Application Guidelines for KAKEHASHI Project

Japan's Friendship Ties Programs (USA)

Japanese Americans the 1st Slot
Japanese Americans the 2nd Slot

1. Project Overview

The Ministry of Foreign Affairs of Japan has launched “Japan’s Friendship Ties Programs” which promote people-to-people exchanges between Japan and the various nations of the Asia-Pacific, North America, Europe, Latin America, and the Caribbean, and encourage an understanding of Japan’s economy, society, history, diverse culture, politics and diplomatic relations among participants. This program will include approximately 5,600 people who will be sent to or from Japan and the Asia-Pacific, North America, Europe, Latin America, and the Caribbean in a year. The North American regional component of this exchange program is called “KAKEHASHI Project”. Participants are expected to proactively disseminate information on Japan’s attractions and contribute to promoting sustained attention to Japan.

<Objectives of Program>

(1) To promote mutual trust and understanding among the people of Japan and the USA to build a basis for future friendship and cooperation.
(2) To promote a global understanding of Japan’s economy, society, history, diverse culture, politics and foreign policy.
(3) To disseminate information on Japan’s attractions through communication devices including social media.

2. Outlines of Program

(1) Date: 1st Slot : 13th December, 2017 – 21st December, 2017
   2nd Slot : 12th March, 2018 – 20th March, 2018
(2) Place: Tokyo & a local city
(3) Total number of participants: 1st Slot : 100 college students (including 8 supervisors)
   2nd Slot : 100 college students (including 8 supervisors)
(4) Contents:
   - To attend a key note lecture and obtain a better understanding of Japan.
   - To visit educational institutions, high-tech and traditional industries, world heritage sites, government offices; and participating in cross cultural events, workshops, and discussions with local students / people.
   - To experience home-stays, home-visits or cultural arts events.
   - To convey / spread information about Japan’s attractions by social media and post-program action plans followed by a questionnaire 3 months after the program.
3. Qualifications for Participations

Applicants should meet the entire criteria as follows.

【All Participants (Both Students and Supervisors)】

(1) Applicants must understand the aims of this program and be capable to disseminate information on Japan’s attractions through communication devices such as Social Media and/or submitting their writing for publication.

(2) Applicants who have visited Japan through any invitation program organized by the Japanese Government are not eligible. Applicants who have already had the experience of staying in Japan for a long period may not be eligible. *

(3) Applicants must have U.S. nationality or permanent residencies in the USA. Applicants who have Japanese nationality are not eligible to participate basically. *

(* In case the applicants who are considered indispensable to participate in the program and not comply with the above criteria (2)(3), the applicants are required to submit the necessary documents such as photocopy of their permanent residency card to be examined by the Ministry of Foreign Affairs, Japan)

(4) After completing the program, applicants must answer the questionnaires which will be delivered two times; at the end of the program and three months later.

(5) Applicants must be in good health conditions.

On the departure day, if the participant has one of the following symptoms, the supervisor decides whether he/she travel to Japan (in consultation with doctor if necessary).

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

*Anyone with a body temperature over 38.0℃ (100.4°F) shall not travel to Japan.

(6) The following applicants are given priority.

· Those who have been involved in study, research or activity in Japan or Japanese language / culture over 1 year
· Those who have been involved in the business related with Japan or Japanese products / services in the theme-related field over 1 year.

【For Students】

(7) Applicants must be college students.

(8) Applicants must commit to sharing and disseminating their experiences and attraction of Japan after returning to the USA.

【For Supervisors】

(7) Applicants must supervise participants as an educator for the smooth implementation of the program. **

(8) Applicants must cooperate with the Embassy of Japan, the Japanese Government and JICE for the follow-up of the program, after returning to the USA.
**See Annex 1 for the roles of supervisors. Further details of the roles of the supervisors are explained upon arrival in Japan by JICE staff.**

4. **Implementation Agency**

JICE (Japan International Cooperation Center) is an official agent for KAKEHASHI Project which has undertaken all the necessary arrangements for this program, such as travel procedures and the whole schedule of events in Japan.

5. **Necessary Procedure for Application**

All of the following application documents should be submitted to JICE by email by the due date (See below chart).

1. “(Annex3) [2017] Entry Form” …attached form
   Fill out the form with necessary information and answers with data.

   **Due date:**
   - 1st Slot: 15th November, 2017
   - 2nd Slot: 12th February, 2018

2. **Photocopy of the Applicant’s 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 immediately obtain his/her passport and submit the photocopy of the passport as soon as it is determined. **The applicant who does not hold US passport must submit a copy of his/her permanent residency card (Green Card) together with the photocopy of the passport.**

   **Due date:**
   - 1st Slot: 1st November, 2017
   - 2nd Slot: 29th January, 2018

3. “(Annex4) [2017] Letter of Understanding” …attached form
   Each applicant is requested to read carefully the conditions described in the “Letter of Understanding” before applying to the program. “The Letter of Understanding” signed by the applicant (or Parent/Guardian for the participant under the age of 18) is to be sent electronically to JICE first and **the hardcopy should be submitted upon arrival in Japan.**

   **Due date:**
   - 1st Slot: 15th November, 2017
   - 2nd Slot: 12th February, 2018
Submission Due of Application Documents

- All participants should fill out and submit below three documents to the person in charge of the group/school.
- The person in charge will send them to JICE by the due date.
- Filling out with typing is recommended.

<table>
<thead>
<tr>
<th>Document</th>
<th>Person needed to hand in</th>
<th>Submission Due (file format)</th>
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</thead>
<tbody>
<tr>
<td>(Annex3) Entry Form</td>
<td>All participants (including supervisors)</td>
<td><strong>by 4 weeks before the departure date</strong> (Send with Excel data by E-mail/DropBox/Google Drive)</td>
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<tr>
<td>(Annex4) Letter of</td>
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<td><strong>by 4 weeks before the departure date</strong> (Send with PDF/JPG data by E-mail/DropBox/Google Drive)</td>
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<td>understanding</td>
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<tr>
<td>PASSPORT copy</td>
<td></td>
<td><strong>by 6 weeks before the departure date</strong> (Send with PDF/JPG data by E-mail/DropBox/Google Drive)</td>
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<tr>
<td>Participant List</td>
<td>Person in charge of the group/school will make this spreadsheet and submit</td>
<td><strong>by 6 weeks before the departure date</strong> (Send with Excel data by E-mail)</td>
</tr>
</tbody>
</table>

*When all participants are selected make this roster sheet for JICE to arrange the flight.

Submit all the documents to
Attention to: yamana.kenichi@jice.org
Kenichi Yamana, Youth Exchange Division,
Japan International Cooperation Center (JICE)

6. Notification of the Flight and Pre-departure Preparation

After receiving all the above application documents, flight will be arranged. Travel Agent under contract with JICE will directly contact you (or the person in charge of the group/school) to arrange the convenient flight and will sent to you the E-ticket together with the flight information when it is decided.

And the **Participants’ Handbook for KAKEHASHI Project** will be sent to the participants by email. This handbook contains information about the outline of the Project, the program schedule, travel information, travel tips on how to stay in Japan, and others. The participants are requested to read the handbook carefully so that they can sufficiently prepare for the participation in the program.

7. Terms and Conditions

(1) **The following arrangements and expenses are covered by the program**

- Round trip international air tickets from/to the USA, to/from Japan by Economy class

  Note: Two or three major airports in U.S. will be designated by JICE considering the request or the convenience of the participant. The travel expense between a local airport and the designated airport should be covered by the participant.

  Excess baggage, if any, shall be paid by the participant.
Overseas travel accident insurance
* Please note that 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. Any loss of or damage to the personal belongings are NOT covered, either.

<table>
<thead>
<tr>
<th>Insurance</th>
<th>Coverage</th>
<th>Amount (10,000 JPY)</th>
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</thead>
<tbody>
<tr>
<td>Accident</td>
<td>Death Benefit</td>
<td>1,000</td>
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<tr>
<td></td>
<td>Physical Impediment Benefit</td>
<td>1,000</td>
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<td></td>
<td>Medical Expense</td>
<td>1,000</td>
</tr>
<tr>
<td>Sickness</td>
<td>Medical Expense</td>
<td>1,000</td>
</tr>
<tr>
<td>Rescuer’s Expense</td>
<td></td>
<td>300</td>
</tr>
<tr>
<td>Personal Liability</td>
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<td>5,000</td>
</tr>
</tbody>
</table>

Sompo Japan Nipponkoa Insurance Inc.

Accommodation, transportation and meals within the program in Japan
Admission fees for scheduled activities in Japan
* Participants shall pay their personal expenses, including passport fee, fees for vaccination, excess baggage charge, travel expenses between their home and the airport, fees for accommodation and meals in the USA, and purchasing souvenirs/personal goods before or during the program.

(2) Cancellation Policy
All the participants are fully responsible for costs associated with cancelation initiated by themselves excluding medical problems and other emergency issues. Medical certificate is required to be submitted for the cancellation by medical reason.

Please note that the cancellation fee will be charged the participants once accepted his/her application and the flight is booked.

(3) The following is not permitted.
✓ To remain in Japan after the program;
✓ To change the flight designated by the program;
✓ To change accommodation designated by the program;
✓ To skip the official program including scheduled meals or visits for personal reasons such as meeting with someone (relative, friend in Japan, or anybody)
✓ To be accompanied by someone; or
✓ To travel to the third countries on the way to Japan or back to the USA;

(4) Condition in Japan
All the participants including supervisors must attend all the scheduled programs and follow the rules/guidelines/directions given by JICE.
- Participants that cause hindrance to the program may be dismissed and is responsible for leaving Japan at their own expense.
- Participants except supervisors are to share either twin or triple rooms at accommodation.
- 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/Videos Taken During the Program
The participants must agree 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 the program. 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 print media. 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) Respect for Japanese Law and Regulations
During the stay in Japan, participants must respect the laws and regulations of Japan, and offenders are subject to penalties under the Japanese law. Any dispute arising out of the application and admission of, or relating to, this program between the participants and The Japanese Government or JICE should be governed by and construed in accordance with the domestic laws of Japan, without regard to principles of conflicts of laws, and should be subject to the exclusive jurisdiction of the applicable courts in Japan.

(7) The attribution of responsibility during the program
All participants are agreeing 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 a participant’s participation in the KAKEHASHI Project; provided, however, that this release shall not apply to any Claims related to or arising from JICE’s gross negligence, bad faith or wilful misconduct. Finally, all participants should agree to indemnify JICE (including its employees and agents), and hold it harmless, of and from any and all Claims arising from or relating to their breach of the terms and conditions of this Application Guideline.
(8) Post-Program Activities and Questionnaires (Obligation)
The questionnaire will be sent to each participant about three month after the program. All the participants are requested to fill and return it to JICE. In addition, participants are highly expected to share their findings and experiences with family, friends, schools and communities by delivering presentation, disseminating information on Japan’s attractions through the media or other communication devices. It is highly requested that they report their port-program activities and continue exchanging opinions and information with Japanese people through 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 2017)
http://sv2.jice.org/exchange/e

8. Personal Information Protection Law (See Annex 2)
Personal information collected under 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, cooperation organization, schools, host families, and so on in order to operate and report the program by means of post, fax or E-mail, and to send new information of JICE project. Personal information will not be used for any other purposes than operating and reporting the program, and sending new information of JICE project.

Annex
1- The Roles of Supervisors for KAKEHASHI Project
2- Handling of Personal Information
3- Entry Form
4- Letter of Understanding
The Roles of the Supervisors / Leaders for KAKEHASHI Project

Close cooperation between supervisors/leaders and JICE staff is necessary and highly appreciated for smooth and safe operation of the program.

- Terms and condition for the Supervisors: *Basic composition: 2 supervisors/leaders per group consisting of 25 participants
  1. The supervisor/leader is in a responsible position to protect and guide the participants, and must take care of and be accountable for the participant’s sickness, injury, or any other instance where assistance is necessary.
  2. The supervisor/leader must accompany the participants throughout the duration of the program. There is no time for the supervisor/leader to go out independently or spend free time by himself/herself.
  3. No reward nor cash will be provided.
  4. Single rooms will be arranged for the Supervisors in general.
  5. If homestay is part of the program, the Supervisors will not participate in the homestay and will stay in the hotel. However, in case of emergency during the homestay, the Supervisors must immediately attend to the matter. The Supervisors will have the same role as the coordinators and will not be provided with transportation or a set schedule during homestay.

- A cellphone will be lent to one Supervisor during the stay.

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

Supervisors shall responsively lead the participants to travel to, throughout, and from Japan. Neither JICE staff nor a travel agent will accompany the travel. Check the health condition of participants, especially before traveling to Japan. If anyone has a fever or feels sick, the supervisors/leaders are responsible for the decision as to whether the/she can travel to Japan. If any trouble occurs, handle it in an appropriate manner.

(1) Departure from Japan

1. Gather all of the participants and roll call.
2. Confirm the passport, tickets, embarkation/disembarkation cards, etc., of the participants.
3. Have a pre-travel health check of participants:
   - Make participants fill in the Medical Interview Sheet and check what they have written. *(Give the Medical Interview Sheets to JICE staff upon arrival in Japan.)*
   - Check participants’ body temperature.
   *If anyone has a health problem, make the decision as to whether he/she can travel to Japan.*
4. Correct the Letter of Understanding from all participants and give the forms to JICE staff upon arrival.
5. Help participants with their departure formalities including transit procedures, find the boarding gate, and make sure all the participants get onboard.
6. Help participants with immigration procedures.

(2) Trip from Japan to home country

1. Check the return route of each participant.
2. Help participants with their departure formalities including transit procedures, find the boarding gate, and make sure all the participants get onboard.
3. Help participants with immigration procedures of the applicable country.
4. See off the participants at the airport.

*Any participant with health hindering aspects such as temperature over 38.0°C (100.4°F) or any other health condition 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, the supervisors/leaders shall share duties with JICE staff and the coordinators as shown below, and cooperate together for smooth operation. Main duty of the supervisors/leaders is to take an overview of the participants and report/discuss the status to the JICE staff/coordinators.

<table>
<thead>
<tr>
<th>(1) Orientation</th>
<th>JICE Program Coordinators (Guide)</th>
<th>JICE Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>①: Explain safety management to the participants (*1)</td>
<td>①: Oversight of the schedule</td>
<td>①: Program planning</td>
</tr>
<tr>
<td>②: Distribute SOS card (②)</td>
<td>②: Explanation of the outline of visiting places/observation sites, and the aim of the program</td>
<td>②: Arrangement between the visiting places and observation sites</td>
</tr>
<tr>
<td>③: Roll call before leaving all sites</td>
<td>③: Guidance</td>
<td>③: Communication between supervisors/leaders, the coordinator and the travel agency</td>
</tr>
<tr>
<td>④: Check for items left behind</td>
<td>④: Translation</td>
<td>④: Checkup visit during the homestay responding to emergencies during the homestay</td>
</tr>
<tr>
<td>⑤: Make sure everybody is aware of the meeting time</td>
<td>⑤: Addition of extra information pertaining to the subject</td>
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<tr>
<td>⑥: Reminder of the rules and bans</td>
<td>⑥: Aid in encouragement of participant’s further awareness</td>
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<tr>
<td>⑦: Arrangement of speech by group representative for the visit/observation.</td>
<td>⑦: Advice for living in Japan during the stay.</td>
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<tr>
<td>⑧: Watch participants’ health condition</td>
<td>⑧: Checkup call during the homestay (⑧)</td>
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<tr>
<td>⑨: Help participants with questions on the religion and cultural habits.</td>
<td>⑨: Checkup visit during the homestay responding to emergencies during the homestay</td>
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<tr>
<td>⑩: Assist during coverage by the media.</td>
<td>⑩: Collect pictures/data of postings or uploads related to the program by the participants through social media etc., and pass them on to the coordinator.</td>
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<tr>
<td>⑪: Checkup visit and responding to emergencies during the homestay.</td>
<td>⑪: Preliminary check of the emergency routes in the hotels and the venues</td>
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<tr>
<td>⑫: Collect pictures/data of postings or uploads related to the program by the participants through social media etc., and pass them on to the coordinator.</td>
<td>⑫: Checkup visit and responding to emergencies during the homestay</td>
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</table>

(*1) Safety management lecture given at the orientation  
- 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 with others.)  
- Procedures when going to the hospital  
- Emergency situations such as robbery, lost items, incidents and accidents  
- Procedures if a natural disaster (especially an earthquake) occurs  
- 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 cellphone will be provided to the participants by JICE during the homestay (one cellphone per family)

(*4) Check where they are going and make sure that they return by 10:00 PM for high school students (11:00 PM for university students). The students must go out together with one or more students.

## 3. Post-Program Report

It is vital for the supervisors/leaders to inform JICE regarding the implementation of the proposed action plan. The feedback from participating schools will determine the result of the project and ultimately, its continuation.

1. **Action Plan Implementation Summary**  
   - Please submit this form to JICE as a summary of the implemented action plan. The form will be provided by data to you by JICE.  
   - Please send it by email to jicekaekeshi@jice.org

2. **Individual Dissemination by Participants**  
   - Please remind the students during and after the program to inform you about any new dissemination regarding KAKEHASHI (including social media). Please provide a copy or link to it upon receipt, or send them with (1) Action Plan Implementation Summary.

## 4. Emergency Protocol

In case of an emergency, supervisors/leaders and JICE coordinators closely and quickly communicate with each other, and make an initial report to JICE staff. If a participant becomes ill, one supervisor/leader must accompany the sick participant with the coordinator to the hospital.
<table>
<thead>
<tr>
<th>Emergency Protocol</th>
<th>Supervisor</th>
<th>Coordinator (CDN)</th>
<th>JICE</th>
<th>JICE Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Sickness/Injury</strong></td>
<td>1) Discuss the level of rest needed between the Supervisor and the CDN, and make the participant take a rest at the hotel if needed.</td>
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<td></td>
<td>2) Take the participant to the hospital (an absolute must for a fever over 38 celc. deg. (100.4°F)).</td>
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<td>Change of the hotel, meal cancellation, arrangement of the return flight, changes in the program, etc.</td>
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<td></td>
<td>3) Quarantine inspection is needed to any suspicion of infectious sickness such as the influenza.</td>
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<td>4) If bitten by a dog, vaccinate for rabies (even if rabies virus is not present, tetanus vaccination may still be required.)</td>
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<td>5) Use the Supervisor’s cell phone if the sick participant wants to contact his/her family (minimal usage of the cell phone is permitted.).</td>
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<td>6) If the participant must go back to his/her country early or must stay in Japan to recuperate, one supervisor must accompany him/her generally.</td>
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<td>7) If the participant stays at the hotel instead of joining the program, the coordinator generally accompanies him/her.</td>
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<td></td>
<td>8) If more than one participant has been affected by an infectious sickness such the influenza, or if there seems to be a forecast of an epidemic, add the following protocols as well:</td>
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<td></td>
<td>9) The body temperature must be checked before breakfast, lunch and dinner (a total of 3 times a day) for all participants and accompanying adults.</td>
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<td></td>
<td>10) Distribute enough masks during the stay to the participants and the accompanying adults, enforce its usage.</td>
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<td>Change the place and the time for meals between groups.</td>
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<td></td>
<td>11) Make sure everybody uses the hand sanitizer before a meal.</td>
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<td></td>
<td>12) If it is an infectious disease (including malaria/dengue fever that was in incubation period but showed symptoms after arrival in Japan), obey Japan’s “Act on School Health Ordinance” or the quarantine period under “Act on Prevention of Infectious Diseases and Medical Care for Patients Suffering Infectious Diseases”.</td>
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<tr>
<td><strong>2. Illness (including mental) - Injury</strong></td>
<td>1) Provide food for the participant if he/she is eating separately from the group.</td>
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<td>2) Observe and record the status</td>
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<td></td>
<td>3) If the participant stays at the hotel instead of joining the program, the coordinator generally accompanies him/her.</td>
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<tr>
<td></td>
<td>4) If more than one participant has been affected by an infectious sickness such the influenza, or if there seems to be a forecast of an epidemic, add the following protocols as well:</td>
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<tr>
<td><strong>3. Allergic Reaction</strong></td>
<td>1) Assist the participant wash out the allergen, regurgitate, and administer the appropriate medicine if necessary.</td>
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<td>2) Manage according to the symptoms (Mild case)</td>
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<td>3) “Take the participant to the hospital with the coordinator. According to severity, he/she must be transported by the ambulance.”</td>
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<tr>
<td></td>
<td>4) If bitten by a dog, vaccinate for rabies (even if rabies virus is not present, tetanus vaccination may still be required.)</td>
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<tr>
<td><strong>4. Chronic Diseases</strong></td>
<td>1) Discuss between the coordinator and the Supervisor, check with the participant his/her symptoms, medicines to be taken, and if regular hospital visits are necessary.</td>
<td></td>
<td>Change of hotel, meal cancellation, arrangement of the return flight</td>
<td></td>
</tr>
<tr>
<td>(same as (2) in general, but descriptions on the right may be applicable.)</td>
<td>2) All other necessary action falls under category (2) Illness/injury. However, generally the participant is liable. Explanation as below:</td>
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<td>1) Costs such as examination fee, medicine fee, taxi, any extra fee pertaining to early leave (handling fee and cancellation fee), hotel/meal/JICE staff cost that pertains to staying longer in Japan are all liable to the participant (they are not included in the oversea insurance).</td>
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<td><strong>2. Incidents</strong></td>
<td>1) Get detailed information from the participant involved, understand the situation fully and relay to the coordinator.</td>
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<td></td>
<td>2) Receive the proof of submission of the &quot;notification of lost property&quot; by the police</td>
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<td>3) Observe and record the status</td>
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<td>4) If bitten by a dog, vaccinate for rabies (even if rabies virus is not present, tetanus vaccination may still be required.)</td>
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<td>5) Turn in the “notification of lost property” paperwork to the nearest police station to where the program was held.</td>
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<td>6) In an emergency alarm rings, halt the program and call where you are or at the hotel</td>
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<td><strong>3. Natural Disaster</strong></td>
<td>1) Follow instructions of the hotel/venue, guide the participants by the emergency exit.</td>
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<td>2) Rollout at the safe zone. Confirm participants’ safety.</td>
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<td></td>
<td>3) Safety management and psychological care for the participants</td>
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<td>4) Use the Supervisor’s cell phone if the participant wants to contact his/her family (minimal usage of the cell phone is permitted.)</td>
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<td>5) Collect information (emergency radio, television, radio, internet)</td>
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<td>6) Report the situation immediately, summarize the situation and report again</td>
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<td>7) Confirm the route to the nearest airport</td>
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<td>8) Confirm all participants are onboard the return flight, and that it leaves Japan</td>
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**Earthquake/ Tsunami (over seismic level of 5)**

1. Follow instructions of the hotel/venue, guide the participants by the emergency exit.
2. Rollout at the safe zone. Confirm participants’ safety.
3. Do not go back to the hotel/venue even if participants are missing. (the rooms will be checked by the hotel)
4. The Supervisor must report to his/her employer the participant’s safety status
5. Safety management and psychological care for the participants
6. Collect information (emergency radio, television, radio, internet)
7. Use the Supervisor’s cell phone if the participant wants to contact his/her family (minimal usage of the cell phone is permitted.)
8. Report the situation immediately, summarize the situation and report again
9. If there is an evacuation warning, go to the designated evacuation area
10. Confirm the route to the nearest airport
11. Change of flight that can leave Japan as soon as possible.
12. Confirm all participants are onboard the return flight, and that it leaves Japan
Annex 2

Attention to: All the 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 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, Hobbies, Photos including 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, 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 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’s Tongue, Hobbies, Academic Awards, Photos including your face taken during the program and attached in Entry Form and 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 filling in 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 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