

(仮訳)

Guideline for Ship for World Youth Program

1. Purpose

The Ship for World Youth program is conducted in accordance with this guideline set forth below.

2. Purpose and Contents

(1) Purpose

Currently, it is indispensable that cooperation, coordination and negotiation across borders in various fields, and leaders of the next generation who are capable of leading and guiding people are required.

From this aspect, the Ship for World Youth Program will focus on implementing programs where Participating Youths (hereinafter, "PYs") from various backgrounds will gain abilities to deal with different cultures, communication skills, leadership skills and management skills through having discussions, cultural exchanges and workshops that are organized by PYs. In addition, it aims to establish strong human network of crossed national borders.

(2) Responsible Organization

The Cabinet Office shall carry out with proactive cooperation from participating countries.

(3) Duration

Approximately 50 days including training sessions, activities in Japan and Sailing schedule.

(4) Participating Countries

10 countries decided by the Director for the International Youth Exchange (hereinafter, "Director") after discussing with each country and the Ministry of Foreign Affairs of Japan (hereinafter, "the Ministry of Foreign Affairs") and Japan.

(5) Port of Call Country

The Director shall decide a Port of Call country to be visited after discussing with each country and the Ministry of Foreign Affairs.

(6) Contents of Activity

The PYs shall partake in the following activities to achieve the purpose and contents of the program.

A. Training sessions for Japanese Participating Youths (hereinafter, "JPY")

- a. Preparatory Training Session; Preparation for deepen understand about purpose, contents of the program, the port of call country and leaning of general information of life on board, preparation for Onshore and Onboard Training Sessions and the frame of mind as PYs.
- b. Pre-departure Training Session; Preparation for Onshore Training Session, Onboard Training Session and port of call activities etc.
- c. Post-program Training Session; Conclusion and achievement of the program and preparation for post-program activity

B. Onshore and Onboard Training Sessions

PYs shall take the training sessions shown as below.

- a. Homestay during regional program in Japan (only for the Overseas Participating Youths (hereinafter, "OPYs"))
- b. Interaction with local youth in the regional program (including discussion) (only for OPYs)

- c. Discussion among the PYs
- d. Visit to youth-related institutions, cultural facilities, industrial facilities, etc.
- e. Discussion Program (studies, discussions, and presentations on common issues from a global point of view)
- f. Seminars to foster the ability to deal with different cultures, leadership skills, management skills and communication skills by the PYs
- g. Seminars, organized by the PYs
- h. National Presentation (Onshore and Onboard Training Sessions (including ports of call activities))
- i. Cultural introduction activities
- j. Voluntary Activities
- k. Group Activities
- l. Port of call activity in Japan (if necessary)
- m. Orientation for a safe voyage
- n. Others such as ceremonies etc.

C. Activities in Port of Call Country

The PYs shall partake in the following activities in the port of call country according to the schedule arranged by the Administration or Organization of the port of country (hereinafter, “the Administration or the Organization”) taking into consideration of a consistency with the Onshore and Onboard Training activities.

- a. Courtesy calls
- b. Visit to youth-related institutions, cultural facilities, industrial facilities, etc.
- c. Interaction with local youth
- d. Introduction of Japanese society and culture
- e. Other activities approved by the Administration or the Organization (other activities may be carried out only when there is sufficient extra time besides the activities listed above.)

D. Others

The PYs shall act according to the schedule and orderly as a group except during free time.

3. Participants

(1) PYs

- A. JPY: Approximately 120 (the number of the PYs includes one National Leader (hereinafter, “NL”) and one Sub-National Leader (hereinafter, “SNL”))
- B. OPYs: Approximately 120 (12 members of each country includes one NL.)

(2) Selection of PY

A. Selection of JPYs

JPYs shall meet the criteria listed as below. As a general rule, a prefectural governor (the representative of the organization which is in charge of selection) or the national level of youth organization shall take a first screening and recommend candidates of JPYs. The Cabinet Office shall take a second screening and decide the final candidates of JPYs. The Director General for the International Youth Exchange (hereinafter, “Director General”) shall decide the JPYs from the final candidates of JPYs. In addition, participating the Preparatory Training Session is an essential condition of program participation. The Director General may disqualify a JPY who is unable to participate the Preparatory Training Session.

- a. Must hold a Japanese nationality and 18-30 years old
- b. Must be in good physical and mental condition and can endure a long voyage (due to the absence of urgent structure and emergency measures, a pregnant woman is not allowed to participate in this program.)
- c. Must shall act according to the program schedule orderly and live harmoniously in a large group
- d. Must have active involvement in international exchange or youth activities locally, professionally or through school or youth organizations, and who can be expected to continue to remain committed to such involvement upon returning home from the program.
- e. Must have sufficient command of English to participate smoothly in activities during the program or have basic command of English, which is expected to improve.
- f. Possesses considerable knowledge or skills in areas such as Japanese society, culture, etc.
- g. Must be able to show appreciation and understanding of the countries to be visited.
- h. Must be able to participate in the whole program
- i. Must have no prior experience in international youth exchange programs sponsored by the Cabinet Office.

B. Selection of OPYs

OPYs shall meet the criteria listed as below and the Director General shall decide OPYs following the procedures of 4 from among the cooperation by the government of each participating country and Japanese Embassy.

- a. Must be 18 to 30 years old and a resident of own participating countries.
- b. Must be in good physical and mental condition and can endure a long voyage (due to the absence of urgent structure and emergency measures, a pregnant woman is not allowed to participate in this program.)
- c. Must shall act according to the program schedule orderly and live harmoniously in a large group
- d. Must have active involvement in international exchange or youth activities locally, professionally or through school or youth organizations, and who can be expected to continue to remain committed to such involvement upon returning home from the program.
- e. Must have sufficient command of English equal to university discussion level to participate smoothly in activities such as during the program.
- f. Possesses considerable knowledge or skills in areas such as Japanese society, culture, etc.
- g. Must be able to show appreciation and understanding of the countries to be visited.
- h. Must be able to participate in the whole program.
- i. Must have no prior experience in international youth exchange programs sponsored by the Cabinet Office.

(3) Selection of NLs

A. Japanese NL and SNL

Japanese NL and SNL shall meet the criteria listed as below and the Director General shall decide.

- a. Must hold a Japanese nationality and thirties. Japanese NL and SNL are preferably different gender.
- b. Must be in good physical and mental condition and can endure a long voyage (due to the absence of urgent structure and emergency measures, a pregnant woman is not allowed to participate in this program.)

- c. Persons who have the ability to carry out the duties of; consolidate PYs of own participating country and showing normative behavior;
 - d. participating in various activities as leaders of mixed nationality groups, which are basic units for activities of the program;
 - e. facilitating researches and discussions of the PYs;
 - f. having discussion skills and good command of English;
 - g. Taking a role as a member of the National Leaders meeting (hereinafter, “NL meeting”) in discussing and deciding the fundamental matters concerning life and activities Onshore Training Session and Onboard Training Session;
 - h. taking the leadership and respect PYs;
 - i. Must be able to participate in the whole program.
- B. Selection of NLs from oversea participating country
- Oversea participating NLs shall meet the criteria listed as below. They preferably belonging to youth organizations as officers or in the governmental organizations related to youth affairs. The Director General shall decide NLs by following the procedures of four from among the cooperation of each government of each participating country and Japanese Embassy.
- a. Must be thirties and a resident of own participating countries.
 - b. Must be in good physical and mental condition and can endure a long voyage (due to the absence of urgent structure and emergency measures, a pregnant woman is not allowed to participate in this program).
 - c. Persons who have the ability to carry out the duties of; consolidate PYs of own participating country and showing normative behavior;
 - d. participating in various activities as leaders of mixed nationality groups, which are basic units for activities of the program;
 - e. facilitating researches and discussions of the PYs;
 - f. having discussion skills and good command of English;
 - g. Taking a role as a member of the NL meeting in discussing and deciding the fundamental matters concerning life and activities Onshore Training Session and Onboard Training Session;
 - h. taking the leadership and respect PYs;
 - i. Must be able to participate in the whole program.

4. Recommendations and Final Selection of the OPYs and NLs from each participating country

- (1) The Direct General will request each government of participating countries listed in item 2. (4), to recommend the candidates for the OPYs (hereinafter, “OPY candidates”) and the candidates for NLs (hereinafter, “NL candidates”). This request will be made through the Ministry of Foreign Affairs and the respective Japanese Embassies.
- (2) The government of each participating country is requested to nominate those OPY candidates who meet the qualifications mentioned in item 3. (2) B and NL candidates who meet the qualifications mentioned in item 3. (3) B. Upon consultations with the Japanese Embassies they must submit the name list to the Japanese Embassies together with their designated application forms and a passport copy. The respective governments and the Japanese Embassies are also requested to consider the following conditions fully in selecting OPY candidates and NL candidates. It is recommended to conduct an interview in addition to

paper screening when selecting and nominating both candidates. In addition, in a country that participated in the Ship for World Youth Program, it is recommended to consult the Ship for World Youth Alumni Association (hereinafter, “SWYAA”) for their support and advice in selecting the candidates.

- A. The number of male and female OPY candidates should be roughly equal;
- B. OPY candidates should be nominated from various fields such as universities, youth organizations, NGO/NPOs and companies in the country; for instance, avoid selecting only public officials or students.
- C. The number of candidates should consist of the allocated number of the PYs for each country in item 3(1). (12 members of each country includes one NL) and a few male and female substitutes.

- (3) The Japanese Embassies are requested to nominate the prospective PYs and nominate the prospective NL appropriate for the program among those proposed by the respective government and submit one set of designated application forms and a passport copy.

Note: When nominating the candidate, the Japanese Embassies are requested to note the following point;

- A. A person who falls under Article in 5 item (i) to (xiv) of the Immigration Control and Refugee Recognition Act shall be denied permission for landing Japan without authorized permission, which is to be applied separately.
- B. When nominating the candidate and NL candidate who falls under Article 5, please consult with the Cabinet Office of the government of Japan in advance.

- (4) When requesting to advance substitute to be the candidate, the government of each participating country is requested to inform the Japanese Embassies of the reasons for it and to recommend the new candidate.
- (5) When the government of each participating country recommend the new candidate, the Japanese Embassies will inform the Ministry of Foreign Affairs.
- (6) The Director General will authorize the selection of the OPYs and NLs upon receipt of the notification from the Ministry of Foreign Affairs.
- (7) The Director General will inform the Ministry of Foreign Affairs of the determination of the OPYs and NLs.
- (8) The Ministry of Foreign Affairs will inform the government of each participating county of the determination of the OPYs and NLs through the Japanese Embassies.

5. Disqualification of PYs (including NLs and SNL)

The Director General (the Administrator, during the Onboard Training Session) may disqualify a PY, NL and SNL when he/she falls under any of the below-mentioned (1) to (3). Disqualified PY must return to his/her country or hometown as soon as possible.

- (1) When the Director General (the Administrator, during the Onboard Training Session) made a judgment that he/she behaved unsuitably as a member of the program, or had a certain difficulty to continue his/her participation.
- (2) When the PY expressed his/her intention to withdraw from the program.
- (3) The government of his/her country expressed his/her intention to withdraw from the program.

6. Notice of suspension of participation and notice of continuation of participation of PYs (including NLs and SNL)

The Director General (the Administrator, during the Onboard Training Session) may issue a notice of suspension of participation of PYs and temporarily suspend his/her participation in the program of the below-mentioned (1) and (2). In addition, when the Director General (the Administrator, during the Onboard Training Session) may duly approve their continuation in the middle of program, he/she is able to continue the program.

- (1) When he/she expresses an intention to suspend his/her participation in the program owing to unavoidable reasons and the Director General (the Administrator, during the Onboard Training Session) duly approves it as an imperative case.
- (2) The government of his/her country express an intention to suspend participation of a PY and the Director General (the Administrator, during the Onboard Training Session) duly approves it as an imperative case.

7. Planning of port of call activities

(1) Preparation of port of call activities

The Director General request the Administration or Organization to submit the plan of port of call schedule through the Foreign Ministry Affairs and the Japanese Embassy in charge of port of call activities. The Administration or Organization discuss with the Japanese Embassy and plans the schedule before the National Leaders Meeting in item 9(3).

- A. The Administration or Organization shall carry out the port of call activities. They cooperate with the Japanese Embassy and SWYAA as much as possible to plan the port of call activities.
 - B. In principle, the Cabinet Office will bear the costs of transportation and meals on board during the port of call activities according to the schedule. However, the Cabinet Office would like to seek for the cooperation of the Administration or Organization to bear the above costs as much as possible.
 - C. It is requested to give sufficient consideration so that the schedule will not be too tight. A long transportation time by bus, which will exhaust the participants, should be avoided.
 - D. On arrival day, no activity should be scheduled in the first two hours after arrival in order to secure time for the immigrant procedures to take place.
 - E. On departure day, it must be scheduled so that the participants should return to the ship two hours before departure time in order to secure time for the emigration procedures to take place.
 - F. In case of including an evening program, it must be scheduled so that the participants will be able to return to the ship by approximately 10:00 p.m.
 - G. If deemed necessary due to the traffic condition, arrangement of police escorts will be highly appreciated for the smooth transportation of a large number of PY. However, the cost must be bear by the Administration or Organization.
 - H. In view of the purpose of the program, it is desirable to arrange ample opportunities for the participants to interact with local youths.
 - I. It is requested to secure free time for the PY to make contact with their families
 - J. The Administration or Organization shall secure communication procedures between the Cabinet Office and themselves during the port of call activities to serve for urgent communication in case of emergency. This will include introduction to proper medical facilities in case of an accident or illness.
- (2) Determination of the schedule of the port of call activities
- The Director General decides the schedule of port of call activities by confirming the submitted plan of schedule from the Administration or Organization. The Administration or Organization, after finalizing

the schedule of port of call activities, inform the NLs about the contents of port of call activity schedule with supports by SWYAA.

8. Organization

(1) Administration

- A. Administrative staff members consist of Administrator, Deputy Administrator, Chief and other administrative staff members.
- B. The Director General shall appoint the Administrator, the Deputy Administrator, Chief and administrative staff members who are officials of the Cabinet Office.
- C. The Administrator shall represent the Cabinet Office and manage and coordinate the overall program. The Deputy Administrator shall provide necessary assistance to the Administrator. The Deputy Administrator shall assist the Administrator, and carry out the overall management of the program on behalf of the Administrator in case of his/her absence. The Chief shall carry out the duties on behalf of the Deputy Administrator in case of his/her absence.

(2) Implementing agency

Implementing agency consists of the person who has responsibility to carry out the overall management of training sessions and members who shall carry out the Onshore Training Session, Onboard Training Session and port of call activities. They shall be boarding the ship with Administration, 8 (1).

(3) Facilitator

- A. The director shall appoint seven discussion themes and facilitators.
- B. Facilitators shall carry out the discussion session of the program under the order of Administrator. In addition, they support the program duties.
- C. Facilitators shall participate in the part of the preparatory Training Session so that they facilitate the discussion session and preparation for program activities.

(4) NL meeting

NL meeting consists of 12 members, NLs of each participating country and SNL. The NLs and SNL shall discuss and decide the fundamental matters concerning life and activities Onshore Training Session and Onboard Training Session, according to the request from the Administrator. SNL supports Japanese NL and carries out the duties on behalf of NL in case of his/her absence.

(5) Assistant National Leaders (hereinafter, "ANL")

There shall be two ANL in each delegation (as a principle, one male and one female). ANLs shall assist their NLs and SNL, and carry out the duties on behalf of NLs or SNL in case of his/her absence.

(6) Letter Group

As a fundamental activity unit for Onshore and Onboard Training Sessions and other activities, 11 Letter Groups shall be organized with members from various countries. Each letter group will have one Group Leader (hereinafter, "GL") and two Assistant Group Leaders (hereinafter, "AGL"). AGLs will be designated by mixed participating countries. Each NL shall assume a role of GL to lead own letter group. As for ANL, they shall assume a role of AGL. When a GL is unable to perform his/her duties, one of the AGLs shall carry out the duties on behalf of the GL and a NL meeting shall designate him/her as a new NL replacement.

9. Meetings for preparation of the program

(1) The invitation meeting for representatives in charge of the port of call activity

The Cabinet Office invites the government official or government agency in charge of organizing activities in port of call country and representatives of the SWYAA to attend a meeting in Japan and share opinions for the smooth and effective operation of the program.

A. Invitees

The government official or government agency in charge of organizing activities in the port of call country and representatives of the SWYAA.

B. Qualifications of the government official or government agency in charge of organizing activities in the port of call country

- a. Must be an official who is in charge of the operation of the program at a government department or a semi-governmental department of the port of call country.
- b. Must be ranked as the director or higher in the government/ semi-government
- c. Must have a good command of English
- d. Must be in good health

C. Qualifications of the SWYAA

- a. Must represent the SWYAA.
- b. Must be playing an active role in post-program activities.
- c. Must have a good command of English
- d. Must be in good health
- e. Preferably, with experience of receiving the related Ship for World Youth Program or International exchange activities previously.

D. Recommendation and decision of the Invitee

- a. The Director General requests the governments in the port of call country and the SWYAA concerned to recommend suitable invitees through the Ministry of Foreign Affairs.
- b. The government of port of call country shall recommend officials who meet the requirements mentioned in item 9(1) B, and representatives of the SWYAA who meet the requirements mentioned in item 9(1) C, with the designated curriculum vitae and a passport copy to related Japanese Embassy or Consulates General.
- c. The related Japanese Embassy or Consulates General provisionally shall designate the nominees as invitees if he/she is considered to be competent for the invitation, and consequently notify the Ministry of Foreign Affairs with the designated curriculum vitae and a passport copy.
- d. On receipt of the notification from the Ministry of Foreign Affairs, the Director General will finally designate the nominees as invitees.
- e. The Director General will inform the Ministry of Foreign Affairs of the determination of invitees.
- f. The Ministry of Foreign Affairs will inform the determination of invitees from the port of call country and SWYAA through the related Japanese Embassy or Consulates General.

E. Place and duration of the meeting

The meeting will be held for 4 days including the days of arriving in Japan and returning home.

(2) Facilitators Meeting

The Administration and Facilitators have a meeting to understand the purpose of program and discuss program organization and management prior to the program for increasing its efficiency and quality of program implementation.

A. Attendees

Facilitators of the program.

B. Place and duration of the meeting

The meeting will be held for 5 days including the days of meeting and dismissal.

C. Contents of the meeting

- a. Purpose and outline of the program
- b. Duties of facilitators
- c. Purpose and outline of the discussion program
- d. Operation of the discussion program
- e. Framing the outline of the discussion program
- f. Others

(3) National Leaders Meeting

The Administration in charge of the program and all NLs and SNL have a meeting to understand the purpose of program and discuss program organization and management prior to the program for increasing its efficiency and quality of program implementation.

A. Attendees

NLs and SNL in item 2 (4)

B. Place and duration of the meeting

The meeting will be held for 6 days including the days of arriving in Japan and returning home.

C. Contents of the meeting

- a. Purpose and outline of the program
- b. Constitution and duties of the program
- c. Operation of the Onshore Training Session, the Onboard Training Session and activities of each session.
- d. Others

10. Reports to be submitted

The Administrator, the NL of each country, and SNL must submit reports on the activities to the Cabinet Office by the deadline.

11. Responsibilities for the Safety Measures

(1) Safety measures in Japan and onboard the ship

- A. The Cabinet Office shall give utmost priority to secure the safety and health of the PYs during the activities in Japan and onboard the ship. Especially, the Administrator orders PYs to keep safety. In addition, The Cabinet Office shall give necessary instruction to the shipping authority to cruise safely.
- B. The NLs, including SNL, shall pay particular attention to the safety of the PYs. The NLs are responsible for instructing their own delegations to be punctual and to observe all other rules on security to ensure safety within the program.

(2) Consideration for the safety measures upon planning the schedule in the port of call country

Safety measures to be taken into consideration at the time of planning the schedule in the port of call country. The Administration or Organization shall give sufficient consideration to the safety of the PYs at the time of planning the places to visit and schedule of the port of call activities. Thus, the schedule should not be tight.

(3) Cooperation to ensure safety during activities in the port of call country

The Administration or Organization together with the Cabinet Office shall establish close liaisons between one another to ensure smooth operation of activities in the port of call country and the safety of the PYs.

(4) Safety precautions for the PYs for the transportation

The hosting governments of the port of call country, the Administration or Organization and the Cabinet Office shall give sufficient direction to the agencies that provide transportation and shall closely cooperate in taking all necessary measures according to the circumstances of the respective country's traffic situations.

(5) Health Condition of PYs

The government of his/her country shall pay significant attention to the health conditions of the PYs of its country before his/her participation to the program and the government of the port of call country. In addition, the Administration or Organization shall pay attention to the health conditions of PYs during the port of call activities.

12. Emergency Procedures

(1) Securing liaison system

In case of a serious accident in the port of call country, the Administration or Organization shall promptly contact the Cabinet Office and the embassies of participating countries. In other cases, the Cabinet Office shall be the focal point for the distribution of information and contact the governments of all the participating countries promptly.

(2) Investigation of the cause

In case of a serious accident in the country to be visited, the Administration or Organization shall investigate the cause of the accident and compile an accident report promptly. The Cabinet Office shall write a report of the accidents that occurred in other situations. The report shall be sent out to the Cabinet Office and to the respective participating governments.

13. Expense

The Cabinet Office shall bear the costs shown below;

(1) The invitation meeting for representatives in charge of the port of call activity

A. The economy class round trip airfare to and from the international airport of their countries which the Cabinet Office designates to Japan (including fuel surcharge and immigration tax).

B. The expenses related to the period of meeting such as accommodation, meals, and transportation in Japan.

C. Other expenses necessary for the meeting

D. Invitees bear the costs except 13(1) A to C. (fees for issuing passport, vaccinations, shipping cost of extra/ unaccompanied baggage, medical treatment, hospitalization fee, insurance etc.)

(2) Facilitators Meeting

- A. When facilitators who live in abroad, the economy class round trip airfare to and from the international airport of their countries which the Cabinet Office designates to Japan (including fuel surcharge and immigration tax).
 - B. The expenses related to the period of meeting such as accommodation, meals, and transportation in Japan.
 - C. Other expenses necessary for the meeting
 - D. Facilitators bear the costs except 13(2) A to C. (fees for issuing passport, vaccinations, shipping cost of extra/ unaccompanied baggage, medical treatment, hospitalization fee, insurance etc.)
- (3) National Leaders Meeting
- A. The economy class round trip airfare to and from the international airport of their participating countries, which the Cabinet Office designates to Japan (including fuel surcharge and immigration tax).
 - B. The expenses related to the period of meeting such as accommodation, meals, and transportation in Japan.
 - C. Other expenses necessary for the meeting
 - D. Invitees bear the costs except 13(3) A to C. (fees for issuing passport, vaccinations, shipping cost of extra/ unaccompanied baggage, medical treatment, hospitalization fee, insurance etc.)
- (4) The arriving in Japan and returning home of OPYs and NLs
- A. The OPYs' and NLs' economy class round trip airfare to and from the international airport of their participating countries, which the Cabinet Office designates to Japan (including fuel surcharge and immigration tax and excluding charges for excess baggage etc.)
 - B. Any medical treatment and hospitalization fee incurred during the program that will be covered by travel insurance.
 - C. Other expenses necessary for the program.
- (5) The JPYs bear the costs shown below;
- A. Transportation to participate in the Preparatory Training Session.
 - B. Residents of Tokyo's 23 wards shall bear transportation to attend the Pre-departure Training Session and Post-Program Training Session.
 - C. The related to the training fee such as accommodation, meals.
 - D. Fees for obtain visas, travel agency handling charge and travel insurance, immigration tax etc.
 - E. Part of charter fee of the ship and meals onboard the ship.
 - F. Fees for issuing passport and fee for vaccination
 - G. Any medical treatment and hospitalization fee incurred during the program that will not be covered by insurance.
 - H. Personal expenses and other incidental charges.
- Note 1: As for those who had difficulty paying the participation fee due to economic reasons, the Japanese NL and SNL, the Cabinet Office bears the costs in item 13 (5) C to E.
- (6) OPYs and NLs bear the costs shown below;
- A. Any medical treatment and hospitalization fee incurred from incidents such as illness and accidents from the time he/she left home until returning home that will not be covered by travel insurance.
 - B. Transportation fee from home to the international airport that the Cabinet Office designates in his/her own country.

- C. Fees for issuing passports, obtaining visas (visa fee to Japan will be waived), the entrance and exit national tax at ports of call, vaccinations, etc.
- D. Excess baggage fee for flights coming to and leaving from Japan.
- E. Shipping cost of extra/unaccompanied baggage (postage, customs fee and duties, consumption tax, etc.)
- F. Personal expenses and other incidental charges.

(7) Expenses that the disqualified PY, NL and SNL must bear;

Those who were disqualified from the program, for the reasons mentioned above in items 5, must bear their own expenses for returning to their country or hometown. However, there may be exceptions in which the Cabinet Office may bear some or all of the cost for returning home such as (a) death or critical condition of the concerned person's immediate family such as spouse, parents, children, siblings, or (b) the concerned person's illness or injury does not allow him/her to continue the program, or (c) the Administrator affirmed the person's unavoidable reasons to return home.

(8) Expenses incurred by Suspension of Participation and Continuation of Participation

- A. Those who suspends his/her participation in the program, for the reasons mentioned above in items 6, must bear their own expenses to temporarily return to the country or hometown. When he/she continues the middle of program, they must bear the related expenses.
- B. However, there may be exceptions in which the Cabinet Office may bear some or all of the cost for returning home such as (a) death or critical condition of the concerned person's immediate family such as spouse, parents, children, siblings, or (b) the concerned person's illness or injury does not allow him/her to continue the program, or (c) the Direct General (the Administrator, during the Onboard Training Session) affirmed the person's unavoidable reasons to return home.

14. Liability for Treatment in Cases of Illness or Accidents etc.

The Cabinet Office will not be liable for any medical treatment except the treatments by the ship doctor during the program. Therefore, the PYs should subscribe to travel indemnity and casualty insurance. However, for the OPYs including overseas NLs, the Cabinet Office will bear the cost for the indemnity and casualty insurance during the program. Emergency drills will be conducted as accident prevention measures during the Onboard Training Sessions.

15. Special Measures in Case of Emergency

To prioritize PYs', including NLs and SNL, safety and protection at a crisis point or an emergency situation, the Cabinet Office has the authority to change or cancel the schedule for the activities in the port of call country.

16. Others

- (1) English is to be used as the working language of the program.
- (2) English and Japanese are to be used as the working languages of these meetings shown below;
 - A. The invitation meeting for representatives in charge of the port of call activity.
 - B. The Facilitators Meeting. (if an oversea facilitator attends the meeting, English is to be used)
 - C. The National Leaders Meetings.
- (3) The Cabinet Office provides the round-trip airline tickets to and from Japan to the invitees through the related Japanese Embassy or Consulates General before their departure.

- A. The invitation meeting for representatives in charge of the port of call activity
 - B. The National Leaders Meetings.
 - C. Activities in Japan and Onboard Training Sessions for OPYs and NLs.
- (4) The Cabinet Office designates the airlines and flights of occasions as shown below. Invitees must not change the flights and dates of arriving to and departing from Japan.
- A. The invitation meeting for representatives in charge of the port of call activity
 - B. The Facilitators Meeting.
 - C. The National Leaders Meetings.
 - D. Activities in Japan and Onboard Training Sessions for OPYs and NLs.
- (5) The invitees should insure themselves against diseases and accidents that might occur during the trip before coming to Japan.
- A. The invitation meeting for representatives in charge of the port of call activity
 - B. The Facilitators Meeting.
 - C. The National Leaders Meetings.
- (6) The Cabinet Office will not liable for any expense such as flight ticket and accommodation if the invitees such as facilitators, OPYs and NLs come to Japan before the program for his /her personal reasons. In addition, the Cabinet Office will not cover any costs when the invitees will stay in Japan after the program.
- (7) The Cabinet Office shall seek the cooperation of the governments of respective participating countries to urge the PYs to get influenza vaccination. Should the Director General (the Administrator, during the Onboard Training Sessions) instructs, PYs, including NLs and SNL, shall agree to cooperate with any necessary measures chosen to ensure safety including prevention of infectious disease such as influenza. In addition, those who refuse the guidelines may face disqualification.
- (8) Those who wish to be exempt from the participation fee due to economic reasons must submit the designated application forms to the Cabinet Office by the due date. The Director shall notify the applicants of the results of document screening.
- (9) The Director shall decide other matters concerning the operation of the Ship for World Youth program separately, if necessary.

Application Form for the Participating Youth and National leader of Ship for World Youth Program 2020 <FY2019>

Please write **clearly** in ENGLISH (block letters, print or type) and make 1 copy.

<Important>

the rules and regulations of the shipping company do not allow pregnant passenger/s to board the ship: therefore, those who are pregnant may not participate in this program.

Name (Write exactly the same as shown in your passport)	First name	Middle name	Family name
Nationality			Photograph 4.5 cm x 3.5 cm - Must be upper half of your body - Do not wear a hat - Must be taken within the past six months
Position for application	a. National Leader (Experience of SWY(if any) /) b. Participating Youth		
Gender	Male/ Female		
Spouse	Yes / No		
Date of birth	/ / (DD /MM/YYYY)		
Current address	Address		
	Cell Phone: Country Code ()		
	Phone:		
	E-mail: *Please write your E-mail address clearly		
Nearest international airport	Nearest international airport from your current address in your country e.g.: Narita-Airport *Please attach your 1 passport copy. *The Cabinet Office shall arrange the flight tickets via travel agency		
Emergency contact	Name:		(Relationship):
	Address:		
	Cell Phone: Country Code()		
	Phone: E-mail: *Please write the E-mail address clearly		
Occupation	1. Government Official 2. Employee (private company) 3. Student 4. Other ()		

Name of workplace/school and position/title		
Address of the workplace/school		
	Phone:	
	E-mail:	
Highest qualification attained		Major/field:
Experience in youth activities/ Coaching record		
Experience in international exchange programs (Name of the visited/hosting countries, activity details)		
Mother tongue and other languages	Mother tongue:	Other languages:
Religion (denomination)		
Food Restrictions and Allergy	I consume (<input type="checkbox"/> Halal food / <input type="checkbox"/> Vegetarian food) OR <input type="checkbox"/> I don't have any food restrictions.	
	I have food allergy. (<input type="checkbox"/> Yes / <input type="checkbox"/> No) If yes, please describe which items. ()	
Health Issues	Case history: Prescription (drugs, injection, etc.): Allergy to medicine: Smoking (<input type="checkbox"/> Yes / <input type="checkbox"/> No)	
Your statement of present health	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair/Poor(Explain) ()	
Do you have personal assistance in daily life?	<input type="checkbox"/> Yes (since when?) () <input type="checkbox"/> occasionally <input type="checkbox"/> No	

Ship for World Youth Program 2020 <FY2019> Curriculum vitae
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Name 氏名	(Title: Prof, Dr, Mr, Mrs, Ms) (Full name)	Photograph 写真 -4.5 cm x 3.5 cm -Upper half of body -No hat -Plain background -Within the past six months
Gender 性別	Male 男性/ Female 女性	
Date of Birth 生年月日	/ / (DD/MM/YYYY)	
Occupation	1. Government Official/ administrative organ 政府職員/行政機関 2. Representative of the Alumni Association 事後活動組織 (Experience in the Ship for World Youth Program/) ex. SWY15	
Country 国名		
Passport Information 旅券情報	1. Official 公用 2. Diplomatic 外交 3. Regular 一般 *Please attach your 1 passport copy with this registration form パスポートの写しを一通本登録様式に添付してください。	
The nearest International airport from your current address 現住所から最も近い国際空港	*The Cabinet Office shall arrange the flight tickets via travel agency. (e.g: Narita-Airport)	
Organization Details 所属先情報	Name :氏名	
	Position :肩書	
	Address :住所	
	Phone:電話	
	E-mail:メールアドレス	
Current address 現住所	Address :住所	
	Cell Phone:携帯 Country Code 国番号()	
	Phone:電話	
	E-mail:メールアドレス	
Emergency Contact 緊急連絡先	Name:名前 (Relationship) :続柄	
	Address :住所	
	Cell Phone:携帯電話 Phone:電話番号	
Religion 宗教	<input type="checkbox"/> Buddhism 仏教 <input type="checkbox"/> Christianity クリスチャン <input type="checkbox"/> Hinduism ヒンズー教 <input type="checkbox"/> Islam イスラム教 <input type="checkbox"/> Other その他()	
Medical Condition / Drug Allergies (if any) 健康状態、アレルギー	Smoking:喫煙、禁煙 <input type="checkbox"/> Yes <input type="checkbox"/> No	

Questionnaire for Food Restrictions and Allergy

Please fill out the following questionnaire so that we could best accommodate your needs related to your food restrictions while you are in Japan.

Name:

1.

I consume (Halal food / Vegetarian food)

OR

I don't have any food restrictions

2. I have food allergy. (YES / NO)

If yes, please write "X" in the boxes of the items that you are NOT able to eat or drink.

Beef	
Chicken	
Pork	
Fish (cooked)	
Fish (raw)	
Shellfish (ex. clams, oysters)	
Crabs	
Shrimps	
Other seafood (ex. eels, octopus, squid)	
Fish eggs (roe)	
Eggs (regular eggs from chicken)	
Milk (for drinking)	
Milk products (ex. ice cream, cream sauce)	
Dairy products (processed milk products such as cheese, yogurt, butter, etc.)	
Peanuts	
Tree nuts	
Wheat (ex. pasta, bread)	
Buckwheat (ex. soba noodle)	

3. Please write "X" in the boxes of the items that you have allergic response (other than food).

Animals() e.g: Dog, Bee, etc. Others() e.g: Smork, Dust, etc.

4. Anything else that you have allergic response to or anything you would like the organizers to know. If you have allergic response to any food, please indicate the symptom here.

Schedule of the Ship for World Youth Program 2020(FY2019) (tentative)

Participating countries; Kingdom of Bahrain, Federative Republic of Brazil, Arab Republic of Egypt, French Republic, United Kingdom of Great Britain and Northern Ireland, Republic of Kenya, United Mexican States, New Zealand, Republic of Peru, Democratic Socialist Republic of Sri Lanka, Japan		
2020 (FY2019) January	10	OPY: arrive in Japan
	11	JPY : Pre-departure Training Session1 All PY: Orientation, Welcome Reception
	12	JPY : Pre-departure Training Session2 All PY: Onshore Training Session 1
	13~14	All PY: Onshore Training Session 2-3
	15	All PY: Onboard Training Session 1 【Embark the ship】
	16	All PY: Onboard Training Session 2 Departure ceremony, Departure, Orientation
Jan. 17-Feb.16		All PY: Onboard Training Session 3-33 Refuel and water supply: United States of America<Hawaii> The country to be visited: United Mexican States<Ensenada>
February	17	All PY: Onboard Training Session 34 【Disembarkation】
	18-19	All PY: Onshore Training Session 4-5
	20	All PY: Onshore Training Session 6 Dissolution ceremony and Farwell reception
	21	JPY : Post-program Training Session1 OPY: Regional program 1 <Transfer to Yamagata Pref., Shizuoka Pref., Wakayama Pref., Hiroshima Pref., Oita Pref.>
	22	JPY : Post-program Training Session1 【JPY: Dissolution】 OPY: Regional program 2 <Exchange with local youths, homestay etc.>
	23	OPY: Regional program 3
	24	OPY: Return back from each prefecture and return to each county 【OPY: Dissolution】

(Reference)

Aug. 6-9, 2019	The invitation meeting for representatives in charge of the program
Sep. 18-22, 2019	Facilitators meeting
Oct. 11,2019	The meeting of Regional program
Sep. 20-25, 2019	Preparatory Training Session (Japanese PYs only)
Oct. 21-26, 2019	National Leaders meeting

Remark; These schedule are subject to change due to various condition

Visa

いくつかの代表団は来日前に査証を申請しなくてはならない。必要なビザは以下の通り。

Some delegation must obtain the necessary visa(s) before coming to Japan. Necessary visa for countries are shown below:

No.	Visiting Country 訪問国	日本 Japan	米国 U.S.A.	メキシコ合衆国 Mexico	
	Nationality 参加国				
1	バーレーン王国 Kingdom of Bahrain	○	○	—	
2	ブラジル連邦共和国 Federative Republic of Brazil	○	○	—	
3	エジプト・アラブ共和国 Arab Republic of Egypt	○	○	—	
4	フランス共和国 France Republic	—	ESTA	—	
5	英国（グレートブリテンおよび北 アイルランド連合王国） United Kingdom of Great Britain and Northern Ireland	—	ESTA	—	
6	日本 Japan	/		—	
7	ケニア共和国 Republic of Kenya	○	○	—	
8	メキシコ合衆国 United Mexican States	—	○ 又は Or Border Crossing Card	/	
9	ニュージーランド New Zealand	—	ESTA	—	
10	ペルー共和国 Republic of Peru	○	○	—	
11	スリランカ民主社会主義 共和国 Democratic Socialist Republic of Sri Lanka	○	○	—	

○ /Necessary — / Unnecessary

■ 日本 Japan (ダブルエントリー=Double entry) ... 査証 VISA

Participants are covered Japanese visa fees

■ アメリカ合衆国 USA ... 査証 VISA もしくは or エスタ ESTA

■ メキシコ合衆国 ... 日本(永住査証のみ) ・アメリカ・イギリス・カナダ・シェンゲン圏の国のいずれかの有効なビザをお持ちの方は、報酬が発生しない活動を行う滞在（観光・出張・会議など）は、査証免除になります。

■ Mexico ...If you have a valid visa including Japaneseas (permanent residence visa only), USA, UK, Canada or the Schengen area, it is unnecessary to obtain the visa when you stay in Mexico without income. (eg.;sightseeing, business trip, meeting etc.)Visas are considered separate from nationality. (eg.; Kenian with Japanese visas doesn't need to obtain the visa of Mexico.)

* All participants must cover these visa fees except Japanese visa fee.