



Application Guidelines for KAKEHASHI Project Japan's Friendship Ties Programs 2019-2020 University of Toronto

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 5,600 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: **depart February 15 (arrive February 16), 2020 – return February 23, 2020 (TBC)**

Location: Tokyo and a local city

Number of participants: **25 participants**

Contents:

- Attend lectures on development of Japanese politics, economy, society, culture, history and diplomatic relations to promote a better understanding of Japan.
- Participate in school exchange programs.
- 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.
- Participate in hands-on-learning experiences such as cultural arts events.
- Share information about Japan through reporting sessions and social media during/after the program.

Implementing Agencies

Japan International Cooperation Center (JICE) is the official agency for the KAKEHASHI Project, undertaking all the arrangements for the program in Japan. The Asia Pacific Foundation of Canada (APFC) is the official agency for the KAKEHASHI Project, undertaking all arrangements for the program in Canada.



Qualifications for Participants

- (1) Applicants must be current students at the participating institution and/or program (University of Toronto, Centre for the Study of Global Japan).
- (2) Applicants must have Canadian nationality.
 - Those with Canadian Permanent Resident status may be accepted.
- (3) Applicants who have Japanese nationality are ineligible.
- (4) Former participants 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. Applicants with pre-existing mental or physical conditions must submit a letter from their doctor stating their ability to participate in the program, and provide their own supplemental insurance to cover such conditions. Participants must be able to function independently and participate in all scheduled activities.
- (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 one year.
 - Those who have been involved in business related to Japan or Japanese products/services for over one year.

Mandatory Assignments for all Participants

1. **Attend a Pre-Departure Briefing Session**

A mandatory pre-program briefing session, conducted either in person or by teleconference, will be scheduled by APFC, in cooperation with representatives of the Ministry of Foreign Affairs of Japan in Canada, several weeks before departure. This briefing will cover the background, objectives and schedule information for the program.

2. **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, YouTube or other social media during and after the program, especially within three months of the program.

3. **Make Action Plans**

Participants are required to make action plans on how they will share their Japan experiences after returning home. Participants will wrap up their findings in Japan and each group will present action plans in the reporting session.

4. **Report Implementation of Action Plans**

Participants are required to report to the Project Coordinator at their University on their implementation of the action plans three months after the program. Posted photos, published articles or reports on



disseminating activities are welcome. The Project Coordinator will send the Action Plan Implementation Summary to JICE based upon their report.

5. 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 emailed to them.

6. Participate in a Post-Program Reporting Session

APFC, in cooperation with representatives of MOFA in Canada, will schedule a reporting session for participants several weeks after the completion of the program. At this briefing, participants will report on their action plan and provide feedback on their experience on the Kakehashi Project.

Group Leaders

University students participating in the Kakehashi Project are typically not accompanied by faculty or staff chaperones. Instead, University project coordinators will nominate one male and one female student leader (to be confirmed by APFC) to support JICE staff in facilitating the smooth operation of the project. Nominees for the position of group leader should have leadership abilities and be cooperative and capable of instructing the participants properly to ensure the smooth operation of the program. Group leaders will be briefed separately on their roles and responsibilities.

How to Apply

- 1) **REVIEW THE GUIDELINES:** Please read the **Application Guidelines** and **Letter of Understanding** carefully.
- 2) **COMPLETE ONLINE APPLICATION:** Fill out the online application form at the link provided and upload the requested documents (PDF or JPEG format):
 - a. Signed **Letter of Understanding** (signed by hand, not typed).
 - b. Clear and legible copy of your passport photo page (colour/black and white). Those who need to apply for a new passport must submit a copy at least six weeks prior to the program date.
 - c. Those who do not have Canadian citizenship must submit a copy of their Canadian Permanent Resident card as well as of the photo page of their passport.
- 3) **SUBMIT ONLINE APPLICATION:** When you have completed the form, click **SUBMIT**. This will submit your online application to the Asia Pacific Foundation of Canada, the organization administering the project in Canada. You will receive a confirmation email with a link to your application.
 - a. You can also save your partially completed application. You will receive an email with a link allowing you to complete your application at a later time.
- 4) **SUBMIT PRINTED APPLICATION:** Print a copy of your completed application and submit it to the faculty or staff coordinator of the project at your institution by the agreed-upon deadline.

Applications will be reviewed by the project committee at your institution, and their recommendations will be subject to the approval of the Ministry of Foreign Affairs of Japan.



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/or facility fees are included. Travel between the participant's home and the designated airport, and any excess baggage fees incurred shall be paid by the participant. Changes to designated flights or class, even at the participant's own expense, are strictly forbidden.

➤ Overseas travel insurance

Chronic diseases, dental diseases, pregnancy, and illnesses/injuries occurring prior to the program are NOT covered. In cases when the insurance company denies payment, the participant shall be responsible for his/her own medical expenses. 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 own personal expenses, including passport, vaccination, travel between home and designated airport, accommodation and meals in their home country, and purchase of souvenirs/personal goods before and during the program.

(2) Cancellation Policy

If a participant chooses to drop out of the program for reasons other than a medical emergency or other unavoidable circumstances, the participant will be fully responsible for any costs associated with cancellation. 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 other unavoidable circumstance, cancellation fees may be waived upon presentation of a medical certificate and/or documentation requested by JICE.

(3) The following are NOT permitted:

- Entering or remaining in Japan outside of the specified dates of the program



- Changing the flight or seating designated by the program
- Changing accommodations (hotel or room assignment) designated by the program
- Skipping any elements of the official program, including scheduled meals or visits, for any reason, such as meetings with relatives, friends, business associates in Japan, etc.
- Being accompanied by another person not participating in the program
- Travelling to a third country on either the outbound or return journey

(4) Conditions in Japan

- All participants, including 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 be paired by gender and share twin or triple rooms when staying at a hotel. Room pairings will be assigned by JICE, and no changes are permitted.
- If there is a homestay/home visit program, participants may be placed in groups of two or more in a single home.
- 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 restrictions

(5) Photos/Videos taken during the Program

The participant agrees to grant permission to JICE, APFC and other participating organizations 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 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 school peers or in their communities by delivering presentations, publishing writings, or posting 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

Personal information obtained through the 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. Please see Annex 1 for more information.

Annexes

- 1- Handling of Personal Information
- 2- Sample Itinerary
- 3- Letter of Understanding



Annex 1: Handling of Personal Information
Attention: All KAKEHASHI Participants

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

Handling of Personal Information

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

We acquire personal information for the purpose of conducting the following business. 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 may include Nationality, Religion, Health Condition, Medicine, Pregnancy, Food Allergies, Hobbies, Photos (including images of your face taken during the program and attached to the Entry Form), Reports or Presentation documents you prepare etc.; and will be used only for such purposes as required for 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 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 related organizations/facilities
- b) The purpose(s) of the provision:
 - Proper arrangement of the program
- c) Personal information 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 to the 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 personal information is not provided, it may not be possible for JICE to make an appropriate judgment regarding implementation of the KAKEHASHI Project.



JICE will ask you to complete a questionnaire during and/or after your participation in KAKEHASHI Project. JICE may use your questionnaire responses for the purposes of promoting its public relations or enhancing its business performance.

In addition, JICE will keep your personal information, including your written questionnaire, for at least 2 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 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



Annex 2: Sample Itinerary

Please note this is a sample schedule. Your actual schedule will contain similar elements, but we cannot guarantee that all specific activities listed below will be included.

Day		Program	Purpose
1		Depart from Canadian airport	
2	AM	Arrive in Japan (Haneda/Narita airport)	
	PM	Orientation Briefing	<ul style="list-style-type: none"> • Explain program objectives • Discuss making a plan for promoting Japan as a destination for travel, study and work • Share information on safety/health • Briefing for group leaders
3	AM	Lecture on Japan/Keynote lecture Ministry of Foreign Affairs	<ul style="list-style-type: none"> • Lecture on Japanese politics, economy, society, culture, history and diplomatic policy
	PM	Observation (e.g. Diet Building, Tokyo Metropolitan Government Office, Imperial Palace)	<ul style="list-style-type: none"> • Learn about Japanese parliamentary system, role of central/local governments; compare with Canadian government system
4	AM	Travel to local city or region by local transportation	<ul style="list-style-type: none"> • Experience high-tech public transportation, learn about safety and accessibility issues, environmental protection policies, etc.
	PM	Courtesy call and lecture/discussion at local government office	<ul style="list-style-type: none"> • Learn about role of local government • Meet and discuss issues with young government officers
5	AM	Cutting-edge technology/traditional industry (e.g. auto company, sake brewery, electronics maker) Visit to historical site/landmark (e.g. castle, temple, shrine, museum, peace memorial park, disaster reconstruction site, etc.)	<ul style="list-style-type: none"> • Learn about high-tech and traditional Japanese manufacturing • Meet with industry reps and discuss the state of Japanese business • Deepen interest in Japanese history and culture, continue to develop ideas for promotional plan
	PM	Academic exchange with local university	<ul style="list-style-type: none"> • Meet Japanese students, join classes, discussions, club activities
6	AM	Homestay/farm-stay	<ul style="list-style-type: none"> • Stay at the home of a Japanese family
	PM		<ul style="list-style-type: none"> • Experience daily life and customs
7	AM	Farewell party with host family	
	PM	Cultural experience (e.g. tea ceremony, music/dance, sushi making, kimono, etc.)	<ul style="list-style-type: none"> • Deepen interest in Japanese history and culture, continue to develop ideas for promotional plan
8	AM	Travel back to Tokyo	
	PM	Visit to historical/cultural sites Workshop	<ul style="list-style-type: none"> • Increase understanding of Japanese culture and history • Complete questionnaire and create action plan for sharing information on Japanese culture
9		Return to Canada	



Annex 3: Letter of Understanding

KAKEHASHI Project Letter of Understanding

In agreeing to participate in *Japan's Friendship Ties Programs, the KAKEHASHI Project*, hereafter referred to as "the Program," I, _____, agree and consent to the following:
(Applicant's full name)

- I have read, and fully understand and accept the Application Guidelines, paying special attention to the Qualifications for Participants, Mandatory Assignments for all Participants, and Terms and Conditions. I have also read and fully understand and accept *Roles of Supervisors/Group Leaders* if I have applied to be a supervisor or group leader in the Program.
- I certify that my entries and declarations are true and correct without any omissions.
- I must present a copy of my valid passport. If I do not have a Canadian passport, I must present a copy of my valid Canadian permanent resident card. If I need a visa to enter Japan, I must obtain it myself at the Japanese embassy or consulate closest to my residence.
- I am fully responsible for arranging and paying for travel between my residence and the international airport designated by the Program.
- I am fully responsible for any costs associated with cancellations or changes in travel arrangements that I initiate, except in the case of a medical emergency or other unavoidable circumstances. Such costs may include, but are not limited to, international flights, domestic transportation or accommodations. I understand I must pay the costs immediately upon demand in accordance with the instructions provided by JICE. In the event of cancellation due to a medical emergency or other unavoidable circumstances, cancellation fees may be waived upon presentation of a medical certificate and/or other documentation requested by JICE.
- The Ministry of Foreign Affairs of Japan (MOFA) and Japan International Cooperation Center (JICE) reserve the right to change or alter the itinerary, transportation, accommodation, or any other arrangements without notice or reason.
- MOFA, JICE, associated subcontractors and cooperative organizations, including their staff and employees, are not and will not be held liable for my injury, accident, illness, loss or damage to personal property or other contingencies, which may occur during or in connection with my participation in the Program, and are released from any and all claims, liabilities, actions and causes of action against them, except for their gross negligence or wilful misconduct.
- MOFA, JICE, associated subcontractors and cooperative organizations, including their staff and employees, will not be held liable for any actions or negligence by any third parties including, but not limited to, commercial airlines, railroads, chartered buses, hotels, and restaurants.



- Costs that are not explicitly included in the Program are my own responsibility. Any and all costs I incur during or in connection with the Program are my own responsibility including, but not limited to, expenses for medical/dental treatment, replacement of lost passport or personal articles, or other personal expenditures (e.g., long distance calls), except for those covered by the travel insurance provided by JICE. I understand I must immediately pay these expenses myself when necessary.
- I must participate in all scheduled activities in the official program, and that skipping lectures, meetings, visits, homestay programs, meals or any fixed programs is not permitted for any reason, including professional or academic opportunities or obligations, or a personal preference for other activities. I am fully responsible for any costs associated with missing the official program. Such costs may include, but are not limited to, admission fees, prepaid meal costs, domestic transportation/accommodation, or international flights. I understand I must immediately reimburse the organizer for these costs upon demand in accordance with instructions provided by JICE.
- I must abide by and adhere to Japanese laws and regulations and follow the instructions and rules given by JICE staff or coordinators throughout the Program.
- MOFA and JICE may remove me from the Program at any time for reasons they deem appropriate and necessary, including, but not limited to, my violation of the Terms and Conditions, or this Letter of Understanding, or my attitude or behaviour. I am fully responsible for the expenses incurred for such removal and I will pay the expenses immediately upon demand in accordance with the instructions provided by JICE.
- I understand no one, including family or friends, is allowed to accompany me or my group in the Program even if he/she pays his/her own travel costs.
- I fully understand the Mandatory Assignments for all Participants. I will share and disseminate my experience in the Program after returning to Canada, fill out questionnaires, and report implementation of my action plan. I understand that my name, pictures and videos of me taken during the Program may be used in reports, websites, promotional materials, or meetings, and that I may be contacted for follow-up on the Program by MOFA, JICE, or related parties.

By signing this Letter of Understanding, I agree to participate in the KAKEHASHI Project, and certify that I have read and understand and consent to all of the foregoing.

Signature of Applicant

Date

Signature of Parent/Guardian
(If Applicant is under 18)

Date