



Application Guidelines for KAKEHASHI Project Japan's Friendship Ties Programs

KAKEHASHI Inouye Program in collaboration with the TOMODACHI Initiative Hawai'i Pacific University

KAKEHASHI Project

To promote people-to-people exchange between Japan and nations worldwide, the Ministry of Foreign Affairs of Japan conducts *Japan's Friendship Ties Programs*, which send approximately 5,000 people to or from Japan each year. The North American portion of these programs is called the KAKEHASHI Project. The Japanese word "kakehashi" means "bridge," which symbolizes the hope that participants will form lasting relationships with Japan and its people, and serve as bridges between nations and cultures. Participants who travel to Japan are encouraged to share their experiences and discoveries with their networks at home, and contribute to greater appreciation of Japanese culture worldwide. The KAKEHASHI Project is an exchange program with the objective of promoting understanding of Japan in North America, and should not be considered a training course to develop special skills.

Objectives

- To promote mutual trust and understanding among the peoples of Japan, the US and Canada, and to build a basis for future friendship and cooperation
- To encourage an appreciation of Japanese culture, history, society, technology and language
- To share information and generate worldwide interest in Japan through participants' grassroots networks

Program Overview

Dates : **March 2nd, 2020 – March 10th, 2020**

Place : Tokyo and a local city

Number of participants : **25 participants (23 students and 2 supervisors)**

Contents :

- (i) Attend lectures on development of Japanese politics, economy, society, culture, history and diplomatic relations to promote a better understanding of Japan.
- (ii) Participate in school exchange programs.
- (iii) Visit educational sites and institutions, high-tech and traditional industries, world heritage sites, provincial government offices, and participate in cross-cultural events, workshops, and discussions with local people.
- (iv) Participate in hands-on-learning experiences such as home-stays, home-visits, and cultural arts events.
- (v) Share information about Japan through reporting sessions and social media during/after the program.

Qualifications for Participants

【Common Qualifications】

- (1) The applicant must have US nationality.
- (2) Those who have US permanent resident status may be accepted.
- (3) Those who have Japanese nationality are ineligible.
- (4) Those who have participated in KAKEHASHI Project or other programs funded by the Japanese government are ineligible.
- (5) Those who have studied or stayed in Japan for over a year are ineligible.
- (6) The applicant should be physically capable of keeping up with a busy program schedule requiring extensive walking each day.
- (7) The following applicants are given priority (excluding the applicant falling under (3) (4) (5) above) ;
 - Those who have been involved in study, research or activities related to Japan or Japanese language/culture for over a year.
 - Those who have been involved in business related to Japan or Japanese products/services for over a year.
- (8) Applicants for the position of supervisor or group leader should have leadership abilities and be cooperative and capable of instructing the participants properly to ensure the smooth operation of the program (See Annex 1 for the roles of supervisors and group leaders).

【Additional Qualifications】

- (9) The applicant must be a US college student.

Mandatory Assignments for all Participants

1. Share Experiences through Social Media

Participants are required to share their experiences and discoveries in Japan and promote Japan as an attractive destination for travel, study or work by posting on Facebook, Twitter, Instagram, You Tube or other social media during and after the program, especially within three months of the program.

2. Make Action Plans and Report Implementation

Participants are required to make action plans on how to share their experiences in Japan after returning to their home country and report their implementation to JICE. Participants will wrap up their findings in Japan and each group will present action plans in the reporting session. Within three months of the program, they will send to JICE an After Action Report on their implementation of the action plans. Posted photos, published articles or reports on disseminating activities will be welcome.

3. Complete Questionnaires

Participants are required to complete a questionnaire at the end of the program. They will be required three months thereafter to complete an online questionnaire, which will be sent to their email address.



Requirements for Application

(1) Passport copy

The applicant must submit a copy of the photo page of his/her passport (color or black and white). The copy should be clear, complete and large enough to find everything on the page legible. Those who will apply for a new passport must submit its copy by no later than one month prior to the program date. Those who do not have US citizenship must submit a copy of the US permanent resident card as well as the passport issued by his/her country.

Deadline : Jan. 13th, 2020

(2) Letter of Understanding

The applicant must carefully read and sign the **Letter of Understanding**. If the applicant is under 18, the signature of his/her parent or guardian is also required.

Deadline : Jan. 13th, 2020

(3) Participant List

The school/organization shall produce and send the **Participant List** in Excel format (not PDF) to JICE.

Deadline : Jan. 13th, 2020

(4) Online Entry Form

The applicant must fill out the **Online Entry Form** completely with his/her correct information. Instruction of the link (URL) to the form will be sent to the school/organization at a later date.

Deadline : Jan. 13th, 2020

Implementation Agency

Japan International Cooperation Center (JICE) is the official agent for KAKEHASHI Project undertaking all the operations and arrangements for the program.

How to send application documents to JICE

- (1) The applicant submits required documents ((**1**) and (**2**) above) to the school/organization.
The applicant also fills out the online form ((**4**) above) by himself/herself.
- (2) Upon completion of recruitment, the school/organization sends all requirements ((**1**), (**2**) and (**3**) above) to JICE in data format (Excel, PDF or JPEG). Instructions for secure data transmission will be provided by JICE at a later date. **Do not send the data by Google drive, Dropbox or any online free storage services.**
- (3) JICE will notify the school/organization after confirming applications and supporting documents.

Terms and Conditions

(1) The following expenses are covered by the program.

- **Round trip economy class international air ticket to/from Japan**
The most convenient international airport will be chosen for the participants' group. Airport tax and facility fees are included. Travel between the participant's home and the designated airport and any excess baggage fees incurred during the program shall be paid by the participant. It is not allowed to change the designated flight or class even if the participant pays the cost.
- **Overseas travel insurance**
Chronic diseases, dental diseases, pregnancy or those already ill or injured prior to the program are NOT covered. In such cases and in some other cases when the insurance company disapproves the payment request, the participant shall be responsible for medical expenses in Japan. Any loss or damage to personal belongings is NOT covered.

Insurance	Coverage	Amount (10,000 JPY)
Accident	Death Benefit	1,000
	Physical Impediment Benefit	1,000
	Medical Expense	1,000
Sickness	Medical Expense	1,000
Rescuer's Expense		300
Personal Liability		5,000

Mitsui Sumitomo Insurance Co., Ltd.

- **Accommodation, transportation and meals during the program in Japan**
- **Admission fees for scheduled activities in Japan**
Participants shall pay their personal expenses, including passport, vaccination, travel between their home and the designated airport, accommodation and meals in their home country, and purchase of souvenirs / personal goods before or during the program.

(2) Cancellation Policy

If a participant chooses to drop out of the program for reasons other than a medical emergency or a family funeral, the participant shall be fully responsible for any costs associated with this cancellation. The cancellation fees will be charged to the participant if his/her application has already been accepted and the flight and/or other bookings are completed.

In the event of cancellation due to a medical emergency or a family funeral, cancellation fees may be waived upon presentation of a medical certificate or an evidence of the funeral requested by JICE.

(3) The following are NOT permitted.

- To come early to Japan before the program or remain in Japan after the program
- To take a flight or class other than designated by the program
- To change accommodation (hotel or room assignment) designated by the program
- To skip any elements of the official program, including scheduled meals or visits, for personal or business reasons such as meetings with relatives, friends, business partners in Japan, etc.
- To be accompanied by someone else
- To travel to a third country on the way to Japan or back from Japan

(4) Conditions in Japan

- All participants, including supervisors/group leaders, must attend all scheduled programs and follow the rules/guidelines/directions given by JICE.
- Participants who are disruptive to the program may be dismissed and are responsible for leaving Japan at their own expense.
- Participants (except supervisors) will share a twin or triple room when staying at a hotel.
- When requested, JICE will try to arrange the following* for religious reasons. However, JICE cannot guarantee their availability in all locations.

*time and place for prayers

*meals suitable for food restriction for religious reasons

(5) Photos/Videos taken during the Program

The participant agrees to grant permission to JICE and organizations participating in the program to use his/her voice and likeness in any writings, photographs, films, and recordings collected during the program. The participant authorizes the publication of, for all purposes, his/her name, pictures in film or electronic (video) form, sound and video recordings of his/her voice, and printed and electronic copy of the above in any and all media including, without limitation, cable and broadcast television, the internet, and the brochures and other print media for promotion, advertising, meetings, or 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) Japanese Laws and Regulations

The participant must observe the laws and regulations of Japan. Offenders are subject to penalties under Japanese law. Any dispute arising out of the application for, or participation in, or anything relating to, the program between the participant and the Japanese government or JICE should be governed by and construed in accordance with the laws of Japan, without regard to the principles of conflict of laws, and should be subject to the exclusive jurisdiction of the applicable courts in Japan.

(7) Attribution of responsibility during the program

The participant agrees to release JICE (including its employees and agents) of and from any and all claims, demands, damages, losses, liabilities and expenses including, without limitation, reasonable attorneys' fees and expenses (collectively, "Claims") arising from or relating to the participant's participation in the KAKEHASHI Project, provided, however, that the release shall not apply to any claims related to or arising from JICE's gross negligence, bad faith or wilful misconduct. The participant agrees to indemnify JICE (including its employees and agents), and hold it harmless, of and from any and all Claims arising from or relating to the participant's violation of Japanese laws or regulations or breach of the terms and conditions of this Application Guidelines.

(8) Post-Program Activities and Questionnaires

Participants are required to share their experiences and discoveries about Japan and its attractiveness as a destination for travel, study or work with their family, relatives, friends and peers at school or in their communities by delivering presentations, publishing their writings, or posting their photos and text on social or other media. Participants will be asked to complete a questionnaire sent to their email address three months after the program. All participants are requested to report their post-program activities and stay connected with Japan and Japanese people through the online community sites of Ministry of Foreign Affairs of Japan (MOFA)* and JICE**.

*Facebook of Youth Exchange Program of MOFA:
<https://www.facebook.com/youthexchange.mofa>

** JICE Youth Exchange Program (KAKEHASHI Project / JENESYS 2018)
<https://www.jice.org/en/index.html>

Personal Information Protection Law (See Annex 2)

Personal information obtained in KAKEHASHI Project shall be treated in compliance with the Personal Information Protection Law. JICE ensures the appropriate handling of personal information. JICE may provide personal information to travel agencies, publishers, cooperative organizations, schools, host families, and so on in order to operate and report the program by means of post, fax or email. Personal information will not be used for any purposes other than operating and reporting on the program.

Annex

- 1- The Roles of Supervisors/Group Leaders
- 2- Handling of Personal Information
- 3- Letter of Understanding
- 4- Sample Schedule

Roles of Supervisors/Group Leaders

Being a supervisor or group leader is an important responsibility. As a supervisor, you will have the opportunity to help us make your group's visit a fun, memorable and educationally rewarding experience. Your role as a supervisor or group leader is crucial over the course of the KAKEHASHI program. Supervisors and group leaders set the standard for behavior by remaining with their groups at all times, and by maintaining responsibility for the safety and good conduct of the participants.

1. Duties of the Supervisors/Group Leaders

- Lead and instruct the participants appropriately and cooperate with JICE staff and coordinators.
- Attend to the participants closely when they need help, encounter problems or in any contingencies.
- Stay with the participants at all times. You do not have free time to go out by yourself.
- Encourage participants to post on social media and report on their implementation of the action plans to JICE.

2. What to do at the departure airport

- ① Conduct roll call, check in, and confirm that the participants have everything necessary for the trip.
- ② Collect participants' Medical Interview Sheets and look over the answers of the participants.
⇒ If a participant has a fever or other symptoms of illness, follow the instruction on the form.
- ③ Assist the participants with departure / transit procedures and make sure that all the participants get on board.
- ④ Contact the emergency phone number provided if there is a problem at the departure airport.

3. What to do while in Japan

- ① Understand the safety instructions, and make sure that all participants observe them (*1).
- ② Check the emergency exit routes in the hotel or at sites visited.
- ③ Remind participants of the rules and curfew when they go out (*2), and confirm that everybody returns safely.
- ④ Record the participant's body temperature each morning and report to the JICE coordinator.
- ⑤ Conduct roll call and check that no items are left behind when leaving the hotel or site visited.
- ⑥ Instruct participants on when to give thank you speeches as needed.
- ⑦ Facilitate discussion in the workshop and assist in preparing the group presentation.
- ⑧ Collect social media postings by participants during the program.
- ⑨ Pay check-up visits to the host families with JICE staff, and stand by in case emergency response is required during the homestay program.
- ⑩ If a participant is ill or injured, accompany them to the hospital and stay with them until recovery.

(*1) Safety instructions given during the orientation

- Prevention of sickness (taking body temperature every morning, washing hands and throat, using masks and hand sanitizers, not sharing food and drinks with others, etc.)
- Precautions against allergies, measures/medications to take in the event of an allergic reaction.
- Emergency response in case of fire, lost passport, accident, earthquake, etc.
- Use of the SOS card and the emergency phone number of the JICE coordinator.

(*2) Note where participants are going, and make sure that they return by the established curfew (10:00 p.m. for high school students, 11:00 p.m. for others). They must go out in groups of two or more.

4. Post-program Report and Questionnaire

- ① Encourage the participants to share their experiences with family, relatives, friends, peers or coworkers at school, at work or in the community. Send photos or links to their posts to JICE.
- ② Fill out the After Action Report and send it to kakehashi@jice.org by email. Instruct the participants to answer questionnaires sent from JICE to their email addresses individually in three months.



Annex 2

Attention to: All KAKEHASHI Participants

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 KAKEHASHI Project
- (2) Others: provision of information on JICE's activities, such as support for management of international training programs and overseas student 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, Hobbies, Photos including images of your face taken during the program and attached in Entry Form, Reports or Presentation documents you prepare etc...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, translating and disposing of the documents.

In addition, JICE may provide the organizations specified below with the personal information JICE obtains from you for the implementation of KAKEHASHI Project. 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 Tongue, Hobbies, Academic Awards, Photos including images of 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 KAKEHASHI Project.

JICE will ask you to complete a questionnaire during/after your participation in KAKEHASHI Project. 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/analyse 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 of or cessation of the 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
