



Japan's Friendship Ties Programs Application Guidelines JENESYS SAARC Countries Batch 3 (Environment)

1. Objective of program

JENESYS* is a people-to-people exchange program between Japan and the Asia-Pacific region launched by the Japanese Government. JENESYS consists of INBOUND Program from Asia-Pacific region and OUTBOUND program to Asia-Pacific region, Online Exchange Program and Alumni Online Program. 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 of Japan's economy, society, history, diverse culture, politics, and diplomatic relations.

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

The objective is to strengthen cooperation and human linkages between Japan and SAARC countries by deepening knowledge of Japanese initiatives and case studies through lectures, exchange of views, and observation/experience opportunities in Japan.

2. Program Overview

Online Pre-Exchange Program

Date: February 27, 2024

Time: Bangladesh and Bhutan 1:00 pm-3:00 pm

India and Sri Lanka 12:30 pm-2:30 pm

Maldives and Pakistan 12:00 pm-2:00 pm

Nepal 12:45 pm-2:45 pm

Japan 4:00 pm-6:00 pm

Program Type: Online Program with Zoom

Contents: Program Orientation/ Lecture of Japan

*Detailed Information will be sent to participants later.

Inbound Program

Date: March 5, 2024* – March 12, 2024**

*The date of the arrival in Japan

**The date of the departure from Japan

Place: Tokyo, Other local area

Number of Participants: 49 high school, undergraduate or graduate students from SAARC countries

* 7 participants per country

Participating countries: SAARC countries

-Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka-

Theme: Environment

Language: English

Contents:

- (1) Lectures on Japanese politics, economy, society, history, culture, foreign policy, etc., related to the program theme or specific area.
- (2) Site visits to educational and research institutions related to the program theme or specific area, cutting-edge technology, traditional industries, exhibitions, cultural heritage, and local governments, etc. Exchange events such as workshops and exchanges of opinions with persons related to the above site visits.
- (3) Visits to various parts of Japan according to program theme and specific area, including homestays and hands-on events such as traditional arts and culture.
- (4) Dissemination of information on what participants learned in the program and the attractions of Japan, during / after the program through reporting session (face-to-face events) and Social Networking Services (online).

3. Qualifications for Participations

- (1) The applicant must be a high school student or undergraduate or graduate student having the nationality of SAARC countries. Those who have permanent resident status may be accepted.
- (2) Those who have Japanese nationality are ineligible.
- (3) Those who have participated in JENESYS program or other programs funded by the Japanese government are ineligible.
 - ✓ JENESYS Inbound Program
 - ✓ KIZUNA
 - ✓ SSEAYP (Ship for Southeast Asian and Japanese Youth Program)
 - ✓ JICA (Except the program hold in AMS countries and Timor-Leste)
 - ✓ Japanese Government (Ministry of Education, Culture, Sports, Science and Technology (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) Applicants who have been to Japan are, in principle, not eligible.
- (5) Applicants who have studied in Japan for a long term are not eligible.
- (6) The Applicant is desirable to have adequate English conversation skills to communicate with staff in English, such as during school exchange program and in case of emergency.
- (7) Those who are 15- 35 years old as of the program date.

- (8) The applicant should be physically capable of keeping up with a busy program schedule requiring extensive walking each day.
- (9) The following applicants are given priority (excluding the applicant falling under (2)(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.
- (10) 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).
- (11) The applicant must follow the measures to for prevention of infectious disease in Japan.
*Please see the Annex3 “Letter of Understanding” for the details.
- (12) The applicant from SAARC countries should obtain the necessary VISA on their responsibility. JICE will support them by providing the necessary documents. Please note that the latest border control policies will be applied to your Japan trip. JICE will keep you updated.
- (13) Applicants must commit to sharing and disseminating their experiences of the program and information on Japan through Social Network Services (SNS), etc.
- (14) The applicant must have a sufficient internet condition to have access to the online pre-exchange program.
- (15) Applicants needs to bring mobile phone and PC to Japan.

4. Mandatory Assignments for all Participants

JENESYS SAARC is promoted and funded by the Japanese government. Please promote Japan as an attractive destination for travel, study and work and serve as bridges between the countries.

(1) Share Experiences

Participants are required to share their experiences and discoveries in Japan and promote Japan as an attractive destination for travel, study or work within three months of the program. They can share their experiences by posting on Facebook, Twitter, Instagram, YouTube or other social media during and after the program, contributing to PR magazines, holding a briefing session at the school/organization, etc.

(2) Make Action Plans and Report Implementation

Participants are required to make action plans in line with the program theme or their specialties after the completion of the whole program (pre-exchange program and exchange program) on how to share their experiences and report their implementation to JICE. Make a creative action plan such as create Japanese

language learning materials, hold alumni events, introduction of attractions of the local town in Japan, etc. Participants will wrap up their findings and will present action plans in the reporting session. Within three months of the program, they will be requested to send an After Action Report on their implementation of the action plans.

(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.

5. Requirements for participation

(1) Passport copy

The applicant must submit a copy of the photo page of their passport (color or black and white) **by January 30**. 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 the date below. These document(s) should be uploaded when they fill out the Online Entry Form mentioned below.



(2) Letter of Understanding

The applicant must carefully read and sign the **Letter of Understanding**. If the applicant is under 18, the signature of their parent or guardian is also required. The document should be uploaded when they fill out the Online Entry Form mentioned below.

(3) Participant List

The school/organization shall produce and submit the Participant List in Excel format (not PDF).

(4) Visa Application Form*

The applicant must carefully read the sample of application, and fill out the form. The details information to apply for a visa would be informed by the designated travel agent in each country.

(5) Online Entry Form

The applicant must fill out the **Online Entry Form** completely with their correct information and upload necessary documents mentioned above. The link (URL) of Entry Form will be sent to participants at a later date.

Notice

- The applicant fills out the Online Entry Form ((5) above) by themselves. They also submit required documents ((1), (2) (3) and (4) above) via the Online Entry Form to JICE.
The deadline: January 30, 2024.
- JICE will notify the applicant of the receipt of above-mentioned documents after confirming applications and supporting documents.

Implementation Agency

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

Official Website: <https://www.jice.org/en/index.html>

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.

Any costs for vaccinations and/or other medical documents are not covered by the program.

➤ 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.

In case a participant gets positive for COVID-19 or other infectious disease during the period covered by the insurance, the cost for quarantine, flight re-arrangement, and so on could be covered as long as those procedures are conducted under a doctor's instruction and medical note.

Insurance	Coverage	Benefit (Unit: 1,000 JPY)
Accident	Accidental Death	25,000
	Physical Impediment Benefit	25,000
	Medical Expense	10,000
Sickness	Medical Expense	10,000
	Sickness Death	10,000
Rescuer's Expense		3,000
Personal Liability		50,000

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 VISA, passport, vaccination, travel cost 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.

*No cash allowance is provided to any participants.

(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 their application have 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 different 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 anyone including family members, friends, business partners, etc.
- To travel to a third country on the way to Japan or back from Japan
- To disobey the infectious disease-related contents of the Letter of Understanding and to disobey instructions from JICE.

(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 will stay a twin or triple room 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 their voice and likeness in any writings, photographs, films, and recordings collected during the program. The participant authorizes the publication of, for all purposes, their name, pictures in film or electronic (video) form, sound and video recordings of their 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 JENESYS Program, 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 Questionnaires

We would appreciate it if participants could share their experiences and discoveries about Japan and its attractiveness as a destination for travel, study or work with their family, relatives, and friends 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.

*Facebook of Youth Exchange Program of MOFA:

<https://www.facebook.com/youthexchange.mofa>

** JICE Youth Exchange Program (KAKEHASHI Project / JENESYS / MIRAI / Juntos!!)

<https://www.jice.org/en/index.html>

Personal Information Protection Law (See Annex 2)

Personal information obtained in JENESYS program 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 of the program.

Annex

- 1- Roles of Supervisors/Group Leaders
- 2- Handling of Personal Information
- 3- Letter of Understanding (separate document)
- 4- Visa Application Form & Its Sample
- 5- Model Schedule

Roles of Supervisors/Group Leaders

Being a chaperone 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 JENESYS 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) Assist the participants with departure / transit procedures and make sure that all the participants get on board.
- (3) 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 visiting sites.
- (3) Remind participants of the rules and curfew when they go out 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 visiting sites.
- (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) (In case a home-stay program is included,) 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. If a participant cannot return to country because they test positive for COVID-19, accompany them and go back to country with them

(*1) Safety instructions given during the orientation

- Prevention of sickness (taking body temperature every morning, washing hands, gargling, 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.

4. Post-program Report and Questionnaire

- (1) Encourage the participants to share their experiences with family, relatives, friends, peers or co-workers 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 jenesys.saarc@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 JENESY Program 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 JENESYS Program

(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, gender, E-mail address, date of birth, occupation, photos including images of your face taken during the program, 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 JENESYS Program. 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
Government of Japan, Host families, Japanese schools, Lecturers of Webinar, 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 JENESYS Program.

JICE will ask you to complete a questionnaire during/after your participation in JENESYS Program. 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 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