

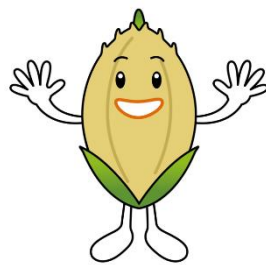


Japan International Cooperation Agency

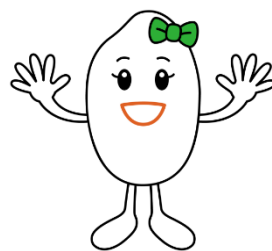
JICA Tsukuba Guide



JICA Tsukuba
Image Characters



Moni-tan



Kome-tan

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Welcome Message

It's our great pleasure to welcome you to Tsukuba Center (JICA Tsukuba)!

JICA Tsukuba is an international community where participants with different languages, cultures, and customs gather. It is an ideal place for exchanging opinions and mutual understanding through face-to-face and heart-to-heart communication.

JICA Tsukuba is located in Tsukuba Science City and offers a wide variety of Knowledge Co-Creation Programs (KCCPs) in collaboration with the research institutions in the city. KCCPs of JICA Tsukuba cover diverse fields such as agriculture, rural development, education, climate change, and disaster prevention in response to the needs of developing countries. So far, we have received more than 20,000 participants from more than 120 countries in Asia, Africa, Latin America, Middle East, Eastern Europe, and Oceania.

We sincerely hope that you deepen your knowledge and enhance capacity through the program. Also, we do hope that you enjoy your stay in Japan, taking advantages of various opportunities to understand different cultures, and cultivating friendship with our people as well as with other participants.

This guide is to introduce our facilities and services of JICA Tsukuba with necessary information to make your stay as safe and fruitful as possible. It also contains rules and regulations including JICA Policies. To make this international community comfortable for everyone, we would like to ask for your cooperation.

JICA Tsukuba



1 Outline of JICA Tsukuba

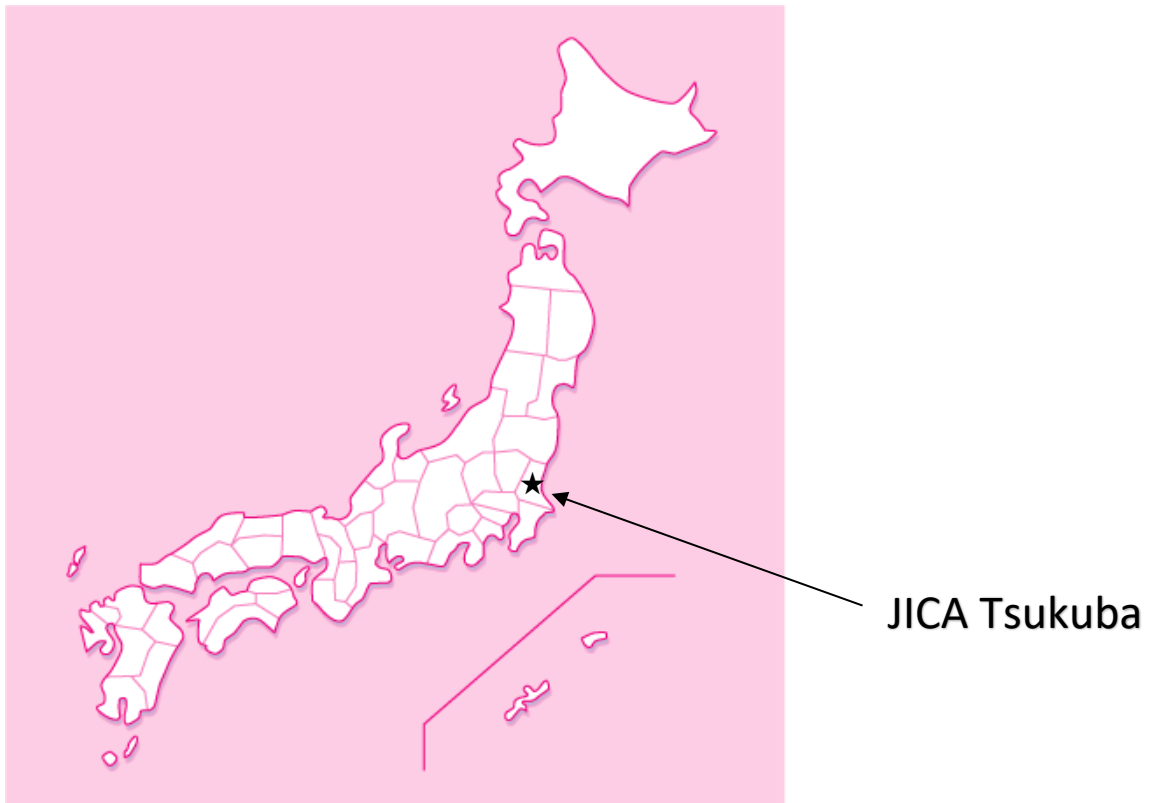
1.1 Name and Location

Name: Tsukuba Center, Japan International Cooperation Agency (JICA Tsukuba)

Location: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan

Tel: 029-838-1111

Fax: 029-838-1119

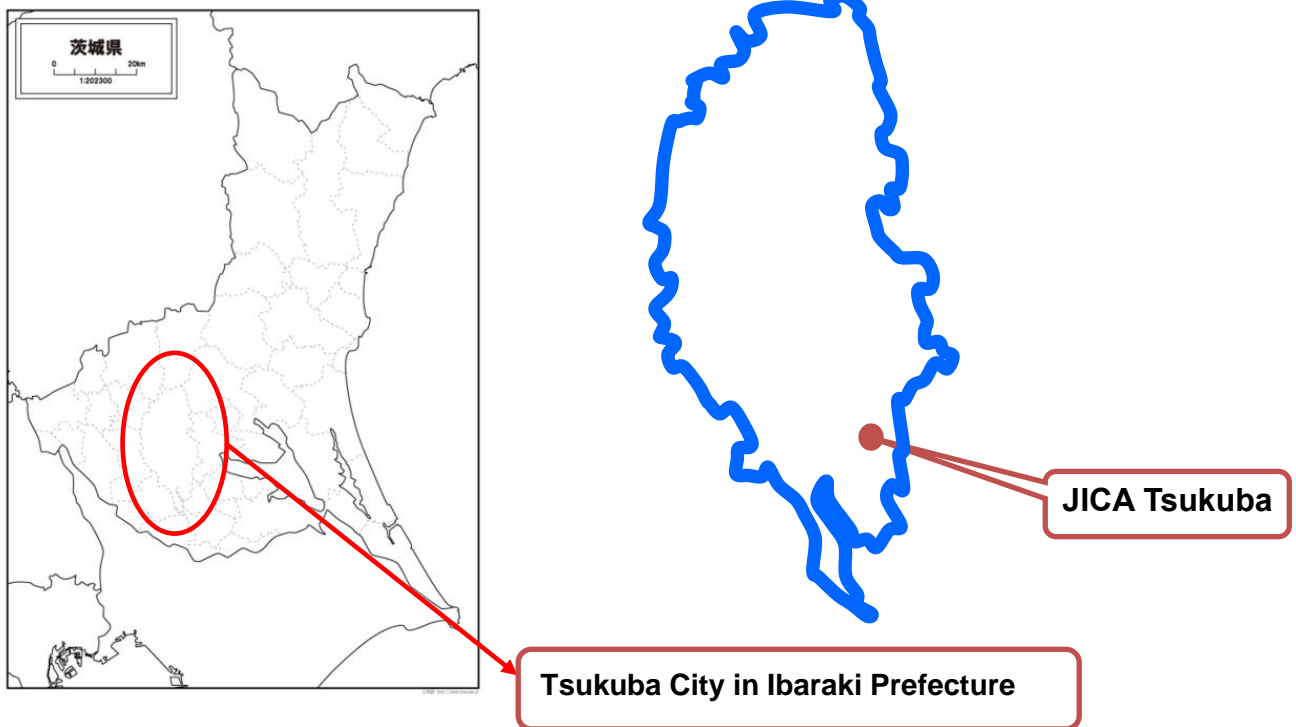


1.2 Tsukuba Science City

Tsukuba Science City was planned in 1963 with the goal of creating a scientific metropolis to promote the nation's research capability in the field of science and technology. At present, as a planned city with abundant greenery, Tsukuba has more than 300 research institutes.



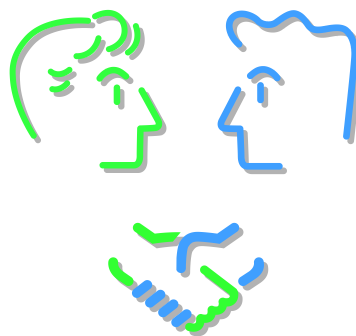
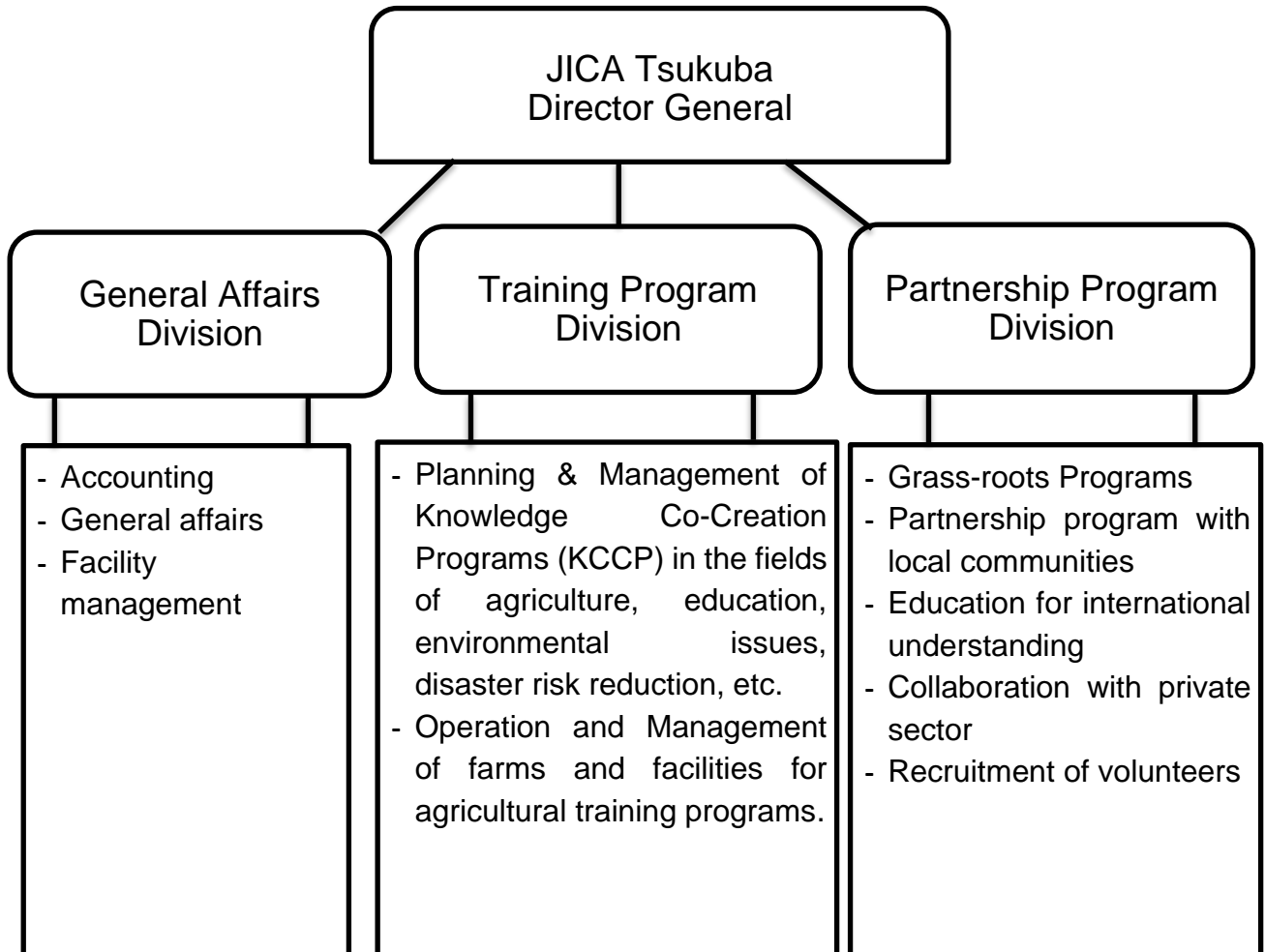
1.3 Tsukuba City Map



1.4 Brief History

- 1961: Ibaraki International Agricultural Training Institute was established
- 1962: Overseas Technical Cooperation Agency, OTCA was established
- 1970: Renamed Uchihara International Agricultural Training Center
- 1974: Japan International Cooperation Agency, JICA was established.
- 1980: JICA Tsukuba International Center, TBIC, established
- 1981: JICA Tsukuba International Agricultural Training Center, TIATC, established
- 1996: TBIC & TIATC integrated into one center, JICA Tsukuba
- 2011: 50th Anniversary since 1961
- 2018: 60 years have passed since the first overseas participants came to Ibaraki
- 2020: 40th anniversary of JICA Tsukuba Center since 1980

2 Organization Chart of JICA Tsukuba



3 Facilities

3.1 Overview

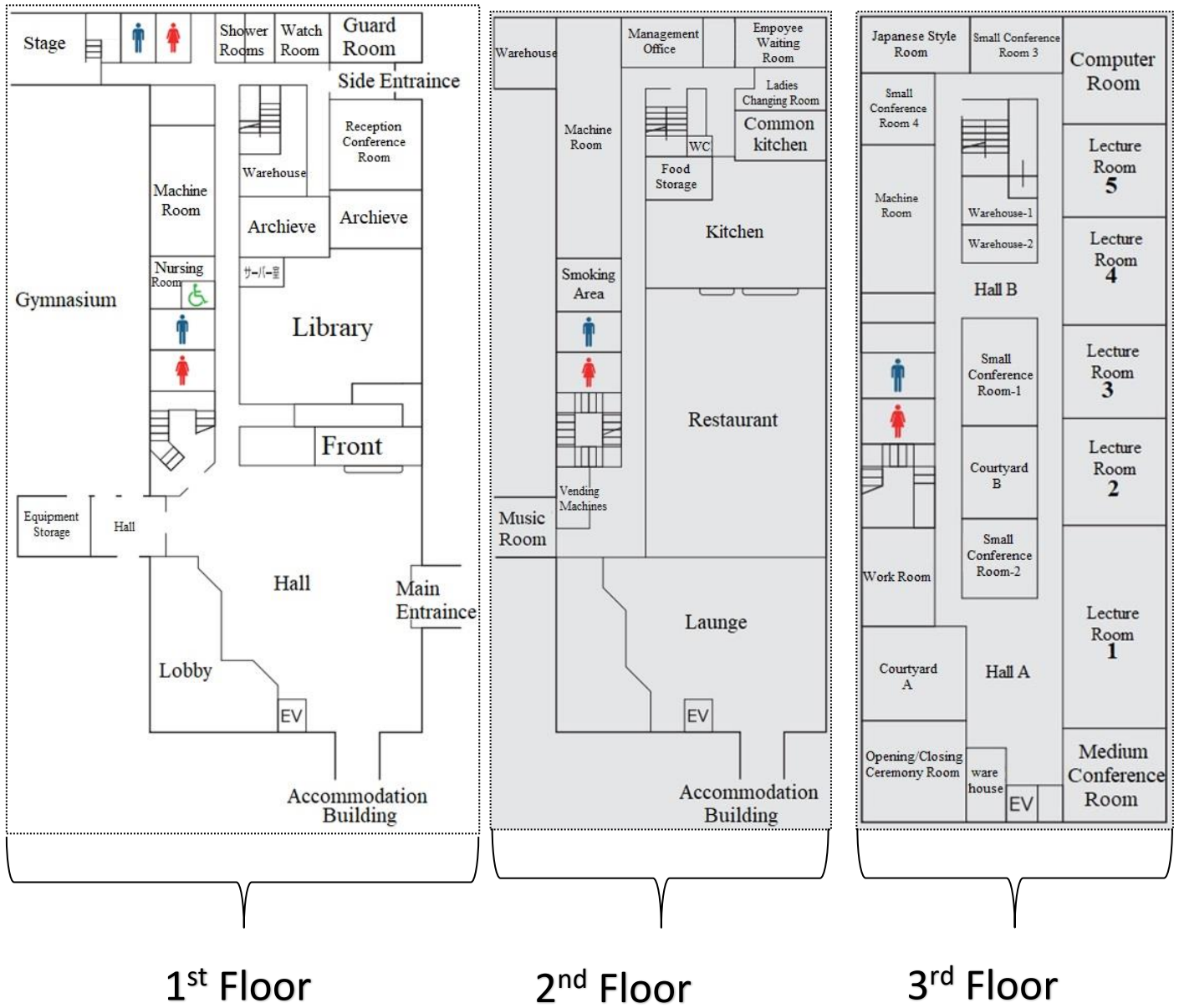


3.2 List of Facilities

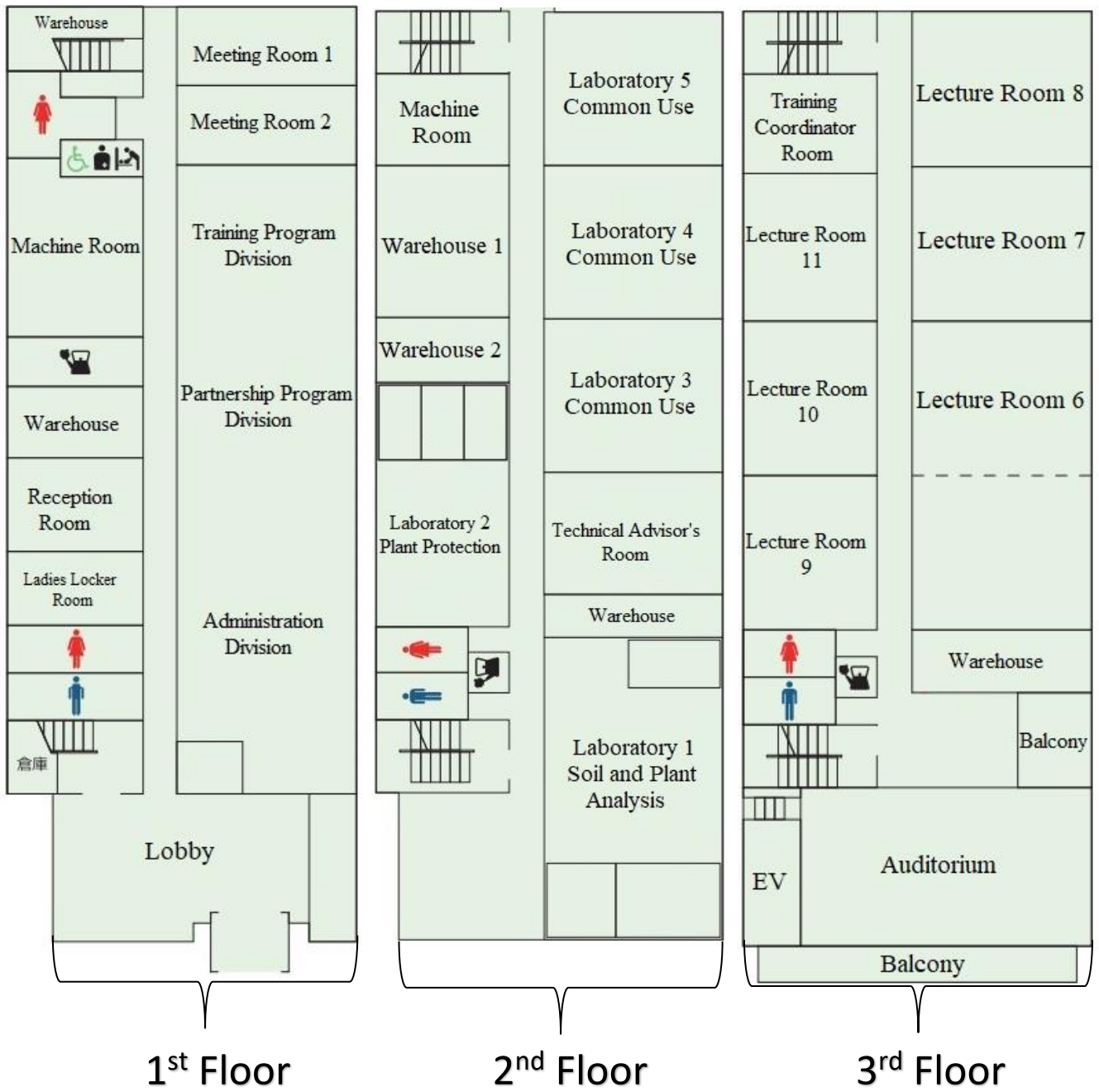
	Floor	Facilities	Remarks	
Keyaki Building	1F	Main Entrance	*7:30-23:00	
		Front Desk	*Dial No.8 between 23:00- 7:30	
		Security Guard's Room & Side Entrance	*24 hours operation	
		Gymnasium		
		Library	*Closed: Saturday, Sunday, National Holidays, Dec 29-Jan 3	
		ATM	*24 hours operation	
	Outdoor facilities	Outdoor Tennis Court, Futsal Court, BBQ place	*Reservation needed to use BBQ place	
		Swimming Pool	*Summertime only	
	2F	Restaurant (NERICA)	Breakfast	*Free of charge for JICA participant
			Lunch	*Cash or Meal Card
			Dinner	*Cash or Meal Card
		Common Kitchen		* Microwave oven, refrigerator and other kitchen equipment *Reservation needed
Music Room		*Reservation needed		
3F	Computer Room		*Internet & printers available	
Accommodation Wing	Each Floor	Laundry Room	*Free of charge *Prepare detergent by yourselves	
		Ice Cube Maker	*Tap water in Japan is drinkable	
	5F	Doctor's Room		*Reservation needed
Study Building	1F	Offices: General Affairs Division Training Program Division Partnership Program Division	Office hours: *Weekdays only: 9:30-17:45 *Lunch time: 12:30 - 13:15	
		Medical Coordinator	Office hours: *Weekdays only: 9:30-17:45 *Lunch time: 12:30 - 13:15	

*3 Smoking areas are located outside of the buildings; 1 on the 2nd floor in front of the Restaurant, 1 near the Main Entrance and 1 behind the Study Building.

3.3 Floor Map of Keyaki Building



3.4 Floor Map of Study Building



4 Services Guide

4.1 Front Desk

- **Mail**

Incoming letters and parcels received at the front desk will be handed to the residents. Postal stamps are available for purchase to send your mail.

- **Parcels & Home-delivery Service**

You can send parcels and packages by postal service or home-delivery service at the front desk.

- **Taxi**

You can ask the Front Desk to call a taxi for you.

- **Lending goods**

Futsal ball*	Billiard set*	Volleyball ball*
Basketball ball*	Tennis racket & ball*	Badminton set*
Table tennis set*	Game of Go*	Acoustic guitar*
Chess*	Shogi (Japanese chess) *	Power plug adapter**
Bicycle, helmet, and reflective tape (at the Side Entrance)		

* Use the items carefully and return them within the same day.

** Available with 500-yen deposit. Please return it to the front desk before you leave Japan.

Note!

Front desk does not accept foreign currency or foreign currency exchange.



4.2 Security Guard

Security guard's room is located at the Side Entrance. Security guards are on duty 7 days a week and 24 hours a day.



4.3 Medical Services

- **Medical Coordinator**

A medical coordinator is assigned at JICA Tsukuba. Contact for healthcare consultation.

- **Visiting Doctors**

Doctors visit JICA Tsukuba regularly. To make an appointment, contact the Medical Coordinator.



4.4 Restaurant NERICA and Meal Card System

Restaurant NERICA offers various kinds of international cuisine including halal meals.

Visitors from outside are also welcomed.



Meal Card System (for JICA participants only)

JICA Center provides a Meal Card (prepaid card) as a part of meal expenses at the time of check in. The amount of Meal Card is calculated as:

¥1,100/day x number of days

Maximum amount is ¥34,100 (¥1,100×31days)

If your stay is over 31 days, you will receive a Meal Card for the check-in month, and another new Meal Card on the first of coming month.

The balance is printed on the Meal Card.

Regulations

- (1) Please appropriately keep the Meal Card at your own risk. Even when you lost it, the Meal Card would not be re-issued.
 - (2) The Meal Card is non-transferable in any cases.
 - (3) The Meal Card is available only at the dining halls of JICA Centers.
 - (4) Please return the empty (¥0) Meal Card to the front desk.
 - (5) Please request the front desk to re-issue the Meal Card, when there is no space to print the remaining amount, or when the Meal card is unavailable caused by any damage/accident.
 - (6) At the time of checkout of JICA Center, please return the Meal card to the front desk. Even if there is remaining amount, it will not be reimbursed.
-

4.5 Library

A wide variety of Japanese and English books, audiovisuals, and periodicals covering humanities, social and natural sciences, especially agriculture are available in our Library. Our librarian always helps you finding good books which you need.



4.6 Cash Dispenser (ATM)

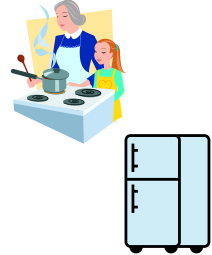
Located in the Lobby beside the Front Desk
Available 24 hours



4.7 Common Kitchen

Microwave oven, refrigerator and other kitchen equipment are available in the common kitchen, which is located behind the dining hall.

To use a cooking heater, please make a reservation at the front desk.



4.8 Music Room

An electronic organ and musical instruments are available in the music room.
Please make a reservation at the front desk.



4.9 Computer Room

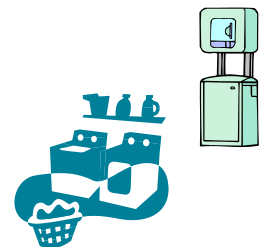
Computers and printers are available in the Computer Room. All computers are connected to the Internet. Please make a reservation at the front desk for using the computer room.



4.10 Laundry Room

A laundry room with iron, automatic washing machines and drying machines are located on every floor of the accommodation wing. They are free of charge, but you need to prepare your own detergent by yourself.

Use of Iron is permitted in the laundry room only.



4.11 Pantry

Icemakers are equipped in the pantry on every floor of the accommodation wing. Please note that tap water in Japan is drinkable.



5 Rules & Regulations

Since JICA Tsukuba is a small international community and a home away from home shared by the participants from various countries, you are requested to cooperate to keep a safe, comfortable, and harmonious atmosphere by observing the following rules and regulations:

5.1 Closing Time

You are requested to return to JICA Tsukuba before 11:00 p.m. When you need to return or leave JICA Tsukuba after 11:00 p.m., you're requested to submit a "Lodging-Out Form" and get permission from your program officer.

If you were unable to come back to JICA Tsukuba by 11:00 p.m. for a specific reason, please contact JICA Tsukuba by phone in advance.



5.2 Room Key

Please leave your room key at the Front Desk whenever you go out of the Center or when you are out of your room for your training programs, etc., even if you are in the Center. This is to confirm whether you are in or out of your room.



5.3 Valuables

JICA Tsukuba is not responsible for loss of your valuables or belongings. Make Sure to keep your valuables in the safety box inside the closet in your room.



5.4 Visitors

Please receive visitors at the Lobby or the Dining Hall. Visitors are not allowed to enter the Accommodation Wing.



5.5 Staying Overnight

Please submit a "Lodging-Out Form" to the Front Desk in advance and obtain an approval of your program officer.



5.6 Smoking

Smoking is strictly prohibited in your room as well as in the public spaces in JICA Tsukuba except for designated smoking areas.



5.7 Garbage Separation

Separate garbage into the designated re-cycling containers in the corridors. Please follow instructions posted on the wall. Cans, glasses and plastic bottles and incombustibles ⇒ trashcans in corridor



5.8 Damage & Loss

- You must compensate for any damage, or loss of JICA Tsukuba facilities and/or equipment due to your negligence.
- All furniture and equipment must remain in its original location after use.
- All adhesive products or pins that damage wall, floor and ceiling surfaces are strictly prohibited.



5.9 Noise

All residents are expected to keep quiet after 10:00 p.m.
Please refrain from making any loud noise (talking or singing loudly, full radio/CD volume, etc.).



5.10 Items Prohibited

You are not allowed to bring the following items into JICA Tsukuba: animals, weapons, explosives, inflammables, drugs, and other dangerous articles.



5.11 Fire Prevention Measures

For fire prevention, the use of electric irons, heaters, stoves, toasters, or any kind of heating appliances in your room is prohibited.



5.12 Before and During Sporting

- Please be sure to do warm up exercises before starting sports.
- Refrain from playing outdoor sports like soccer or baseball indoors.
- Swimming after drinking and drinking at the poolside are strictly prohibited.



6 Important JICA Policies

The followings are the important JICA policies for the Knowledge and Co-Creation Program (KCCP) JICA participants. They are also mentioned in the KCCP application form and KENSHU-IN Guidebook.

6.1 Copyright

The participants are requested to comply with the followings:

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.

The participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website:

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

JICA participants are required to pay particular attention to the following items.

- (1) Anyone caught downloading pirated music or images will face up to two years in prison, a maximum fine of 2 million Yen (approx. 25,500 dollars) or both.
- (2) Copying discs with copy-protection or ripping them to a hard drive is illegal.
- (3) Using of any software or device that avoids a disc's protection methods is also illegal.
- (4) Making copy of movie and video game become illegal in Japan even if for the purpose of personal use

6.2 Portrait Right

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in

printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

6.3 Sexual Harassment

(1) What is sexual harassment?

Sexual harassment is defined as any unwanted comment or action of a sexual nature which makes others feel uncomfortable, regardless of whether these comments or actions are directed at the recipient. Basically, even though unintended, whenever someone feels himself/herself to be harassed, such comments or actions may constitute sexual harassment. The point is how the recipient feels, not what the intention of the offender is. It is important, to avoid sexual harassment, to express your feelings and to understand the feelings of others. We all must be aware that every participant has a different social and cultural background. The way we respond to language and behavior relating to sex varies between individuals, between sexes, and across cultures.

JICA strongly disapproves of such behavior in any form."

The following highlights how to avoid being a victim or a harasser.

(2) Don't be a victim.

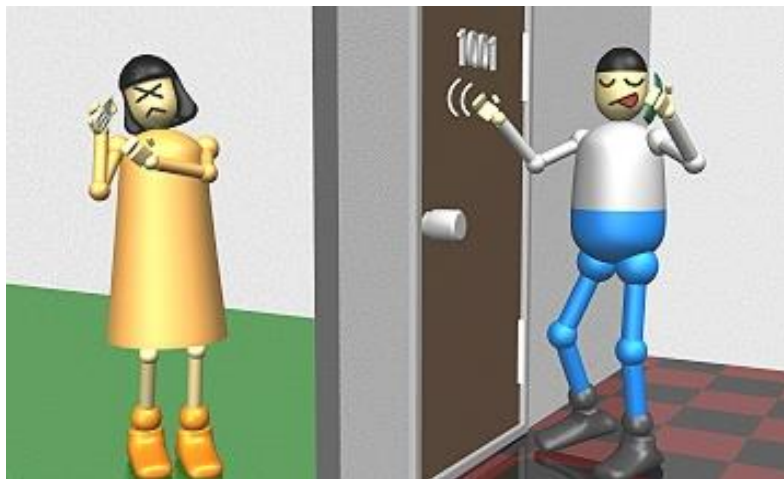
In case you feel you have been harassed, what you can do first is to tell the harasser directly and clearly "No", that you find the comments and the behavior uncomfortable and wish it to stop.

- 1) You do not have to suffer in silence. Consider asking people you trust for help or contact JICA through a JICA staff or coordinator anytime. If you do not feel comfortable with the idea of consulting such people on your own, you can do it through a colleague or ask a colleague to accompany you.
- 2) Keep a record of the incident. Write down who, what, when, where and how the harassing occurred. If there was a witness, ask him/her for their help in giving evidence.
- 3) If you witness acts of sexual harassment, do not overlook them just because you are not involved. Keep in mind that there are some people whose position makes it difficult for them to stand up to sexual harassment.
- 4) If you notice someone being harassed, be courageous and offer help, warn the offender, offer to be a witness or to accompany him/her to visit a JICA staff or coordinator.
- 5) If someone tells you that he/she has been harassed, you are kindly requested to try your best to support him/her. It is important not to accuse the victim and not to take any hasty

action without the victim's permission.

If you, as a JICA participant, suffer sexual harassment,

- 6) JICA will do its best to listen to your complaint, offer advice if necessary, and take measures to solve the problem appropriately and quickly.
- 7) JICA will promptly investigate each complaint of sexual harassment against JICA participants to determine whether harassment has occurred.
- 8) If a JICA participant is alleged to have committed sexual harassment and the facts are revealed, JICA will order the participant to leave his/her program and to return to his/her country immediately. JICA will also report the case to the government of the participant's home country.
- 9) The police may arrest him/her, and he/she will be dealt with under Japanese law, then he/she must pay reparations to the victim.



(3) Examples of sexual harassment

The following are examples of comments and actions considered to be forms of sexual harassment in Japan. It should be remembered, however, that the following acts might be not recognized as sexual harassment in other countries.

1) Comments of a sexual nature

① Comments based on an interest in or desire for sexual activity:

- a) Talking about physical features, such as asking a woman what her bust-waist-hip sizes are.
- b) Exchange of vulgar jokes.
- c) Asking a woman who does not feel well if she's having her period, experiencing menopause, etc.
- d) Asking questions about one's sexual experience or sex life.
- e) Spreading sexual gossip or teasing in a sexual manner.

② Comments that use gender to discriminate:

- a) Making such comments as "For a man, you have no guts", "I can't trust a woman to do this job" or "A women's job is to beautify the workplace with her presence".
- b) Use of condescending terms such as "boy", "girl", "missy", "old man" and "old

woman", etc.

2) Action of a sexual nature

① Actions based on an interest in or desire for sexual activity:

- a) Display of pornographic material (such as posters of nude men or women), display of pornographic images on a personal computer, etc.
- b) Purposely showing or reading aloud pornographic magazines or other material.
- c) Staring at another person's body.
- d) Persistently asking another for a date, to dine together, etc.
- e) Making phone calls or sending letters/e-mail of a sexual nature.
- f) Unnecessarily touching the body of another (It should be remembered that, although greetings such as kisses, hugs, and putting a hand on the shoulder are normal in some countries, they might be taken as sexual harassment in Japan.)
- g) Peeking into a bathroom, a changing room, etc.
- h) Insistence on a sexual relationship with another.

② Actions that use gender to discriminate:

- a) Forcing only men/women to perform certain duties, such as serving tea, cleaning, and running errands.
- b) Insistence on singing a duet with another at a karaoke party.
- c) Insistence on sitting next to a person of the opposite gender at a party; insistence on having him/her serve drinks; insistence on dancing with him/her, etc.

6.4 Drug Abuse

"Possessing, selling, buying or using the following drugs is legally prohibited in Japan (maximum 10 years of imprisonment):

- Marijuana,
- Stimulant drugs,
- Heroin,
- Cocaine,
- MDMA,
- Dangerous drugs,
- Organic solvents, etc."



6.5 JICA Environmental Policy

(Translation from the original version in Japanese)

1. Basic Concept

The greatest responsibility of humanity is to provide a rich and diverse global environment for the future generations.

The increasing scale and diversity of man's activities have resulted in several serious environmental issues, such as global warming, depletion of the ozone layer, air and waste pollution, soil contamination, deforestation, and desertification—all of which risk the future of humanity.

Japan International Cooperation Agency (hereinafter referred to as JICA) is determined to protect our global environment that is extremely vital for the survival of mankind and natural life on earth. It also seeks the balance among environmental conservation, social prosperity, and sustainable development.

2. Basic Policy Guidelines

As stated in the "Law on General Rules of Japan International Cooperation Agency," JICA's mission is to "contribute to the promotion of international cooperation and to the sound development of Japan and the international socio-economy by contributing to the development or reconstruction of the economy and society, or economic stability of overseas regions which are in the developing stage," particularly to global environmental protection in compliance with environmental laws and regulations. Furthermore, in order to prevent and reduce negative environmental impacts that result from JICA's activities, JICA will utilize an environmental management system and shall work continuously to improve it. The system will be based on the following policies:

(1) Promotion of environmental measures through international cooperation activities

Based on the Japanese government's Official Development Assistance (ODA) policies, JICA will promote cooperation activities for the protection and improvement of the environment. JICA will continue to:

- Promote international cooperation and projects that contribute to environmental protection in developing countries; and
- Mitigate any adverse environmental impacts of development programs and projects in accordance with the guidelines for environmental and social considerations.

(2) Promotion of activities for general environmental awareness

With the aim of raising public awareness, JICA collects information about environmental issues. JICA will continue to:

- Carry out promotional and educational activities by introducing JICA's programs on environmental issues.
- Conduct surveys and research on environmental issues, and develop relevant

proposals; and

- Implement continuous training through seminars and guidance programs for JICA all employees and personnel engaged in JICA's activities.

(3) Promotion of environmentally friendly activities within JICA offices and other JICA facilities

JICA promotes environmental programs to reduce any negative impacts caused by its activities at offices and other facilities. JICA will continue to:

- Promote waste reduction, resource and energy conservation, recycling; and
- Procure environmentally friendly products based on the "Law on Promoting Green Purchasing" and other relevant laws and regulations.

(4) Compliance with environmental laws and regulations

JICA will consistently adhere to relevant environmental laws and regulations.

This Environmental Policy will be communicated to all employees and personnel who work in or on behalf of JICA and be publicized.

1st October,2015

President of Japan International Cooperation Agency

For the Better Global Environment ~ JICA Tsukuba's Efforts ~



We continue our daily routine for the Global Environmental Protection.

We appreciate your Understanding and Cooperation!



JICA Tsukuba International Center

7 Means of Transportation around JICA Tsukuba

1. Bicycle

JICA Tsukuba offers free rental bicycles. To use a bicycle, fill out an application form at the Guard's Room.



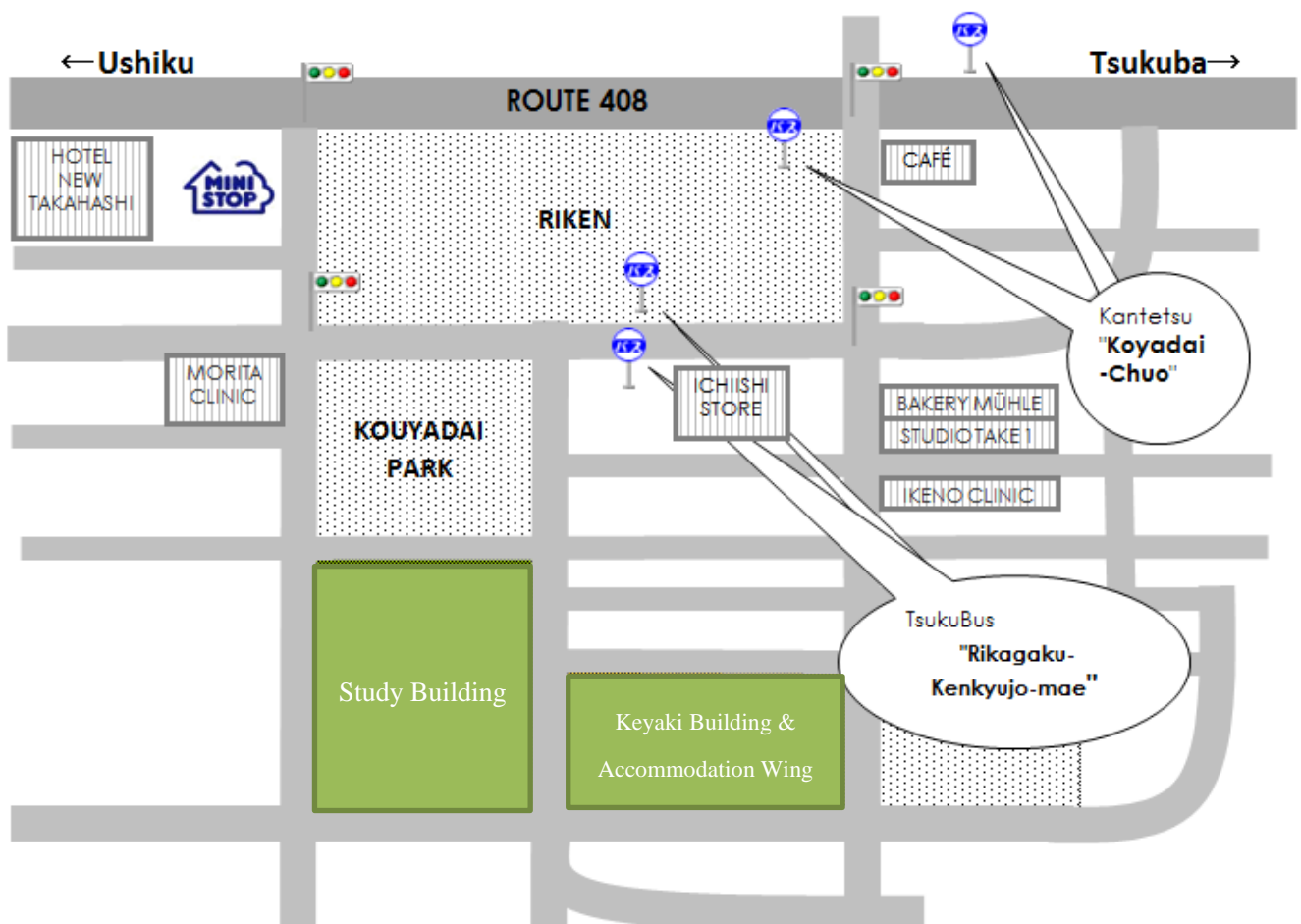
2. Bus

-Public Bus

To Tsukuba Station: Ride the bus to Tsukuba Center from the bus stop "Rikagaku-Kenkyujo-mae" (About 30 minutes ride)

To JR Ushiku Station: Ride the bus to Ushiku Station from the bus stop "Koyadai-chuo" (About 15 minutes ride)

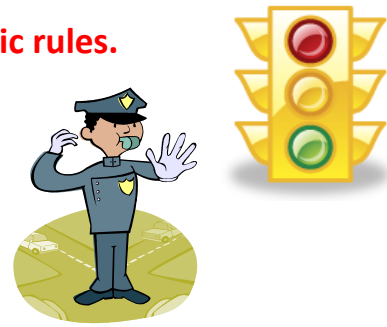
* Bus timetable and fare as well as maps around JICA Tsukuba are available at the front desk.



8 Traffic Rules

1. You are requested to observe the Japanese traffic rules.

If you disobey the traffic regulations, such as do not obey traffic signals and traffic signs, etc., it will cause serious problems with concerned authorities.



2. To all bicycle riders: PLEASE observe the following rules.

Reckless, careless, or inexperienced bicycle riding may lead you to a serious accident.

① Comply with Japanese traffic rules and ride a bicycle in the safest way possible.

- ✓ Always ride on the left side of the road.
- ✓ Do not go too fast. Do not stop too suddenly.
- ✓ Do not ride side by side
- ✓ Make sure the traffic light is green.
- ✓ Turn on the light after dark.
- ✓ Stop before crossing and check both sides.
- ✓ Do not ride double (2 persons on 1 bicycle).
- ✓ Do not use a mobile phone, do not use earphones.
- ✓ NEVER drink alcohol before riding a bicycle.
- ✓ Always wear a helmet for your safety.



- ② Be sure to lock the bicycle whenever you park it.
- ③ Do not park the bicycle near railway stations.
- ④ Do not park the bicycle in front of the JICA Tsukuba Main Entrance.
- ⑤ In case of loss or damage to a bicycle due to your fault, we may ask you to compensate for it.

3. Fasten your seat belt whenever you are seated in a vehicle, including JICA Bus.

We wish you a pleasant stay!