



Application Guidelines for the Inbound Program 2020-2021
“Juntos!! Japan-Latin America and the Caribbean Exchange Program”
SICA and Cuba Group

(Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Republic of Nicaragua,
Panama, Cuba, FLACSO)

**Theme: Sustainable Environment and Disaster Countermeasures Including Disaster
Prevention and the Novel Coronavirus Infectious Disease Control**

1. “Juntos!! Japan-Latin America and the Caribbean Exchange Program”

“Japan's Friendship Ties Programs” is intended to promote people to people exchanges between Japan and the various nations and regions of the Asia Pacific, North America, Europe, Latin America, and the Caribbean, and to encourage an understanding of Japan's economics, society, history, diverse culture, politics and diplomatic relations among participants. A better understanding in these areas will lead to cultivate supporters for Japan, and participants' proactive dissemination of information on Japan's diplomatic policy and attractive points will strengthen our public relations. This program will include approximately 3,700 people who will be sent to or from Japan and the Asia Pacific, North America, Europe, Latin America, and the Caribbean in the Japan's Fiscal Year of 2020 and till the end of September 30, 2021 (From April 1,2020 to September 30,2021).

The part of this program for Latin America and the Caribbean is called “Juntos!! Japan-Latin America and the Caribbean exchange program”.

Objectives

- (1) Deepening ties between Japan and the Latin America and the Caribbean, and expansion of Japan's foreign policy by
 - Inviting persons from Latin America and the Caribbean who can be expected to contribute to strengthen the relationship with Japan in various areas, and motivating them to become pro-Japan individuals and experts.
- (2) Contributing to improvement in the external image of Japan in international society and the furtherance of sustainable interest in Japan by;
 - Proactively disseminating by invitees about Japan's foreign policy stance and attractions of Japan after returning home.
- (3) Encouraging an understanding of Japan in Latin America and the Caribbean and developing relationships built on the deep mutual understanding.

2. Program Overview

- (1) Duration of the Program:

Online pre-exchange program: Between March 2021 – Before departure to Japan

Program and activity in Japan: Between June 2021 - September 2021

Duration and the contents of the program are subject to change due to the unexpected spread of COVID-19. In addition, there is the case that the travel to Japan may not be implemented at all due to the changing situation of COVID-19.

- (2) Target Country: SICA member states - Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Republic of Nicaragua, Panama -, and Cuba, 1 representative from FLACSO
- (3) Number of participants: 25 participants (3 participants from each SICA member state, 3 participants from Cuba, and 1 representative from FLACSO) *Participants might be divided into 2 groups
- (4) Theme: Sustainable environment and disaster countermeasures including disaster prevention and the novel coronavirus infectious disease control
- (5) Language used during the program: Spanish, and English in case of some of the online programs
- (6) Program Composition

Online pre-exchange program in your country and exchange program in Japan

(i) Online pre-exchange program in your country

All participants going on exchange programs in Japan are **required** to attend an online pre-exchange program in your country/countries before they leave for Japan.

The online pre-exchange program may cover the followings.

- Orientation including guidance on how to share your learning and finding about Japan by utilizing social media such as Facebook, Instagram, etc.,
- Webinar on understanding of Japan, webinar on the theme-related contents,
- Virtual company visit, theme-related facilities, etc.
- Virtual cultural experiencing, workshop of action plan preparation, etc.

Types of the online contents are either by real-time interactive or by on demand video, or both types combined. Languages used are either Spanish or English, depending on the topics.

(ii) Program and activity in Japan

The program may or may not contain all contents described below. JICE will arrange the program in consideration for the theme.

- Arrival Orientation in Japan
- Lecture to understand Japan, keynote lecture, panel discussion, etc.
- Visit to observe cutting-edge technologies (University/research institute, corporations, museums, etc.), cultural sites etc.
- Visit to the theme related sites
- Courtesy call on a local government and opinion exchange
- Visits to local industries and opinion exchange
- Traditional culture experience and observation of historic buildings
- Company Exchange Program
- Workshop/ Report sessions

(iii) Sample schedule of the Program in Japan

Day	Time	Activity
Day 1	All Day	Assembly and departure to Japan
Day 2	AM	Arrival in Japan
	PM	- Arrival orientation - Visit to the theme related sites
Day 3	AM	- Lecture to understand Japan or Keynote lecture
	PM	- Observations of cutting-edge technologies (University/research institute, corporations, museums, etc.) or
Day 4	AM	Move to local area
	PM	- Courtesy call on local government - Lecture on policy of local government
Day 5	AM	- Visit to local industries and opinion exchange or program theme related sites
	PM	- Visit to the theme related sites
Day 6	AM	Observation of historic buildings
	PM	Experiencing Japanese traditional culture
Day 7	AM	Workshop
	PM	Move to Tokyo
Day 8	All Day	Visit to the theme related sites
Day 9	All Day	Reporting session
Day 10	All Day	Departure

*Duration and the contents of the program is subject to be shortened and to change due to the unexpected spread of the novel coronavirus infection

*JICE Coordinators (Interpreter/Escorts)

Japan International Cooperation Center (JICE) will arrange its own unique expert staff called as “the coordinators” throughout the program in Japan, from participants’ arrival to departure. JICE coordinators (interpreter/escorts) shall carry out a wide range of tasks and duties including interpretation and supervision. They have a good command of Spanish language, and will be good accompanies for the participants in terms of their learnings, living and health.

3. Qualifications for Participants

Applicants should meet the entire criteria as follows.

- (1) The applicant must agree to all the matters described in the guideline, and understand the aims of “Juntos!! Japan-Latin America and the Caribbean Exchange Program” and are expected to disseminate information on Japan’s attractions through various communication tools including



Social Media and/or their publications during their stay in Japan and after returning to home countries. Publication results should be shared with Japan's Foreign Missions.

- (2) Those who have an experience of residing in Japan are not eligible, in principle.
- (3) Those who have participated in the "Juntos!! Japan-Latin America and the Caribbean Exchange Program" and/or similar programs funded by the Japanese government are not eligible.
- (4) The applicant must have a nationality of Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Republic of Nicaragua, Panama or Cuba, and do not have Japanese nationality.
- (5) The applicant must be Experts or Professionals.
- (6) The applicant must have a sufficient internet condition to have an access to the online pre-exchange program at home.
- (7) The applicant must be in good health conditions.
 - (i.) The applicant is healthy physically and mentally.
 - (ii.) If the applicant's body temperature is 37.5°C (99.5° F) or higher on the day of departure, he/she cannot depart for Japan and is not eligible to participate the program in Japan.
 - (iii.) The Applicant should be physically capable of keeping up with a busy program schedule requiring extensive walking each day.
- (8) The Applicant must have adequate Spanish conversation skills and adapt himself/herself to travelling in groups.

4. Requirements for Application and Deadline for Application

Applicants must submit the following documents to Japan's Foreign Mission by,

- (1).(2)(5) January 25th. 2021.
- (3) After the departure date to Japan is finalized..

(1) The Entry Form for "Juntos!! Japan-Latin America and the Caribbean Exchange Program" (Please see the Annex 1)

The applicant must fill out the entry form with his/her correct information in English and attach your photo taken within the last 3 months on the allocated space.

(2) Valid passport copy (Please see the Annex 2)

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.

(3) Visa Application Form (Please see the Annex 3)

A visa is necessary to enter Japan. Referring to the sample, each participant is requested to fill in the form. Regarding the photo, it must be 45mm X 45 mm in size. It shall be pasted on the forms. Name and signature must be the same as those on the passport.

Visa to enter Japan is required only after the departure date to Japan is finalized.

As for the countries with visa exemption to enter Japan, please confirm by yourself by consulting with the Japan's mission in your country.



(4) “Mandatory Assignments for All Participants” (Please see the Annex 4)

The applicant must read “Mandatory Assignments for All Participants” before applying for the program.

(5) “Letter of Understanding” (Please see the Annex 5)

The applicant must read carefully the conditions described in the “Letter of Understanding” before applying for the program.

The applicant must sign it.

(6) “Handling of Personal Information 2020” (Please see the Annex 6)

The applicant must read “Handling of Personal Information 2020” before applying for the program.

Personal information obtained in “Juntos!! Japan-Latin America and the Caribbean Exchange 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 the Ministry of Foreign Affairs of Japan, FLACSO, travel agencies, publishers, cooperative organizations, schools and other related organizations 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.

5. Terms and Conditions

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

1) Round trip economy class international air tickets to/from Japan

JICE will arrange economy class ticket. Excess baggage fees shall be paid by the participant.

2) Accommodation in transit countries

3) Accommodation in Japan

4) Transportation in Japan

5) Meals in Japan

6) Admission fees for scheduled activities in Japan

7) Overseas travel accident 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.

※No cash allowance is provided to participants.

※Participants shall pay their personal expenses, including passport, transit visa acquisition such as US Visa, vaccination, excess baggage charge, travel between their home and the designated airport, accommodation and meals in their home country, transport and meals in transit countries, 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 the third countries on the way to Japan or back to participant's country

(4) Condition in Japan

- All participants 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 may stay in a single room or may 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 "Juntos!! Japan-Latin America and the Caribbean Exchange 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 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**. Each participants must submit questionnaires upon completion of the online pre-exchange program, exchange program in Japan and 3 months after returning to his/her country.

***Facebook of Youth Exchange Program of MOFA:**

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

**** JICE Youth Exchange Program**



<https://m.facebook.com/jice.exchange/>

6. Important Notice for the Prevention of the Novel Coronavirus Disease

In all regions of Japan, the Declaration of a State of Emergency in relation to the novel coronavirus disease (COVID-19) was lifted as of May 25, 2020. However, JICE has been taking the following effective measures to prevent infection and protect the health and safety of participants and JICE staff members.

- (1) If you have symptoms of fever (about 37.5°C), fatigue or cold during the program, do not force yourself to go out and consult with JICE staff immediately
- (2) Please avoid the “Three Cs”
 - i. Closed spaces with poor ventilation
 - ii. Crowded places with many people nearby
 - iii. Close-contact settings such as close-range conversations
- (3) Please keep physical distance
- (4) Please wash your hands frequently with hand sanitizer (available at JICE) and gargle
- (5) Please drink a bottle of water (500 ml per day) provided by JICE
- (6) Please wear face masks (provided by JICE) and cover your mouth and nose with a tissue or a sleeve of your clothing if you have to cough or sneeze
- (7) Please check your health condition and measure body temperature before breakfast, daytime and in the evening
- (8) Please eat well and sleep well

*** Japan International Cooperation Center (JICE)**

JICE is official agent, which has undertaken all the necessary arrangements for this program, such as travel procedures and the whole schedule of events in Japan under the guidance of the Japanese Government.

<https://www.jice.org/en/about/>

Annex

- 1 - Entry Form and its sample
- 2 - Passport Copy Sample
- 3 - Visa application form.
- 4 - Mandatory Assignments
- 5 - Letter of Understanding
- 6 - Handling of Personal Information