✓ To take different flight or different class of the flight from those designated by the program even though there is no additional cost
- ✓ To take someone (family, friend or anybody) with the participant as a companion
- ✓ To skip the official program including scheduled meals or visits for personal reasons such as meeting with someone (relative, friend in Japan, or anybody)
- ✓ Not to stay in the designated accommodation by the program
- ✓ To remain in Japan after the program
- ✓ To travel to the third country on the way to Japan or back to home country
- ✓ To violate the laws or regulations of Japan. Offenders are subject to penalties under the Japanese law.
- ✓ To cause hindrance to the program. Those who cause such hindrance shall be dismissed during the program and is responsible for the cancellation costs. The participant shall leave Japan at his/her own expense.

(4) Other conditions in Japan

- The participant must attend all the scheduled programs and follow the rules / guidelines / directions given by JICE.
- The participant, including leaders / supervisors, stays at a twin or triple room. One may need to share the room with someone from the other country.

- JICE tries to prepare the following when necessary for religious reasons, however, they may not always be provided depending on the situation.
 - * time and place for prayers
 - * meals suitable for food restriction

(5) Photos / Videos Taken

The participant agrees to grant permission to JICE and the organizations participating in the program to use his/her photographs, films, or recordings taken or collected during the program. The participant authorizes the publication of his/her name and pictures, the sound/video recordings of his/her voice, and printed/electronic copy of his/her information, in any and all media including, without limitation, cable/broadcast television, internet, newspaper, magazines, brochures or other printed media for all purposes including, but not limited to, promotion, advertising, meetings, and educational conferences. This permission extends to all languages, media or formats now or hereafter devised and shall continue forever unless the participant revokes the permission in writing to JICE.

(6) Attribution of Responsibility

The participant takes responsibility for any and all consequences of his/her own behaviour not obeying any rules, regulations or warnings, or injury, loss or damage to any person or property due to his/her accident, theft, crime or any conduct. The participant agrees to indemnify, defend and hold JICE and its staff free from/against any and all claims, demands or liabilities as a result of his/her own conduct. The Japanese government or JICE should in no manner be responsible for such troubles.

7. Before Departure

(1) Japanese Visa

The participant is given direction to apply for a visa by the designated travel agent.

(2) Travel Information

The participant is provided with the following. Some Focal Points/Japanese Embassy have an orientation meeting before departure.

- **Participants' Handbook (with Tentative Schedule and Departure Information)**
- **Medical Interview Sheet (To be filled out on the departure day)**

On the departure day, if the participant has one of the following symptoms, the leader/supervisor decides his/her travel in consultation with Focal Point or Japanese Embassy. Anyone with a body temperature over 38.0°C shall not travel to Japan.

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

== About Japan International Cooperation Center (JICE) ==

Japan International Cooperation Center (JICE) has been involved in various international cooperation activities mainly for developing countries since its establishment in 1977.

JICE contributes to the development of not only developing countries but international community through the implementation of the activities for strengthening mutually beneficial partnership between foreign countries and Japan.

Along with the staff of 287, JICE has about 1100 translators who specialize in 31 languages in total and engage in formulation, investigation, research, implementation and evaluation of projects by using their accumulated experiences and knowledge.

JICE, with our motto “Share knowledge and experience. For our world. For the future”, links “Japan’s technology, knowledge and experience” to the world and promotes developing future leaders of each countries by deepening mutual understandings and learning together with the people in the world.

Annex

- 1- Entry Form & Its Sample
- 2- Visa Application Form & Its Sample
- 3- Participants’ List Form
- 4- Role of Supervisors/Leaders

Date: 10th June, 2016

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 JENESYS2017 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 JENESYS2017. 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 JENESYS2017.

JICE will ask you filling in a questionnaire during/after your participation in JENESYS2017. 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
