

**Application Guidelines for
“Juntos!!
Japan-Latin America and the Caribbean Exchange Program”
For 7 Countries of Central America
Theme : ‘Climate Change’ and ‘Disaster Risk Reduction’**

1. Project Overview

The Ministry of Foreign Affairs of Japan has launched “Japan’s Friendship Ties Programs” which is to promote people-to-people exchanges between Japan and the various nations of the Asia-Pacific, North America, Europe, Latin America and the Caribbean countries, and to encourage understandings of Japan’s economy, society, history, diverse culture, politics and diplomatic relations among the participants. This program will include approximately 4,800 people who will be sent to or from Japan and the Asia-Pacific, North America, Europe, Latin America and the Caribbean countries in a year. Participants are expected to proactively disseminate information on Japan’s attractions and contribute to promoting sustained attention to Japan. The part of this program for the Latin America and the Caribbean countries is called “Juntos!! Japan-Latin America and the Caribbean exchange program”.

<Objectives of the Program>

- (1) Promotion of understandings of Japan by;
 - Inviting/dispatching persons who bear the future and eligible to disseminate information in the world.
 - Deepening understandings about Japanese politics, economy, society, culture, history, and diplomacy, etc.
- (2) Expansion of diplomatic channels through;
 - Cultivating mutual understandings.
 - Promoting proactive dissemination about foreign policies and attractions of Japan

2. Outlines of the Program

- (1) Period of the Program: August 27-September 4, 2019 (Period of Stay in Japan)
- (2) Expected total number of the participants:
22 People (Young government officials, Journalists, University students, etc)
- (3) Target Country / Organization (Number of delegates of each county/organization):
Guatemala(3), Costa Rica(3), Dominican Republic(3), Nicaragua(3), Honduras(3),
El Salvador(3), Panama(3), FLACSO(Costa Rica)(1)
- (4) Theme: ‘Climate Change’ and ‘Disaster Risk Reduction’
- (5) Language: Spanish (JTB coordinator/interpreter of Japanese-Spanish is to be assigned during the official program)

1) Model schedule of the Program;

Inbound Program Schedule (Tentative) For 7 Countries of Central America Theme : ‘Climate Change’ and ‘Disaster Risk Reduction’ *Model Plan of Tokyo and Regional visit ※All dates and schedules are tentative and subject to change.		
No		Program
Day 1, Tue 27 Aug		Departure from delegates’ respective Country
	PM	Arrival in Japan
		Transfer from Airport to the accommodation in Tokyo
Day 2, Wed 28 Aug	AM	【Orientation】
	PM	【Visit in Tokyo】
Day 3, Thu 29 Aug	AM	【Visit in Tokyo】
	PM	【Visit in Tokyo】
Day 4, Fri 30 Aug	AM	【Visit in Tokyo】
	PM	【Visit in Tokyo】
Day 5, Sat 31 Aug	AM	【Regional visit】
	PM	【Regional visit】
Day 6, Sun 1 Sep	AM	【Regional visit】
	PM	【Regional visit】
Day 7, Mon 2 Sep	AM	【Regional visit】
	PM	【Regional visit】
Day 8, Tue 3 Sep	AM	Transfer to Tokyo
	PM	【Visit in Tokyo】 【Reporting Session】
Day 9, Wed 4 Sep		Departure 【 Transfer from Accommodation in Tokyo to Airport 】 Return to the delegates’ respective Country

2) Coordinators (Escorts)

JTB will arrange its own unique expert staffs called as “the escorts” throughout the program in Japan, from participants’ arrival to departure. These coordinators (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. Requirements for Participants

Applicants must meet the entire criteria as follows.

- (1) Applicants must 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.
- (2) Applicants who have already visited Japan through any invitation program organized by Japanese Government or have stayed in Japan for over three months period are not basically eligible to participate.
- (3) Applicants must have a nationality of Guatemala, Costa Rica, Dominican Republic, Nicaragua, Honduras, El Salvador or Panama.
- (4) Applicants who have Japanese nationality are not eligible to participate.
- (5) Applicants must be Young government officials, Journalists, University students, etc.
- (6) 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.
- (7) Applicants must be in good health condition.
- (8) Applicants must be committed to sharing their experiences/findings obtained through the program in Japan after returning their home country.
- (9) Applicants must have adequate Spanish conversation skills and adapt themselves to travelling in groups.

4. Necessary Procedure for Application/Selection of Participants

All of the following application documents should be submitted to the responsible organization.

(1) The Entry Form for “Juntos!! Japan-Latin America and the Caribbean Exchange Program” must be filled with;

- Necessary information and answers in BLOCK LETTERS.
- Signature as confirmation with the section of “Declaration” and “Agreement of the

Application Guidelines for Juntos!!” .

- Signature in handwriting not typing. You may use jpg/png data of your signature as well.
- Photo taken within the last three months on the allocated space.

(2) Photocopy of the Applicant's passport

Photocopy of the photo page of the applicant's passport must be submitted.

* If an applicant does not have a valid passport, he/she must immediately obtain his/her passport and submit the photocopy of the photo page as soon as it is determined that he/she is accepted to this program.

(3) Letter of Understanding

Each participant is requested to review carefully the conditions described in the “Letter of Understanding” before applying to the program.

5. After the notification of selection results to the applicants

(1) Participants' Handbook

A tentative program in Japan and Participants' Handbook for Juntos!! Japan-Latin America and the Caribbean Exchange Program developed by JTB will be provided to the participants.

The Participants' Handbook contains information about the outline of the Program, travel information, travel tips on how to stay in Japan, and etc. The participants are highly requested to read the handbook carefully so that they can sufficiently prepare for the participation in the program.

(2) Orientation on Arrival

After the participants' arrival in Japan, JTB will hold an orientation to explain matters below;

- 1) Outline of Juntos!! Japan-Latin America and the Caribbean Exchange Program
- 2) Schedule during the stay in Japan
- 3) Introduction of Japan; its life and customs
- 4) Others

6. Terms and Conditions

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

- 1) Round trip international air tickets from/to Guatemala, Costa Rica, Dominican Republic, Nicaragua, Honduras, El Salvador, Panama, to/from Japan by Economy class

*Location of designated departure ports in each country are as follows.

Guatemala- Guatemala city

Costa Rica-San Jose

Dominican Republic- Santo Domingo

Nicaragua- Managua
Honduras- Tegucigalpa
El Salvador- San Salvador
Panama- Panama city

- 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

* Please note that chronic diseases, dental diseases and pregnancy diagnosed by a Japanese medical doctor and cases disapproved by the insurance company will NOT be borne by insurance. Individuals will be liable for such costs.

* No cash allowance is provided to participants.

* Participants are expected to cover personal expenses, such as passport fees, Visa acquisition fee, fees for vaccination, excess baggage charge, travel expenses between their home and departure port and expenses of transport and meals (except breakfast) in transit countries.

(2) Cancellation fee

Participants may be responsible for costs associated with cancellations or unexpected changes which attribute to the participants, due to any other than a medical or personal emergency, once accepted his/her application and arranged the flight and accommodation.

(3) The following is not permitted.

- 1) To remain in Japan after the program
- 2) To change the flight designated by the program
- 3) To change accommodation designated by the program
- 4) To be accompanied by someone who are not the member of this program
- 5) To travel to the third countries on the way to Japan or back to participant's country

(4) Condition in Japan

- 1) All the participants have to attend all the programs planned by JTB and they need to follow the rules/guidelines made by JTB.
- 2) Participants that cause hindrance to the program may be dismissed and is responsible for leaving Japan at their own expense.
- 3) Participants are to stay at single rooms at accommodation.
- 4) JTB 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 Taken During the Program

The participants must agree to grant permission to JTB and organizations participating in the program the right to use his/her voice and portrait in any writings, photographs, films, and recordings collected during his/her participation in the “Juntos!! Japan-Latin America and the Caribbean Exchange Program”. The participants must authorize 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, formats now know or hereafter devised. This permission shall continue forever unless the participant revokes the permission in writing.

(6) Respect for Japanese Law and Regulations

During the stay in Japan, participants must respect the laws and regulations of Japan, and any violation shall be 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 JTB 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 competent courts in Japan.

(7) The attribution of responsibility during the program

All participants are agreeing to exempt JTB (including its employees and agents) of all claims, demands, damages, losses, liabilities and expenses including, without limitation, reasonable attorneys' fees and expenses (collectively, hereafter referred to "Claims") arising from or relating to participants’ participation in the “Juntos!! Japan-Latin America and the Caribbean Exchange Program”; however, this exemption shall not apply to any Claims related to or arising from JTB’s gross negligence, bad faith or wilful misconduct. Finally, all participants must agree to indemnify JTB (including its employees and agents), and hold it harmless, for all Claims arising from or relating to participants’ breach of the terms and conditions of this Application Guidelines.

(8) Post-Return Activities and Questionnaires (Mandatory)

All participants are required to share their experiences/knowledge acquired through the visit to Japan with friends, family, people in the local community, among others in order to disseminate the current/accurate understandings in Japan, and report their activities to the Embassy of Japan in their country.

Each participant must submit questionnaires on his/her experience/impression on the visit to Japan after returning to their countries.(3 months later)

7. Personal Information Protection Law

Personal information collected under “Juntos!! Japan-Latin America and the Caribbean Program” shall be treated in compliance with Personal Information Protection Law. JTB ensures the appropriate handling of personal information.

JTB may provide personal information to publishers, cooperation organization, among others in order to operate and report the program by means of Postage, fax or E-mail, and to send new information of JTB project. Personal information will not be used for any other purposes than operating and reporting the program, and sending new information of JTB project.

The disclosure of personal information to JTB is at the sole discretion of the participants. If they don't agree this, it might cause some difficulties in the operation of the program and they are requested to understand and give the consent to the provision of personal information.

***JTB**

The JTB Group

- Established: November 12, 1963 (Founded: March 12, 1912)
- Number of employees: 28,510 (JTB Group employees as of March 31, 2019)

The JTB Group was founded as the “Japan Tourist Bureau” in 1912, with the objective of contributing to Japan's economy by welcoming overseas travelers to Japan. For over 100 years since then, the JTB Group has been the driving force behind Japan's tourism industry.

The JTB Group is building an expansive network that currently covers 143 cities and 508 offices across 39 countries/regions. In keeping with the JTB Group philosophy of “Contributing to the realization of a peaceful and enriched society by creating opportunities for human exchange and interaction across the world stage”, around 29,000 JTB Group employees worldwide work in close coordination to offer high value services.

Number of offices contributing to our global business
508 offices/143 cities/39 countries and regions/An additional 50 information desks/lounges

Kasumigaseki Division, which will be in charge of this project, is a division specializing in government sector related business, and mainly handles projects for the 12 government ministries and agencies, including their auxiliary organizations. To date, we have fulfilled numerous commissions for East Asia and ASEAN/North America/Korea related international exchange projects implemented by the Ministry of Foreign Affairs.