JICA Tsukuba Guide



FY2014

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Welcome Message

Welcome to JICA Tsukuba International Center!

JICA Tsukuba, which is located in Tsukuba Science City, has many advantages that enable it to offer a variety of training programs in cooperation with research institutions in the region. The training courses cover diverse fields such as agriculture, rural development, education, environmental issues and disaster prevention in response to the needs of developing countries. We have received more than 20,000 participants from about 120 countries in Asia, Africa, Latin America, the Middle East, Eastern Europe and Oceania, and provided them with training in the skills and technology needed in their countries.

JICA Tsukuba is a community where participants from many countries with different languages, cultures, and customs gather. It is an ideal place for international exchange and mutual understanding through face-to-face and heart-to-heart communication. To make this community comfortable for everyone, please observe the rules and good manners. We would appreciate your cooperation.

We would like you to increase your knowledge and capacity through the training you receive in Japan. Also, please take advantage of various opportunities to understand Japanese culture, people and society.

This guide was prepared to introduce you to the facilities and services of JICA Tsukuba. We hope you will have a comfortable stay here and enjoy beneficial training time.



I. Outline of JICA Tsukuba

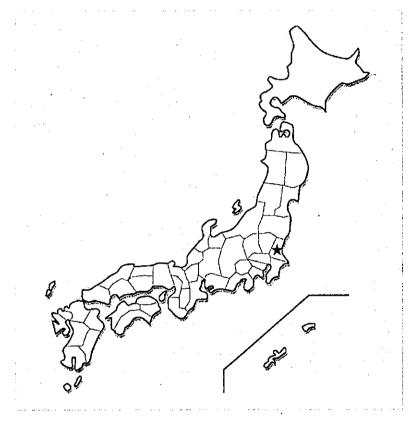
1. Name and Location

Name: Tsukuba International Center (TBIC) / JICA Tsukuba

Location:

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

Tel: 029-838-1111 Fax: 029-838-1119



★ JICA Tsukuba

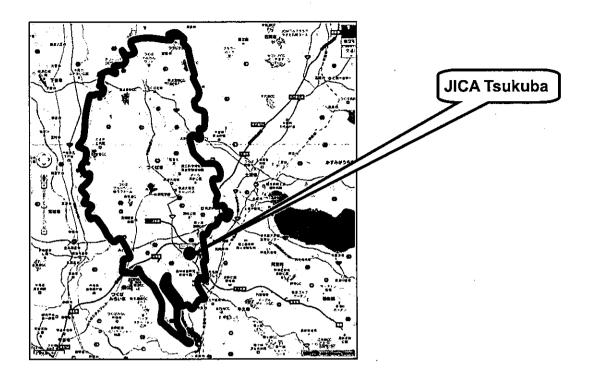
Tsukuba Science City was planned in 1963 with the goal of creating a scientific metropolis to promote the nation's research capability in the field of science and technology. At present, as a planned city with abundant greenery, Tsukuba has more than 300 research institutes.







Tsukuba City Map



2. Brief History

1961: Ibaraki International Agricultural Training Institute established

1962: Overseas Technical Cooperation Agency, OTCA established

1969: Renamed Uchihara International Agricultural Training Center

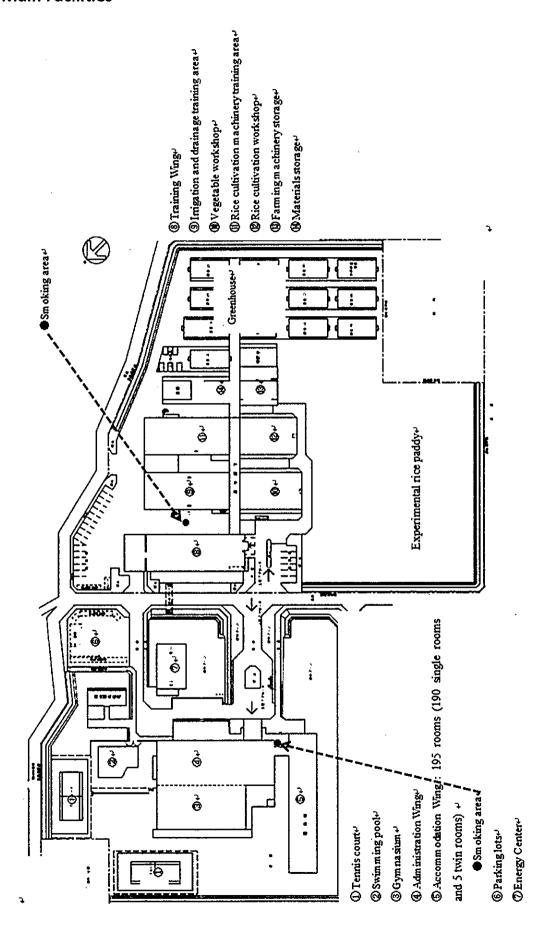
1980: JICA Tsukuba International Center, TBIC, established

1981: JICA Tsukuba International Agricultural Training Center, TIATC, established

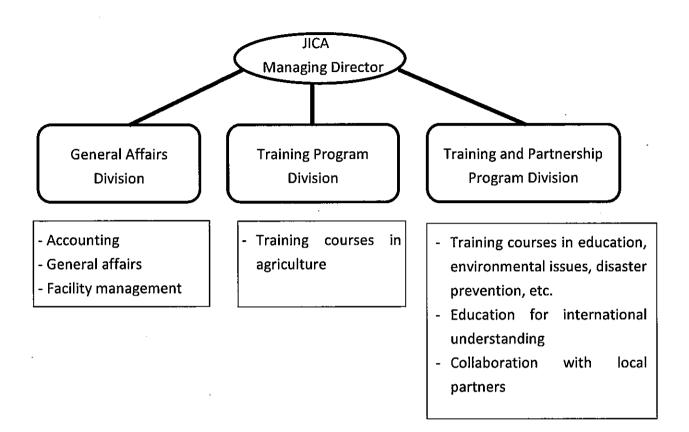
1996: TBIC & TIATC integrated into one center, JICA Tsukuba

2011: 50th Anniversary

3. Main Facilities



4. Organization of JICA Tsukuba





II. Services & Service Hours

<Service Hours>

	Floor	Faci	lities		Extension	Service Hours	Remarks
		Administrat	ion l	Division	3101	9:30 - 17:45	*Weekdays only *Lunch time: 12:30 - 13:15
		Main Entrai	nce		5	7:30 - 23:00	*Dial No.8 between 23:00 - 7:30
	1F	Guard's Roo	om		3604	24 hours	
		Clinic Coord	linat	or	3204	9:30 - 17:45	*Weekdays only *Lunch time: 12:30 - 13:15
		Gymnasium	1		3153	7:00 – 23:00	
	Outdoor	Outdoor Te	nnis	Court		7:30 – 21:00	
ing.	facilities	Swimming F	Pool				summertime only
Administration Wing		Dining	Bre	akfast	3608	7:00 - 9:00 *Weekend & Holidays: 7:30 - 9:30	*Free of charge (Signature needed) *Early Breakfast Service & Breakfast for Ramadan Period →Please ask the Front Desk for
	2F	Hall	Lur	nch		12:00 - 14:00	*Cash or Meal Card *Last order: 13:30
			Dir	ner		18:00 - 21:00	*Cash or Meal Card *Last order: 20:30
		Common Ki	tche	n	3607	7:00 - 22:00	*Up to 2 hours per person
		Music Roon	n			8:00 - 23:00	
	3F	Computer		No.1	3821	6:00 – 2:00	
	J1	Room		No.2	3822	0.00 2.00	*Internet available
Accomm. Wing	Each Floor	Laundry Ro	om			8:00 - 22:00	
Wing	1F	Training Pro	ograi	n	4200	9:30 - 17:45	*Weekdays only *Lunch time: 12:30 - 13:15
Training Wing	2F	Library			4266	9:00 - 18:00	*Closed: Monday, Sunday, National Holidays, Dec 29 - Jan 3 *Lunch time: 13:30 - 14:30

1. Front Desk Services

- Mail

Incoming letters and parcels received at the front desk will be handed over to residents. Put any outgoing letters into the mailbox at the front desk.

- Parcels & Home-delivery Service

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

- Lending Service

Following items are available for borrowing at the front desk.

Iron	Billiard set	Volleyball ball
Basketball ball	Tennis racket & ball	Badminton set
Table tennis set	Key for running machine	Acoustic guitar
Chess	Shogi (Japanese chess)	Game of Go

^{*} Use the goods carefully and return them within the same day.

- Selling Service

Stamps, Two-socket plugs and BRASTEL Cards shown below are available for purchase.

Notes:

- *Front desk does not accept foreign currency exchange.
- *Go to bank or post office to exchange money.



2. Telephone (including BRASTEL Card)

(1) How to make outside calls

You cannot make outside calls from your room.

To call outside of this center, please use the phones near the main entrance.

"BRASTEL Card," which is a rechargeable prepaid card for domestic & international calls at cheap 24-hour flat rates, is available for purchase at the Front Desk.



(2) How to receive outside calls

Outside call is received by the Front Desk and transferred to your room. Please make sure the caller knows your room number so that we can quickly transfer the call.

If you don't pick up the call in your room, you will be paged over speakers.

When you hear your name and your room number being announced, please contact us in the following way:

- 1) Reach the nearest internal phone
- 2) Press 5 to contact the Front Desk
- 3) Tell us your room number



^{*}No morning call service is available.

- 4) Hang up the phone
- 5) Wait for the call to be transferred to that phone
- (3) How to make extension calls

To call other rooms \rightarrow Dial 2 + the room number (3 digits) To call the offices in JICA Tsukuba \rightarrow Dial the extension number (4 digits)

3. Security Guard

Security guards are on duty 24 hours a day.



4. Medical Service

- Clinic Coordinator

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

- Visiting Doctor

Doctors visit JICA Tsukuba regularly. To make an appointment, bring your medical card to the front desk and fill out a medical application form.



5. Sports Facilities

- Gymnasium (7:00 a.m. - 11:00 p.m.)

You can enjoy volleyball, basketball, table tennis, badminton, billiard, and various training programs.

- Outdoor Tennis Court (7:30 a.m. 9:00 p.m.)
- Swimming Pool (summertime only)





6. Dining Hall and Meal Card System

Dining Hall offers various kinds of international cuisine including halal meals. Visitors from outside can also enjoy our meals.



Meal Card System (for JICA participants only)

JICA Center provides you a Meal Card (prepaid card) as a part of your meal expenses at the time of check in. The amount of your Meal Card is calculated based on the scheduled length of your stay at JICA Center.

¥947/day x number of days

Maximum amount is ¥29,357 (¥947×31days)

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.

You can check the balance, printed on your 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 (¥O) 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.

7. Cash Dispenser

Located beside the Front Desk (near the main entrance)

No commission fee is charged. Only JICA Participants can use this cash dispenser.

Weekday: 8:45 a.m. – 7:00 p.m.

Saturday: 9:00 a.m. – 5:00 p.m.

Sunday & Holiday: Not available



8. 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 in the common kitchen, make a reservation at the front desk.

9. Music Room

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



10. Computer Room

Desktop computers and printers are available in Room No.1 and Room No.2. Computers in Room No.2 are connected to the Internet.



11. Laundry Room

A laundry room with automatic washing machine and drying machine is located on each floor. The use of electric irons or hair dryers is only permitted in the laundry room.





12. Pantry

Water heaters and ice-makers are equipped in the pantry on every floor of the accommodation wing. Hot water is available only from 6:30 a.m. to 11:00 p.m.. Please note that tap water in Japan is drinkable.



13. Library

It contains a wide variety of Japanese and English books, audiovisuals, and periodicals covering humanities, social and natural sciences, especially agriculture.

III. In-room Services

1. TV Channels

We have two English channels, NHK World and BBC News.

To watch NHK World:

Press (9)

To watch BBC News:

Select "地上 A" (terrestrial analog) and press . .

2. Room Cleaning Hours

Vacuuming: Daily on weekdays

Bed making and sheets change: Once a week*

*Monday: 1st floor

Thursday: 4th floor

Tuesday: 2nd floor

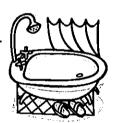
Friday: 5th floor

Wednesday: 3rd floor



3. Bath Room

Hot water for bathing is available 24 hours a day.



4. Internet

Internet access is available in your room. For further information, please contact the Front Desk.



IV.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:

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.

2. Room Key

Please leave your room key at the Front Desk whenever you go out the Center. That is for confirmation whether you are in or out.



3. Valuables

JICA Tsukuba is not responsible for loss of your valuables or belongings.

Be advised to keep valuables in a safety box inside the closet in your room.



4. Staying Overnight

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



5. Visitors

Please receive visitors at the Lobby, the Dining Hall, or the Lounge on the 2nd floor. Visitors are not allowed to enter the Accommodation Wing.



6. Damage & Loss

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



7. Noise

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

8. Garbage Separation

Separate garbage into the designated re-cycling containers in the corridors. Please follow instructions posted on the wall.

Cans, glass and plastic bottles and incombustibles ⇒ trashcans in corridor

9. Items Prohibited

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

10. Fire Safety

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



11. Smoking

Smoking is prohibited in public spaces in JICA Tsukuba except for designated smoking areas. Use an ashtray when smoking in your room and do not throw cigarette butts into a dust bin. When full, place cigarette butts into the dust pot at recycling areas. Smoking in bed is strictly forbidden.



12. Before and During Sporting

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



We really appreciate your sincere attention and cooperation on these matters mentioned above. Please have a great time at JICA Tsukuba with a little care on your part and a good relationship with other residents, all our staff members, and neighbors.

V. Means of Transportation around JICA Tsukuba

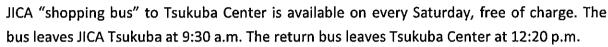
1. Bicycle

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



2. Bus

-Shopping Bus



-Public Bus

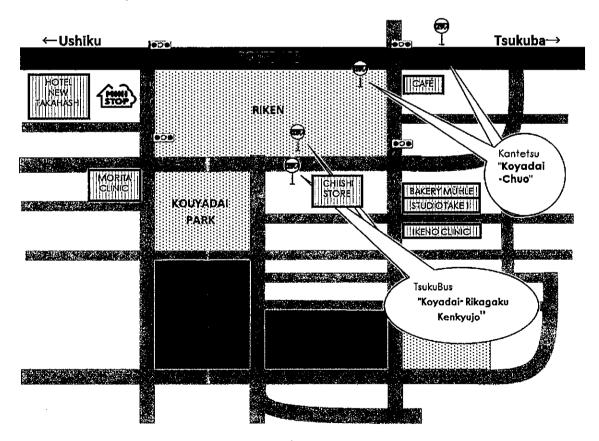
To Tsukuba Station: Ride a bus to Tsukuba Center from the bus stop "Koyadai-Rikagaku

Kenkyujo". (About 30 minutes, Fare ¥300)

To JR Ushiku Station: Ride a bus to Ushiku Station from the bus stop "Koyadai-chuo"

(About 15 minutes, Fare ¥380)

* Time table is placed at the bulletin board next to the front desk.



VI.Appendices

- > Traffic Rules
- > In case of emergency
- > Copyright Policy
- > How JICA Tsukuba is Tackling Environmental Preservation Issues
- Proper Separation and Disposal of Garbage and Recyclable Materials
- > On Sexual Harassment

研修員用災害マニュアル



Emergency Manual

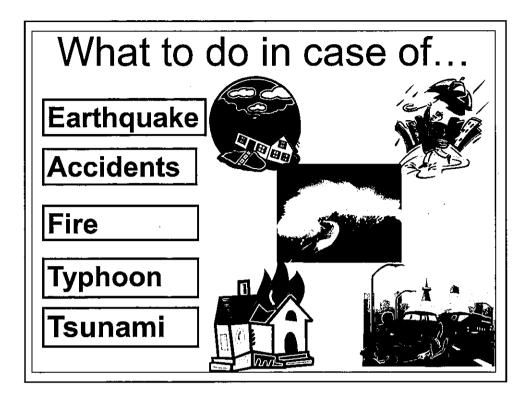
This manual is distributed to all JICA training program participants. The manual provides instructions on how to respond to emergency situations (i.e. earthquakes, fires, etc.) during their period of stay in Japan.

Japan is a disaster-prone country.

From summer through autumn, there are series of typhoons that bring strong winds, torrential rain, floods and landslides. In winter, there is heavy snowfall in the northern half of Japan. Throughout the year, there is risk of earthquake.

In order to minimize risk due to these natural disaster, JICA has equipped each international center with emergency food and equipment, and prepared evacuation procedures for JICA participants.





Earthquake

Rule1:

During the earthquake, hide under a desk or a table until the trembling stops. Keep away from glass windows and falling objects!

Rule2:

Turn off gas or oil heaters!

Rule3:

Avoid rushing out of buildings!

Rule4:

Open the door to secure an exit!

Rule5:

If you are outside, watch out for falling rocks, landslides, and tsunami (tidal wave)!

Remember these nine rules In case of an earthquake.

Rule6:

If you are in a public space such as shop, theater, or restaurant, follow the instructions by the staff!

Rule7:

Do not stay alone. Keep together and wait for rescue or medical help!

Rule 8:

When evacuating, go on foot and carry minimum items!

Rule 9:

Avoid being misled by false rumors!



Fire

- ① Evacuate immediately according to evacuation route.
- ②Alert others immediately.
 Shout "FIRE!"
- 3Call 119 for fire and rescue.
 - -Talk clearly and slowly.

Typhoon (1)





In case of a Typhoon,

- ①Do not go outside when strong wind is blowing. If you must go out, wear a helmet or a thick hat and be aware of flying or falling objects.
- ②Do not go near fallen electricity utility poles or sagging cables to avoid electric shock.
- ③Pay close attention to weather reports. If a warning to evacuate an area is given, evacuate as quickly as possible.

Typhoon(2)



In order to prepare for typhoons and floods,

- 1 Try to grasp information in advance through news and weather forecast.
- ②Your residence should be fully inspected. Any repairs or reinforcements should be completed.
- ②Close any windows or shutters.
- ③Any objects outside such as rubbish bins, flowerpots, etc, should be fastened or brought inside.
- (4) If you live in an area where flooding will be likely, place furniture and electrical Items, etc. as high from the ground as possible.
- ⑤In an event of a blackout (electrical power failure), have a flashlight, portable radio, etc. at hand.

Tsunami/Tidal Waves



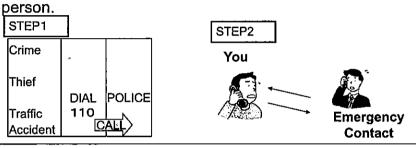
"Tsunami" is a series of large waves caused by an earthquake in the ocean floor. They are very different from normal waves, and have an incomparable power of destruction. Even Tsunami of only 10cm high can be very destructive.

In a coastal area, if you feel an earthquake, evacuate immediately to a safer higher ground as far away from the coast as possible.

How to call in emergency (1)

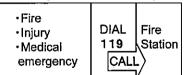
<u>STEP1</u>: When you encounter an incident such as crime or traffic accident, call 110 from the nearest phone (you will not need any coins). It will connect you to the nearest police station.

STEP2: After dialing 110 or 119, don't forget to call your JICA emergency contact person about your safety. Then, follow instructions from the contact



How to call in emergency (2)

In case of fire and/or a medical emergency, call 119 from the nearest phone (no coin is needed). You will be connected to the nearest fire station. Be sure to grasp the situation precisely in order to explain it to fire station.



When you dial 119, calmly tell the officer following:

- (1) It is an emergency.
- (2) What has happened.
- (3) Your location (address or some landmarks).
- (4) Your full name, and
- (5) The phone number from which you are calling. Wait for an ambulance and have your National Health Insurance card and JICA Medical Card ready.

How to call in emergency with public telephone



public telephone (the gray) Take the telephone receiver, and dial 110. Then, tell the number of the public telephone to the operator. (telephone card or coin are not necessary.)



public telephone (green) Take the telephone receiver, and push the red button on the lower left side of the telephone box.
Then tell the operator the number of the public telephone. (telephone card or coin are not necessary.)

How to call in emergency

When major earthquakes strike, there is a rush of telephone calls. As a result, the use of wireless phones such as mobile phones or PHS become overcrowded.

※It is better to use a public phone to make a call. Public phones have been designed to have a greater chance of making a connection after disaster has occurred.

XGray public phones may be used to make international calls.

Pre-disaster measures



- Confirm where the nearest evacuation center is
- Confirm where an emergency exit is in the hotel or JICA Center where you are staying.
- Place all your emergency items (helmet, copy of passport, medical card and emergency manual etc.) in an easy-to-access location. When you go out, don't forget to carry copy of passport, medical card and an emergency manual.



フロント販売品目

次の1~3について、民間事業者の負担で独立採算で販売して頂きます。値段設定は 民間事業者の裁量によります。参考までに平成26年度の販売価格及び平成25年度の取 扱実績を目安として下表に記載します。1~3以外にも、研修員にニーズがあると判 断される場合、これらに加え文房具、生活用品等の品目を同様に販売して頂くことも 差支えありません。

(これまで、シャンプー、ボディソープ、ヘアブラシ等が販売されたことがあります。)

No.	名称	H26年度の 販売価格	1か月当たり 取扱目安 (H25年度)	H25 年度年間実績
1	ブラステルカード	1, 000	119	年間1,424枚
2	マルチプラグ	800	14	年間165個
3	切手	各種	500円分	年間6,000円

以上

研修員貸出用スポーツ用品リスト

下記について、研修員用備品として貸出し、管理業務を行う。備品が破損した場合に は毎月末にJICA筑波担当者に報告を行う。

スポーツ用品在庫数(平成26年6月1日時点)

No.	備品名	数量
1	バレーボール	8
2	バスケットボール	18
3	サッカーボール	1
4	テニスラケット	23
5	テニスボール	64
6	バドミントンラケット	11
7	バドミントンシャトル	140
8	ビリヤードキュー	22
9	卓球ラケット	25
10	卓球ボール	12

以上

燕 严 艸 雷 \prec

1. 主要実績

・ 年間平均入館率は、約60%前半で推移・ 月平均140名位の来館者が有り。また、一般公開時に約900名、ちびっ子博士時で1日あたり通常来館者+70名程度見込まれる。

	3									١
平成25年度	**************************************	42,609	**************************************	06	36 (a //99j9)) 4 (a //	2,730	3,070	10,837	1.59'9	
平成24年度	* * 1 %08il9 * 1 % is	43,999		163	S	2,213	2,037	8,522	2,090	
平成23年度	101470% ST	44,046	4 5 1 8 1 8 1 8 1 8 1 8 1 8 1 8 1 8 1 8 1	161	1016B	1,594	1,131	7,483	4,295	
	火館率%	治教	从值率%。2.4.4.2.4	泊数	総数	件数		人数		
	宿泊(シングル)できる。		宿泊 少//シン 寒・ゆ・ながれる。 ここと		一般来館者 為	各種会議、セミナー、イベント	内、一般公開、ちびらに博士	NGO、学生等の来訪者	内、食堂外部利用者	

*入館率は、GW、年末年始を除く。 *平成23年度は震災のため、科学技術週間イベントは中止。

2.繁忙期

農業研修を中心に4月~11月頃までが稼働率のピークとなる。11月以降の冬季は農業関係のコースが少ない。

3.繁閑時間

・10:00~17:00に研修が行われる。 ・当センターの農業コース研修員は、昼休み部屋で休憩を取ることが多い ・フロントについては、研修開始前と17時~21時頃が繁忙時間帯となる。 ・客室清掃については、10:00~15:00が最適時間帯となる。

4.宿泊実績

平成25年度

(1) 個治殿(1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1											
	4月	5月		7月	8月	9月	10月	11月	12月	1月	2月	3月
チェックイン	15名	97名	51名	142名	105名	161名	193名	112名	18名	58名	140名	54名
Fry979h	33名	68名	57名	96名	101名	189名	201名	155名	81名	70名	54名	46名

154名 55名 3月 121名 57名 2月 83名 152名 1月 135名 72名 12月 115名 65名 11月 125名 84名 10月 189名 70名 16 93名 142名 8 月 8 51名 95名 川 61名 163名 6月 93名 118名 受付数 *管理棟、研修棟含む 163名 73名 (2)フロント 講師、業者 来訪者

292名 3月 383名 2月 362名 1月 276名 12月 310名 11月 308名 10月 272名 9月 308名 8月 322名 7月 317名 6月 313名 5月 *管理棟、研修棟含む 281名 4 J 受付数 (3) 警備 業者等

0.54% 20名 43084名 合計 3022名 0.00% 名 3月 2331名 0.09% 2名 2月 0.00% 1687名 名 1月 0.00% 6 1867名 12月 3572名 0.17% 6% 11月 0.00% 4722名 0名 10月 4230名 12名 0.28% 9月 5362名 分 0.00% 8月 4971名 8 0.00% 7月 0.00% 3838名 8名 6月 0.00% 3973名 0名 5月 0.00% 3509名 64 (4) 準高級研修員宿泊実績 4 F 宿泊者終数 (人泊) 準高級宿泊 查(人泊) 对宿泊者準 高級比率

平成24年度

(1) 宿泊受付数

	4月	5 Щ	<u>е</u>	7月	8月	100	10月		12月	三	2月	3月
╁	12名	70名	778	119名	157名	166名	240名	150名	61名	74名	96名	58名
\vdash	19名	51名	54名	68名	173名	230名	118名	148名	124名	38名	52名	65名

86名 3月 <u>2月</u> 167名 91名 1月 139名 127名 163名 102名 169名 105名 11月 179名 106名 10月 256名 59名 9月 149名 68名 8月 109名 91名 133名 6月 114名 62名 *管理棟、研修棟含む 5月 83名 74名 4月 受付数 2)フロント 来<u>訪者</u> 講師、業者