



# Japan's Friendship Ties Programs Application Guidelines for “Japan-Latin America and the Caribbean Exchange Program”

## 1. Objective of 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.

The part of this program for Latin America and the Caribbean is called “Juntos!! Japan-Latin America and the Caribbean exchange program” (hereinafter referred to as “Juntos!! Program”).

## 2. Program Overview

### Inbound Program

**Date:** February 7(Arrival in Japan), 2023-February 14(Departure from Japan), 2023

**Place:** Tokyo, Other local area

**Number of Participants:** 33

**Language:** Spanish (interpretation is included during the program)

### **Contents:**

- (1) Attend lectures on development of Japanese politics, economy, society, culture, history, diplomatic relations and other matters to promote a better understanding of Japan.
- (2) Visit relevant ministries and agencies, high-tech and traditional industries, world heritage sites, provincial government offices etc., and participate in cross-cultural events, workshops, and discussions with local people.
- (3) Participate in hands-on-learning experiences such as home-visits, and cultural arts events.
- (4) Share information about Japan through reporting sessions and social media during/after the program.

## 3. Requirements for Participations

- (1) Expected participants are young government officials, journalists, or experts, who has the nationality of SICA countries/Cuba. Those who have permanent resident status may be accepted.

Those who have Japanese nationality are ineligible(3) 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.

(4)Those who have sufficient English skills are desirable.

(5)Those who are 18 - 35 years old as of the program date.

(6)The applicant must be in good health condition.

(7)-Applicants must be fully vaccinated for COVID-19. If you do not have a valid vaccination certificate for entry into Japan from abroad, you need to be tested within 72 hours of your departure to Japan and have a negative test certificate issued by a medical institution. Cost for vaccinations and a negative test certificate will not be covered by the program.

<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

(8)Applicants must follow the measures to prevent the spread of COVID-19 in Japan.

\*Please see the Annex2“Letter of Understanding” for the details.

(9)The applicant from SICA/Cuba 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.

(10) Applicants must commit to sharing and disseminating their experiences of the program and information on Japan through Social Network Services (SNS), etc. In order to do so, applicants are required to bring their own mobile phone and/or PC to Japan (Wi-Fi access will be provided during the stay in Japan).

(11) Applicants must have a sufficient internet connection to access the online pre-exchange program which is to be held prior to the visit to Japan.

#### **4. Mandatory Assignments for Participants**

Juntos!! Program is promoted and funded by the Ministry of Foreign Affairs of Japan. In this regard, all participants are expected to deepen and expand understandings of Japan as well as to serve as bridges between Japan and their own 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, You Tube or other social media during and after the program, contributing to PR magazines, holding a briefing session at the workplace/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 (only for pre-selected participants).

**(1) Passport copy**

The applicant must submit a copy of the photo page of their passport (colored or black and white). The copy should be clear, complete and large enough to find everything on the page legible. These document(s) should be uploaded when they fill out the Online Entry Form.



## (2) Letter of Understanding

The applicant must carefully read and sign the **Letter of Understanding**. The document should be uploaded when they fill out the Online Entry Form.

### **(3) 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.

\* The following are not required a visa.

Guatemala, Costa Rica, Dominican Republic, Honduras, El Salvador, passport holders

### **(4) Vaccination certificate**

The applicant must submit a valid vaccination certificate (complete doses). The screenshot of a digital certificate is acceptable. The document should be uploaded when filling out the Online Entry Form. Those who cannot take vaccines because of medical reasons, please upload a medical vaccine exemption certification issued by a doctor.

\*The certificate must be issued by a government or public institution.

\*The following items must be shown in Japanese or English

Name, Date of Birth, Vaccine name / Manufacturer, Date of Vaccination, the number of doses administered

### **(5) Online Entry Form (only for pre-selected participants)**

The applicant must fill out the **Online Entry Form** completely with their correct information and upload necessary documents mentioned above.

## **Implementation Agency**

JICE (Japan International Cooperation Center) is an official agent for Juntos!!2022 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, proof of negative COVID-19 test, PCR tests 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 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, proof of negative COVID-19 test, 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 COVID-19-related contents of the Letter of Understanding and to disobey instructions from JICE.

**(4) Conditions 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 will stay a single 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 Juntos!! 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 2022 / MIRAI / Juntos!! )

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

**Personal Information Protection Law (See Annex 1)**

Personal information obtained in Juntos!! 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- Handling of Personal Information
- 2- Letter of Understanding (separate document)
- 3- Model Schedule (separate document)



## Annex 1

Attention to: All Juntos!! 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 Juntos!! 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 Juntos!! 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 Juntos!! Program.

JICE will ask you to complete a questionnaire during/after your participation in Juntos!! 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/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 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: <a href="mailto:privacy@jice.org">privacy@jice.org</a>
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