
KENSHU-IN GUIDEBOOK

JAPAN INTERNATIONAL
COOPERATION AGENCY
[JICA]

(April 2024)

FOREWORD

It is our great pleasure to welcome you to Japan to participate in the Knowledge Co-Creation Program organized by the Japan International Cooperation Agency (JICA) under the technical cooperation program of the Government of Japan. JICA's Knowledge Co-Creation Program has offered courses in various development issues to our partner countries based on each partner government's needs and requests. Participants are expected to bring back the knowledge and skills that they obtained through the program so that it will eventually contribute for the social and economic development of their own countries. As a representative of each government, participants are obliged to practice the best of the program during the course and back to their home countries, and we are sure that each participant understands the importance of their role and this opportunity provided by JICA.

This guidebook is designed in order to provide every participant with necessary information to make their stay in Japan as fruitful as possible. We hope you a careful reading it in order to understand your stay in Japan and your responsibilities as a JICA participant. It also explains each step of your itinerary, and by following this guideline, we are confident that you will have all the necessary information for your pleasant journey. Please keep this guidebook with you.

On behalf of JICA, I hope that you will know more about our country and cultivate friendship with our people, as well as with other participants - meanwhile we will also have a great deal to learn from each of you. Through the program, I believe that we will be able to develop mutual learning and understanding among people from all different unique experiences.

We are looking forward to meeting you in Japan.

Director General
Domestic Strategy and Partnership Department
Japan International Cooperation Agency

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I. BACKGROUND INFORMATION FOR PARTICIPANTS

You will be traveling to Japan as a participant of JICA's Knowledge Co-Creation Program. It is important that you read the following information carefully to understand (1) what JICA is, (2) about JICA's Knowledge Co-Creation Program, and (3) your status as a JICA participant.

1. What is JICA?

The Japanese government extends Official Development Assistance (ODA) to developing countries in supporting self-help efforts that will lead to economic and social betterment for the people of those countries.

The Japan International Cooperation Agency, also known as "JICA", is a governmental organization whose main function is to execute Japan's ODA.

2. JICA's Knowledge Co-Creation Program

Japan began its international cooperation in 1954, and "The Training Program in Japan" started in the same year by inviting sixteen participants from other parts of Asia.

Up to 2014, the term "training" had been used for the program, however, to inspire the program with "co-creating" approach of Japan, a new program title "The Knowledge Co-Creation Program" has been used from 2015. The term "co-creating" means the approach of building reciprocal relationships between Japan and the

participating countries in which both sides learn from each other and develop together.

The Knowledge Co-Creation Program remains an essential part of Japan's cooperation, and over past 60 years, more than 390,000 people have visited Japan from over 190 countries through the program. Recently, JICA hosts approximately 8,000 participants every year and this covers a whole range of areas such as governance, urban and regional development, health and medicine, education, environment management, peacebuilding and social security, natural resources and energy, disaster management and so on.

The objectives of JICA's Knowledge Co-Creation Program are: (1) to contribute to human resource development to address and solve target issues and challenges in developing countries, and (2) to contribute to the promotion of mutual understanding and friendship. The knowledge and expertise that the participants acquire in Japan strengthen societies and economies, and improve the lives of individuals in our partner countries. Furthermore, former participants with knowledge of and affinity for Japan bridge Japan and partner countries.

3. Status of Participants

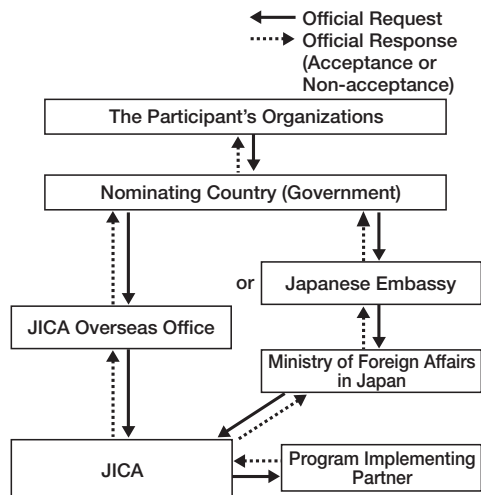
It is important for you to understand your legal status as a JICA participant while in Japan.

First and foremost, please keep in mind that you have been nominated by your government officially. Hence,

the Japanese government designates you officially as a "JICA participant," which in Japanese referred to as "JICA kenshu-in" (JICA研修員), and JICA becomes your guarantor by allowing you entering and residing in Japan legally for the duration of the designated course.

4. Participants Acceptance Process

Participants' acceptance in JICA's Knowledge Co-Creation Program is informed through diplomatic/official channels. The flowchart below describes the process of application submission and acceptance of the program.



II. REGULATIONS AND OBLIGATIONS

1. Participant : Rules and Regulations

As a JICA participant, you are required

- (1) to strictly observe the course schedule,
- (2) not to change course subjects or extend the course period, and not to change air ticket and lodging by yourself,
- (3) not to bring any members of your family (participants of long-term program exempted),
- (4) to return to your home country according to the travel schedule designated by JICA,
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) to refrain from engaging in political activities or any form of employment for profit or gain,
- (8) to discontinue the course, should you fall seriously ill and be considered unable to continue the course,
- (9) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the course expenditure depending on the severity of said violation,
- (10) to discontinue the course, should you commit

illegal or immoral conduct such as cannabis possession, narcotics and other illicit drugs usage*, possession of guns and bullets**, sexual harassment*** and shoplifting****,

- (11) not to drive a car or motorbike, regardless of an international driving license you may possess, and
- (12) to observe those rules and regulations at the place of your accommodation such as the rules below and not to change accommodation designated by JICA.
 - (i) to understand bringing out any fixture of your accommodation may be against the regulation.
 - (ii) to confirm the type of your room whether it is non-smoking room or not.
- (13) to comply with terms of use of copyrighted works for the KCCP that are shown on the JICA website. (https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/online/online_01.html)



* Cannabis possession, narcotics and other illicit drugs usage

The possession, abuse and handover of drugs, and the aiding and abetting of these behaviors constitute “crimes.” Any and all drug-related behaviors are by no means approved by Japanese laws, and subject to strict punishment.

If you commit such criminal acts, you will be arrested and found guilty, which will result in reporting to the government of your home country and ruining your life.

The following are the main penalties for the drug abuse and drug-related behaviors.

Cannabis

- Import, export and cultivation . . . up to 7 years of imprisonment
- Possession, handover, receiving and use . . . up to 5 years of imprisonment

Even if you are just in possession of cannabis, it constitutes a crime.

Illegal cultivation of cannabis is also prohibited by law.

Stimulant drugs

- Import and production . . . finite term of not less than 1 year of imprisonment
- Possession, handover, receiving and use . . . up to 10 years of imprisonment

MDMA(3,4-methylenedioxy-N-methamphetamine)

- Import and production . . . between 1 year and 10 years of imprisonment
- Possession, handover, receiving and use . . . up to 7 years of imprisonment

Recently, cases of drug abuse including cannabis, MDMA and dangerous drugs have been increasing in Japan.

The abuse of drugs has serious, adverse impacts both physically and mentally, and might in some cases cause death.

You should never “be given,” “purchase” and/or “use” cannabis or other drugs. Furthermore, you should always bear in mind that a drug risk is nearby and don’t think, “Drugs are nothing to do with me.”

***Possession of guns and bullets

Japanese law prohibits the possession of guns and bullets. Should you have them in your possession, the police will arrest you. You would be guilty in principle and could be sentenced to imprisonment.

***Sexual Harassment

Sexual Harassment is defined as any unwanted comment or action of a sexual nature which make other feel uncomfortable, regardless of whether these comments of actions are directed at the recipient. Basically, even though unintended, whenever someone feels himself/herself to be harassed, such comments and actions may constitute sexual harassment. The points is how the recipient feels, not what the intention of offender is.

It is important, in order to avoid sexual harassment, to express your feelings and to understand the feelings of others. We all must be aware of our differing social and cultural backgrounds.

Japanese law bans sexual harassment, and JICA disapproves of such behavior in any form. In addition, sexual harassment cases might be reported to the government of the participant's home country.

The following show how to avoid committing sexual harassment.

- (i) Realise that people with different positions, gender or opinions react differently to sexual comments and behavior. Understand that people from different social, cultural, religious or generational backgrounds may also react differently to such behavior.
- (ii) Be aware that people will not always express their disapproval of your comments and/or behavior. It is wrong to assume that a person does not take offense to your comments and/or behavior just because he/she not protested. Resisting or moving away from the person is also a way of saying 'No'.

The following are example of comments and actions considered to be forms of sexual harassment. It should remember, however, that the customs of other countries might place acts not included among those listed below within the sphere of sexual harassment.

- (i) Exchange vulgar jokes
- (ii) Display of pornographic materials (such as poster of nude men or women)

- (iii) Purposely showing or reading aloud pornographic magazines or other material
- (iv) Persistently asking another for a date, to dine together, etc
- (v) 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)
- (vi) Insistence on a sexual relationship with another.

Reference video: "Preventing Sexual Harassment Resulting from Differences in Culture and Customs"

The video contains some examples and points to note about sexual harassment which might result from differences in culture and customs of your country and Japan. All participants are requested to watch this video before coming to Japan.

English version

<https://vimeo.com/866218222?share=copy>

French version

<https://vimeo.com/866221506?share=copy>

Spanish version

<https://vimeo.com/866222695?share=copy>

Portuguese version

<https://vimeo.com/866223783?share=copy>

* Password: jicabrief15

The above common password is required for viewing.



***Shoplifting

Japanese law bans crimes such as shoplifting and JICA also disapproves of those crimes committed by participants.

Keep in mind that such behavior brings JICA and your country into disrepute and it will be reported to the government of your country.

It is important to be aware it will be considered as shoplifting if you bring out goods from the shop before the payment. Be aware that your behavior in shops is always monitored by security camera and plain-clothes security agent.

2. JICA Centers : Rules and Regulations

For a comfortable stay at JICA Centers, you are requested to observe the following rules and regulations.

- (1) Return to the JICA Center before 11:00p.m (the closing time depends on the Center), If you are unable to return in time, call the JICA Center as soon as possible to let them know where you are and your estimated time of return.
- (2) Stay out overnight: If you stay out overnight for private reasons, you are required to inform in advance by submitting a Stay-out Application form to the Front Desk.
- (3) Fire Prevention: The use of electric heaters, stoves, toasters or any kind of heating appliance is prohibited for the prevention of fire. Smoking in

bed and cooking in your room are strictly forbidden. (Participants of long-term program are required to follow rules and regulations at their accommodations that are established specifically for participants of long-term program.)

- (4) JICA has drawn up "Environmental Policy" as a measure for environmental protection. Each participant needs to understand JICA's environmental policy and activity and perform energy saving and separate garbage according to the rules of JICA Centers.

Note: Please refer to accessible URL of respective centers for more information, such as map, facilities and services.

3. Reports and Materials (Submission of Reports)

- (1) Before Coming to Japan

Participants in the Group and Region Focus (GRF) program are required to prepare a report and other materials as described in the GI (General Information), and submit them to the JICA overseas office or the Embassy of Japan before coming to Japan.

If you are to participate in an Country Focus program, and plan to study and experiment using data and samples from your own country during your stay in Japan in order to study regarding the current situation in your fields, you should be sure to prepare and collect the necessary data and samples to take with you on the trip

to Japan.

(2) After Arriving in Japan

In accordance with the instructions which may be prescribed by JICA or the participant's program implementing partner, you will be required to prepare and submit reports, answer an evaluation questionnaire, and prepare other documents.

4. Copyright Act

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 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.

5. Health Requirements

You are expected to be in good health, both physically and mentally, so as to complete the courses. All of the nominees are advised to have a physical check-up before coming to Japan. You are also requested to record your health status on the medical history form

and to attach a medical information letter from your doctor (preferably, printed in English) that describes the current status of your illness and the permission to visit Japan.

Also the participants who are scheduled to stay more than six months will undergo a detailed health check upon their arrival in Japan. In case the medical examinations disclose any serious illness or unfavorable health conditions, early termination of their course will be recommended. (Please see page 27 for IV. MEDICAL SERVICES)

You are expected to maintain your good health throughout your stay in Japan, however JICA pays a premium for you to obtain medical insurance to reduce the burden of emergency medical expenses. Since pre-existent illness, dental treatment, and pregnancy related care are not covered by the insurance (See page 27 for details), those who have chronic diseases, are strongly suggested: to consult one's doctor before departure, to carry sufficient quantities of a prescription medicine for the length of your stay in Japan, and the medical records including proof of need. (The maximum amount of medicine you can bring into Japan for personal use is equivalent to one month's supply, and you should ensure by below website that the medicine to be brought in is not prohibited nor restricted in Japan. If you need to bring more than the restricted quantity of medication into Japan, you need to apply for a so-called "Yakkan

Shoumei”, a kind of import certificate to the Regional Bureau of Health and Welfare in advance. In this case, please contact the contact number in the following website.

(<http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>)

Moreover, JICA Centers have no medicines that can be provided to you, so please bring some medicines you need from your country when coming to Japan, such as stomach medicines and pain reliever as well as for prescription. You cannot purchase medicines without prescription in most cases.

Stress connected with living in a foreign country might be a factor that worsens your health status. That can result in failure to complete courses and added medical bills.

Staying in good health is your own responsibility.

(1) Economy Class Syndrome

When the movement of the legs is reduced for long period of time blood clot may be formed. Such blood clots in your veins may travel through your bloodstream and lodge in your lungs, blocking blood flow. This is how Economy Class Syndrome develops and this may results fatal condition.

(2) To prevent Economy Class Syndrome

- exercise
- hydrate
- deep breathe

- avoid tight clothing

6. Termination of Program

Please be aware that your status as a JICA Participant is subject to termination in the event that:

- (1) you fail to observe the aforementioned regulations,
- (2) you fail to maintain a satisfactory level of performance, or
- (3) you fail to observe Japanese laws and ordinances during your stay.

You are expected to behave as a representative of your government, country, and people while you are in Japan.

III. ALLOWANCES

Allowances provided for you are meant to cover basic expenses for your living and program while you are in Japan. Allowances outlined in the JICA regulations are Living Allowance, Accommodation Allowance, Transportation and Commutation Allowances, and Supplementary Allowances (Outfit Allowance and Stop-Over Allowance).

(Please note that the allowance for participants of long-term program differs; therefore, some parts of the following explanation may not be applicable. For details, see “Handbook for JICA Long-term Participants” which will be provided upon arrival in Japan.)

1. Living and Accommodation Allowances

(1) Living Allowance

The allowance for your daily expenses (meal expenses included), which you will receive from JICA during your stay in Japan, will normally cover the entire course period between the dates of your arrival in and departure from Japan. The amount will vary according to your living situation. See Table 1 for further details.

(2) Accommodation Allowance

Basically, you are required to stay at a designated JICA Center. However, depending on the occupancy situation of the Center, you may be required to stay at a non-JICA accommodation facility (normally, either a local hotel arranged by JICA or other hostel). In this case, JICA will pay your room

charge to the hotel through the travel agency. In some cases, however, accommodation allowance will be paid to you, and you must pay the room charge by yourself. See Table 1 for further details.

(3) Allowance Adjustment

There is a possibility that the amounts issued for the allowances mentioned above will be adjusted according to changes in JICA's regulation or your living situation. There may also be cases where you will be required to refund some amount.

Table 1. Living and Accommodations Allowances

(As of Apr. 2024)

Accommodation	Living Allowance	Accommodation Allowance
JICA Centers	¥ 2,800 / day	Free accommodation with a free breakfast and a meal card that will be applicable toward the evening meal (see details below)
Non-JICA Center Facilities	¥ 5,000 / day	Free accommodation or rate of room charge
Rented accommodations (only for participants of long-term program*)	¥ 4,953~¥ 5,052 / day	N/A

*Participants of long-term program : those staying more than a year.

- (i) As for your departure day from Japan, the equivalent amount of dinner will be deducted from the total amount of your living allowance (In case that you are staying at a JICA Center or a hotel).

(4) Meal Card

When you stay in the JICA Centers, the front desk of the JICA Center will give you a Meal Card at the time of check-in.

The Meal Card will be credited with an amount that is based on the scheduled length of your stay at the JICA Center* and notice of this amount will be given to you. The card is worth ¥ 1,100 per day, and can basically be used for lunch and evening meals. The total value of the card is ¥ 1,100×(times) the number of nights you are scheduled to stay. Please note that the amount will be subject to adjustment in cases where there are changes made to the period of stay.

* Halal food is available at dining halls in JICA Centers.

2. Transportation and Commutation Allowance

(1) Transportation Allowance

Transportation allowances will be provided by JICA in the form of either ticket or advance payment into your bank account.

(2) Commutation Allowance

- (i) You will receive a Commutation Allowance to cover travel expenses to and from the place of program.
- (ii) A commuting pass will be issued if you commute to the same place for more than 15 days in one month. Participants of long-term program *must

pay for his (her) transportation and commutation expenses from the entire allowances given.

*For details, see “Handbook for JICA Long-term Participants” which will be provided upon arrival in Japan.

3. Supplementary Allowances

In addition to the Living, Accommodation, Transportation and Commutation Allowances outlined above, the followings will be paid in one lump sum to cover supplementary expenses.

(1) Outfit Allowance (Long-term Only*)

Upon arrival, you will receive an allowance to cover costs for what you may have to purchase for traveling to and living in Japan.

See Table 2 for further details.

Table 2. Supplementary Allowance (Lump Sum)

Duration of Course	Long-term Only*
Outfit Allowance	¥ 100,000

*For details, see “Handbook for JICA Long-term Participants” which will be provided upon arrival in Japan.

(2) Stop-Over Allowance

According to the regulations, JICA pays Stop-Over Allowance to the participants who need to stop-over, either to apply a Japanese visa or as a result of the flight schedule, under the following conditions of Table 3. and Table 4. (In some cases, it is required to submit receipts of accommodation to JICA.)

Table 3. Amount of Stop-Over Allowance
(Fixed Amount)

	Accommodation Allowance	Living Allowance
Ordinary Area	¥ 12,000	¥ 4,000
Special Area*	¥ 20,000	¥ 6,500

*Special Area : Abidjan, Abu Dhabi, Geneva, Jeddah, Kuwait, London, Los Angeles, Moscow, New York, Paris, Riyadh, San Francisco, Singapore, Washington D.C., Auckland and Vienna

Table 4. Regulation for Payment of Stop-Over Allowance

	In the case of airlines arrange the hotel	In the case of airlines do not arrange the hotel
6 hours > Connecting Time > 0 hours	JICA does not pay any allowance.	JICA does not pay any allowance.
24 hours > Connecting Time \geq 6 hours (NOT Taking over 2 days)***	JICA does not pay any allowance.	Participants arrange and pay the day-use hotel* by themselves, if they would like. JICA refunds only the actual room charge in Japanese yen <u>with the hotel receipt</u> after their arrival in Japan.**
Connecting Time \geq 6 hours (Taking over 2 days)***	JICA does not pay any allowance.	Participants arrange and pay the hotel by themselves, if they would like. JICA pays the fixed amount of Stop-Over Allowance after their arrival in Japan. (See Table 3)****

* Day-use hotel : Accommodation for daytime use (not including airport lounge)

** Please note that in this case :

- JICA does not pay without clear hotel receipt (actual use).
- JICA pays only the actual room charge up to the fixed amount of Accommodation Allowance (See Table 3)
- JICA does not refund the money for meals, telephone calls, transportation, etc.
- JICA does not pay Accommodation Allowance for day-use hotel in return flight.

*** Criteria for Taking or NOT taking over 2 days :

- 17:59 ~ 23:59 \Rightarrow NOT taking over 2 days
- 18:00 ~ 24:00(0:00) \Rightarrow NOT taking over 2 days
- 23:59 ~ 05:59 \Rightarrow Taking over 2 days
- 24:00(0:00) ~ 06:00 \Rightarrow Taking over 2 days

**** For the stay to apply a Japanese visa in a transit country, JICA arranges the hotel.

4. Payment Method

(1) Bank Account

You will be given a Sub-account (hereafter, “bank account” or “account”) under the JICA’s master account for temporary use during your stay in Japan. All allowances will be deposited into the bank account at regular intervals or in a lump sum depending on the length of your stay. If you terminate your course before completion, you must refund to JICA the Living and Accommodation Allowances for the remaining days of the course period.

(2) Reimbursement on Transportation

For reimbursement of what you have spent on transportation (commuting), you must fill in a commutation allowance form and submit it to the Program Officer or Training Coordinator at least ten days prior to your departure date from Japan. For reimbursement of taxi fares, you need prior approval by the Program Officer and receipts must

be submitted.

(3) Supplementary Allowances

Supplementary Allowances will be deposited into your account* in one lump sum at the beginning of your program. Even if your course length and/or the program in which you are participating should change, the amount of these allowances will not be altered.

(4) Stop-Over Allowance

In order to receive a Stop-Over Allowance, in some cases you are requested to present relevant receipts upon arrival.

(5) Receipt Bank Card

Allowances can be withdrawn from your account with the bank card which is given to you at the briefing session. During the session, business hours, banking days and card usage will be explained as well.

(6) Cash Withdrawal

You are reminded to withdraw all your cash from the bank account before your return day. Otherwise, any balance remaining in your account will be returned to Japanese National Treasury.

(7) Return Bank Card

You must return the bank card to JICA before you leave Japan.

*Please note:

“Your bank account” is one of the many sub-

accounts under the JICA’s master account (in other words, JICA is the account holder). You can use the account only for receiving JICA allowances during your stay in Japan. The sub-accounts, including yours, do not accept any deposits and/or payments coming from any party other than JICA.

5. Your Responsibilities

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses:

- Passport fees (for re-issuance and extensions, etc.)
- Transit country visa fees and transportation expenses to obtain Visa
- Transportation expenses to obtain Japanese Visa
- Home country domestic travel expenses
- Departure tax*¹
- Airport tax*¹/airport facility charges*¹ outside of Japan, including third countries
- Customs duty
- Excess baggage charges*²
- Compensation for lost and/or damaged baggage
- “No show charge” to the transit airport hotel (non-refundable)
- Lost - ticket fee

- Accommodation fee for day-use hotel in return flight
 - Transportation expenses other than official programs
 - Telephone bill or mini-bar tab at accommodation
- Note: If participant does not follow the regulation of JICA, the participant may have to bear such other cost of necessary expenses.

*1 When these taxes should be paid separately from airfare JICA does not pay it.

*2 Please take care the each flight's baggage allowance in your round route. Some participants may use plural airline companies. Each airline company sets its own baggage allowance. JICA will not bear the gap between your baggage weight and baggage allowance.

IV. MEDICAL SERVICES

All JICA participants are eligible for JICA medical services for the full period of their stay in Japan from the arrival until the departure. (For a round-trip flight to and from Japan, it is recommended to buy traveler's insurance for yourself.) **However, medical expenses described in page 28 1.(3) will NOT be covered by JICA. Therefore, you shall be responsible for paying any cost for treatment of said medical conditions. Furthermore, medical conditions such as those mentioned above may result in termination of the course.** Those participants who will be in Japan in **excess of six months** are **required to have a medical examination** upon arrival in Japan (See page 30 for further details).

1. Medical Card

- (1) You will be automatically covered by insurance arranged by JICA. A Medical Card, certifying that you have medical insurance, will be given to you at the JICA briefing session. This card is to be used for necessary medical treatment during your stay. Medical expenses will be covered in accordance with the provisions of the medical insurance.
- (2) If, for some reason, the clinic or the hospital you visit does not accept the Medical Card, you should pay the charge in cash on your own. Keep the

receipt and your program officer will reimburse the amount to you.

(3) The following medical expenses **will NOT be covered by the medical insurance**:

- (i) Medical treatment for illness or injury caused by willful misconduct
- (ii) Medical treatment of **pre-existent illness**
- (iii) Corrective surgery this is not immediately required
- (iv) Cosmetic surgery
- (v) Immunizations or routine medical examinations and vaccinations
- (vi) Any medical treatments related to and resulting from pregnancy and/or childbirth
- (vii) Dental treatment
- (viii) Purchase or repair of corrective eye glasses
- (ix) Medical treatment over 180 days commencing from the date of the accident or medical treatment
- (x) Medical Checkup
- (xi) Other some treatments defined by the insurance conditions

2. Medical Care

(1) Emergency Medical Care

Emergency medical care is readily available within minutes with a simple telephone call through a system of communication with the fire

departments, most of which are equipped with ambulances. Dial 119 to call an ambulance. If there is an emergency, contact either the JICA staff, who can be reached at the JICA Center or the personnel at the front desk of your accommodation.

(2) Non-Emergency Medical Care

See a health staff at a JICA Center or any other lodging facility who works cooperatively with local community hospitals. If necessary, he/she will arrange further and specialized treatment. If, for some reason, a health staff is not available at your lodging facility, contact any of the JICA staff or Coordinator.

3. Examination upon Arrival

Along with an increase in the number of JICA participants, there has been a subsequent increase in the number of participants who suffer from serious illnesses such as kidney failure, tuberculosis and liver complications during their stay in Japan. Some of these participants may have to be hospitalized for long periods and some have to terminate their course before completion. A golden opportunity is thus lost.

In order to avoid this sort of circumstance from arising for both participants and JICA, those participants who will be in Japan in excess of six months are requested to undergo a medical examination upon their arrival in Japan.

The participants stay in Japan for 3 months or longer have to undergo an X-ray examination.

The participants stay in Japan for a month or longer on the program in medical institutions also have to undergo an X-ray examination.

The participants other than those mentioned above may undergo the medical examination due to their courses subjects.

V. PREPARATION and ARRIVAL IN JAPAN

1. Preparation for Departure (Checklist 1, 2, 3, 4)

After you receive an official notification of acceptance from one of the JICA overseas offices or from an Embassy of Japan, you are required to check all the items on the four checklists shown below. Be sure to understand fully, and have answers for each item. Otherwise, you may have trouble on your way to or during your stay in Japan.

Checklist 1.

Identification of the Knowledge Co-Creation Program

Things you should receive:

☐ Official Notification of Acceptance

If handed over by JICA Office

☐ "General Information (GI)"

(Group and Region Focus (GRF) program only)

Things to remember:

☐ Name of the Knowledge Co-Creation Program

☐ Objectives of the program

☐ Program Schedule

from _____ to _____

Checklist 2.

Procedure for Departure

You must have/prepare:

- ☐ Passport ¹
- ☐ Entry Visa for Japan ²
- ☐ Entry Visa for Transit Country ² if necessary
- ☐ Flight Ticket ³
 - Departure Date _____
 - Flight Number _____
 - Destination _____
- ☐ Confirm whether or not all necessary flight ticket coupons are issued.
- ☐ Confirm whether or not all necessary flight ticket coupons remain after you check in.
- ☐ Immunization if necessary

Checklist 3.

Preparation of Reports and Report Presentation Materials (or materials for report presentation)

Participants should:

- ☐ Fill out Questionnaire (Group and Region Focus (GRF) program only)
- ☐ Prepare Country (or Job) Report (Group and Region Focus (GRF) program only)
- ☐ Prepare other materials

Checklist 4.

Preparation of Personal Belongings

- ☐ Passport and visa
- ☐ Flight ticket
- ☐ 2~3* copies of your photograph (4.5cm×3.5cm)⁴
 - *3 required when you stay for 90 days and longer in Japan
- ☐ Cash ⁵
- ☐ This guidebook
- ☐ Japanese language textbook and CD
("Simple Conversation in Japanese")
- ☐ Clothes (see APPENDIX 7)
- ☐ Items for personal hygiene, etc. (note: Japan uses 100V AC, plug shape and full size is as figure on page 34)
- ☐ Toiletries (soap, shampoo, shaving kit, toothbrush / paste, etc.)⁶
- ☐ Dictionaries
- ☐ Stationery, writing instruments
- ☐ Umbrella
- ☐ Medicine (for prescription and for your personal use)
- ☐ Business cards (if you have some)
- ☐ Laptop Computer and Internet Cable (if you have)

In addition to the above items, other necessary items may be specified in the GI according to the content of the course. Please note that Halal food

and vegetarian menu are available at all the JICA centers in Japan.

(FYR) Plug used in JAPAN (100V)



*When you bring Laptop Computer from your country, please make sure that you need a voltage converter to 100V and travel plug (type A).

Notes

¹ Passport:

It is your responsibility to ensure that your passports remain valid throughout your stay in Japan. Some third countries may require the participants to have a machine readable passport in order for them to transit, it is the participants' responsibility to obtain the same.

² Entry Visa for Japan or Transit Country:

(1) Visas for Japan:

You must obtain an entry visa to Japan that indicates status as a JICA participant (visa for "Trainee visa") or JICA scholar (visa for "student visa"), regardless of the duration of the designated course, and even if citizens of your country are exempt from obtaining tourist visas.

You must check if your status for visa is correct as soon as visa is issued.

Your visa as a JICA participant will be issued by the diplomatic mission of the Embassy or Consulate of Japan nearest you. If there is no Japanese diplomatic mission in your country, you will have to stay over in a transit country for as long as it takes to receive the visa (probably more than one day).

You must make sure to check the "term of validity" of visas by yourself. The term of validity should be long enough to cover the duration of the designated course.

(2) Visas for transit country:

When visiting or leaving Japan, you may be required to obtain visas for transit countries. Where this is the case, it is your responsibility to obtain and pay for the visas. JICA will not bear any costs for transit country visas. Since it is difficult to obtain visas for transit countries in Japan, you are advised to obtain the necessary visas for round-trip travel before you leave your home country.

³ Flight ticket

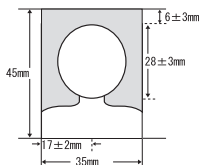
As a rule, tickets are reserved by a travel agent designated by JICA, and are sent to you through either JICA overseas office or the Japanese Embassy (or Consulate).

Those tickets are NOT subjected to change under any circumstances, such as flight times.

dates, classes, routes, etc., according to the JICA's rules and regulations.

4 Photograph:

For administrative purposes, you are requested to bring to Japan 2~3 copies of your recent photograph (taken within the past 6 months) (4.5cm×3.5cm)



*Those who stay in Japan for 90 days and longer need 3 copies of the photos with the head size 25mm~31mm.

5 Cash for Incidental Expenses during Travel or upon Arrival in Japan:

You are advised to carry some cash in Yen or US dollars for expenses on the way to Japan and upon arrival in Japan. You will be responsible for payment of the following expenses:

- (1) Taxes that may be incurred during your trip (such as departure taxes, transit airport taxes, etc.)- These expenses will not be paid by JICA.
- (2) Excess baggage charges-These expenses will not be paid by JICA.
- (3) Expenses you paid for stop-over in a transit country – JICA will pay Stop-Over Allowance only under the conditions of Table 3. and Table

4. on Page 21-22.

* Expenses such as for food which you paid after arrival in Japan until when you receive your "living allowance" in JICA Center.

JICA will pay the living and other allowances within a few days after your arrival in Japan and it will cover the fundamentally necessary cost for staying in Japan. The transfer date for the allowances will be informed at a briefing for the first day of your program.

You are requested to prepare approx. ¥5,000(or \$50) cash on hand to pass the beginning day in Japan.

6 Toiletries:

Accommodations in JICA Center are not enough equipped with toiletries (soap, shampoo, tooth-brush and paste, etc).

Therefore, it is recommended that you bring a sufficient supply of these items with you for your personal use over the few days.

2. Arrival at Japanese Airport

When arriving in Japan, some participants will make connections to domestic flights and some will not. The procedure upon arrival is different depending on domestic flight connections. See (1) through (3) on page 38-40 for details.

The travel agent designated by JICA will meet and take you to your accommodations. Please check the information sheet sent with your flight ticket. Your meeting place with the travel agent is written on it. **If you can not meet the travel agent, you should call the travel agent, or the JICA Centers. Please don't be away from your meeting place.**

(1) No Connecting domestic flights

If you don't take any connections to domestic flights in Japan, you should just go through the following international arrival procedures:

1. Pass through Immigration
2. Receive "Residence Card"

in case of that the duration of your stay in Japan exceeds three months

3. Collect baggage

If your baggage does not show up, or your baggage is damaged, show your baggage claim tag to airline staff and get assistance.

4. Pass through Customs

(2) Connection from international to domestic flights at the same airport.

If you transfer from international to domestic flight at a same airport in Japan, you should go through the international arrival procedures first, then the boarding procedures of domestic flight under the guidance of travel agent.

(International arrival procedures)

1. (Same as above (1) "No Connecting domestic flights" 1.)
2. (Same as above (1) "No Connecting domestic flights" 2.)
3. (Same as above (1) "No Connecting domestic flights" 3.)
4. (Same as above (1) "No Connecting domestic flights" 4.)
5. Meet travel agent in arrival lobby
(Boarding domestic flight)
6. Go to Domestic Check-in Counter

For the connections at Narita International Airport, Haneda Airport, Kansai International Airport, see the maps on pages 42-61.

7. Board domestic flight for your final destination

*At Narita Airport, a few domestic flights can be transferred without passport control procedures when airline staff informed at the check-in counter in your country that you are subject to passport control procedures outside of Narita Airport (at Kansai or Central Japan international airports).

- (3) Connection from international to domestic flights at different airports.

If your connection from international to domestic flight at different airports, such as Narita International Airport and Haneda Airport, you should go through the international arrival procedures and go to the airport for your domestic flight under the guidance of the travel agent.

(International arrival procedures)

1. (Same as above (1)“No Connecting domestic flights”1.)
2. (Same as above (1)“No Connecting domestic flights”2.)
3. (Same as above (1)“No Connecting domestic flights”3.)
4. (Same as above (1)“No Connecting domestic flights”4.)
5. Meet travel agent in arrival lobby
(Boarding domestic flight)
6. Moving to the airport for your domestic flight
7. Go to Domestic Check-in Counter
8. Board domestic flight for your final destination

Emergency Contact

If you can not meet the travel agent designated by JICA, you should call the travel agent or the JICA Centers.*

JICA Centers

- JICA Hokkaido (Sapporo)
011-866-8333(in Japan)
+81-11-866-8333(outside of Japan)
- JICA Hokkaido (Obihiro)
0155-35-1210(in Japan)
+81-155-35-1210(outside of Japan)
- JICA Tsukuba
029-838-1111(in Japan)
+81-29-838-1111(outside of Japan)
- JICA Tokyo
03-3485-7051(in Japan)
+81-3-3485-7051(outside of Japan)
- JICA Yokohama
045-663-3251(in Japan)
+81-45-663-3251(outside of Japan)
- JICA Chubu
052-533-0220(in Japan)
+81-52-533-0220(outside of Japan)
- JICA Kansai
078-261-0341(in Japan)
+81-78-261-0341(outside of Japan)
- JICA Chugoku
082-421-6300(in Japan)
+81-82-421-6300(outside of Japan)
- JICA Kyushu
093-671-6311(in Japan)
+81-93-671-6311(outside of Japan)
- JICA Okinawa
098-876-6000(in Japan)
+81-98-876-6000(outside of Japan)

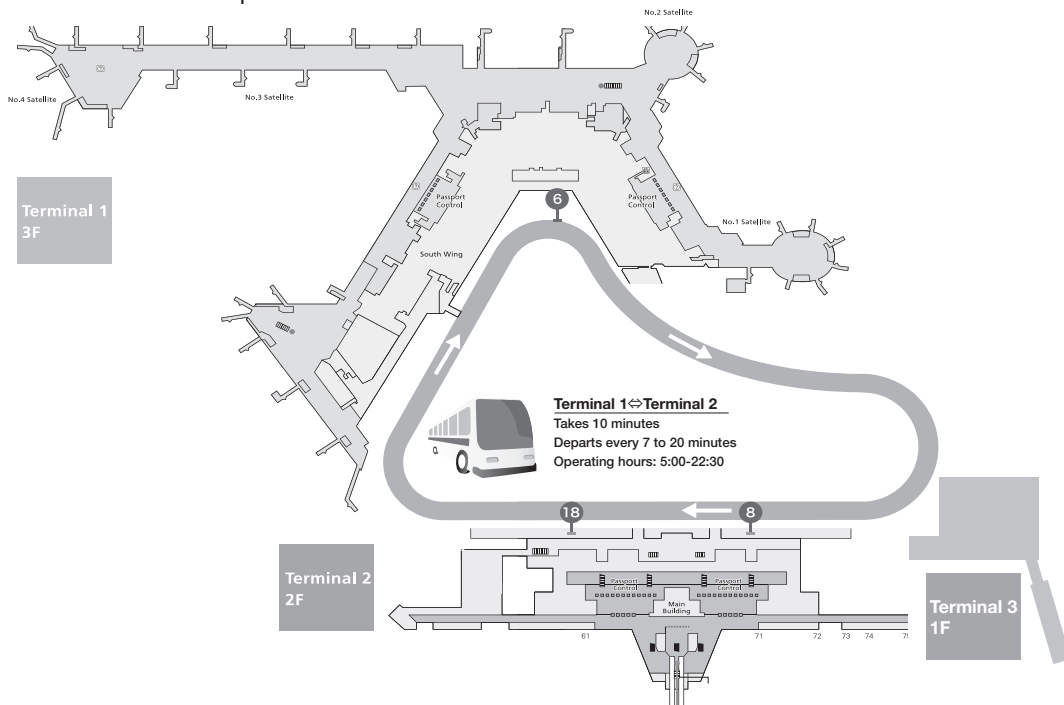
*The travel agent

Please check the information sheet sent with your flight ticket.

3. Narita International Airport (NRT)

Narita Airport has three terminals: Terminal 1, Terminal 2 and Terminal 3. Between the terminals, connection bus (free of charge) is available. The terminal is different for each airline. (See page 44-45). JICA Participants mostly make flights at Terminal 1 and Terminal 2.

(1) Overall view of Narita Airport



(2) Terminal Guidance of Airline

The allocation of terminal is subject to change.

Please see the website of Narita Airport to check the latest Airline information.

https://www.narita-airport.jp/en/t_info



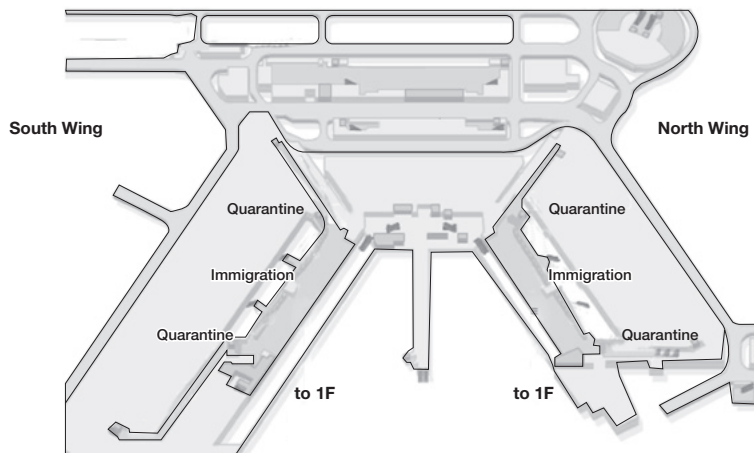
When you would like to know the exact location of your flight, please confirm with your airline or the website of Narita Airport.

<https://www.narita-airport.jp/en/flight/today>



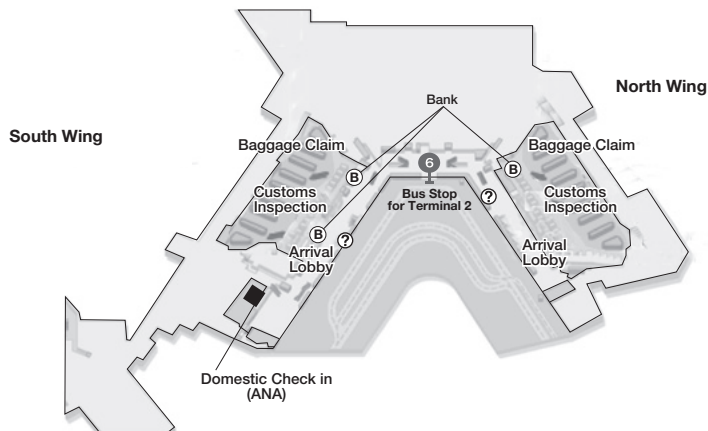
(3) NARITA AIRPORT Terminal 1

2F



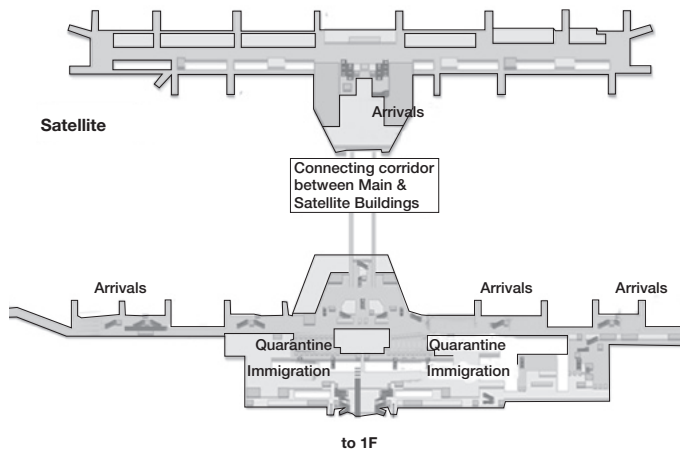
1F

- B** Customs Inspection
- B** Arrival Lobby

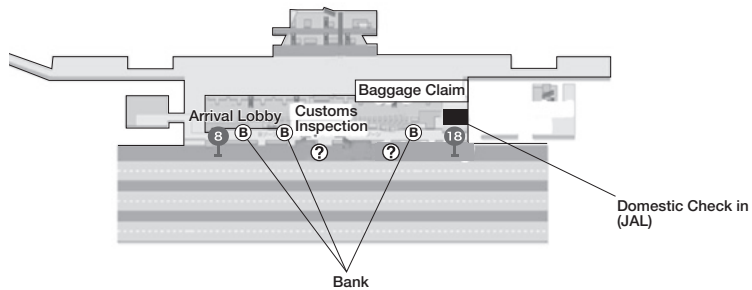


(4) NARITA AIRPORT Terminal 2

2F



1F

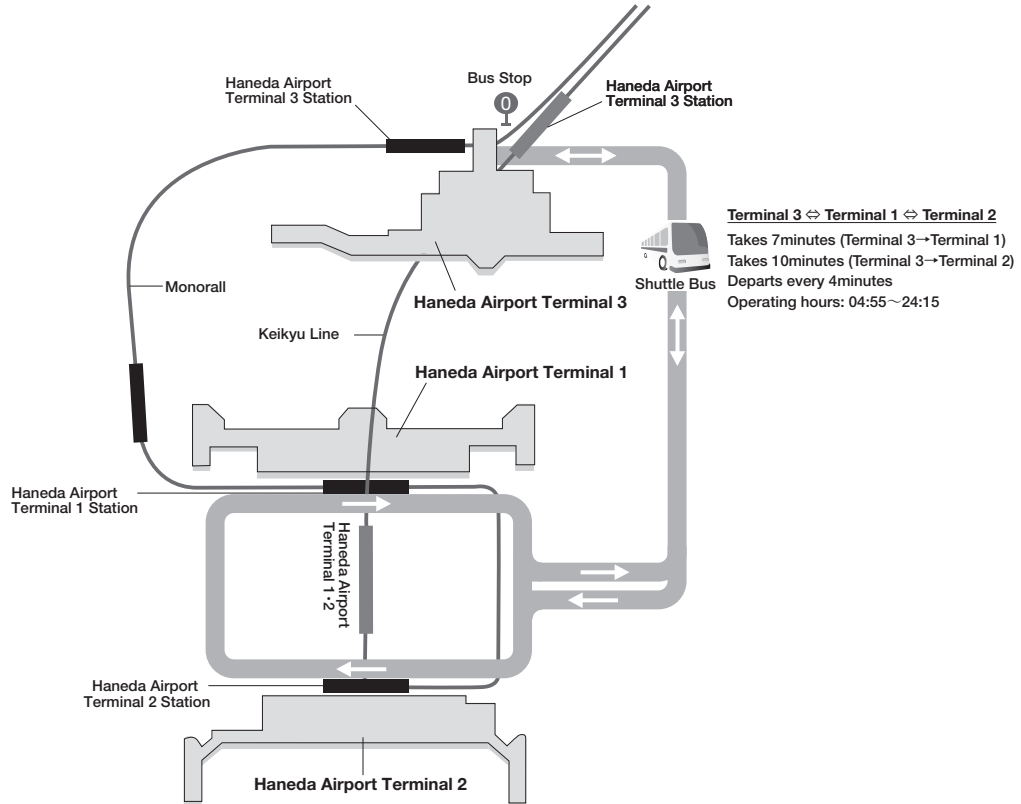


4. Haneda International Airport (HND)

Haneda Airport has three terminals: Terminals 1 to 3. Free shuttle buses operate between the Terminals. The domestic terminal is different for each airline.

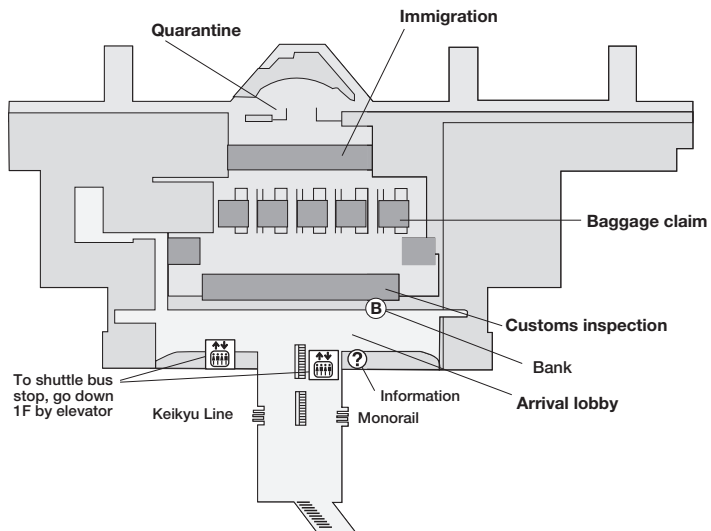
Terminal 1: Japan Airlines (JL / JAL),
Terminal 2: All Nippon Airways (NH / ANA)

(1) Overall view of Haneda Airport

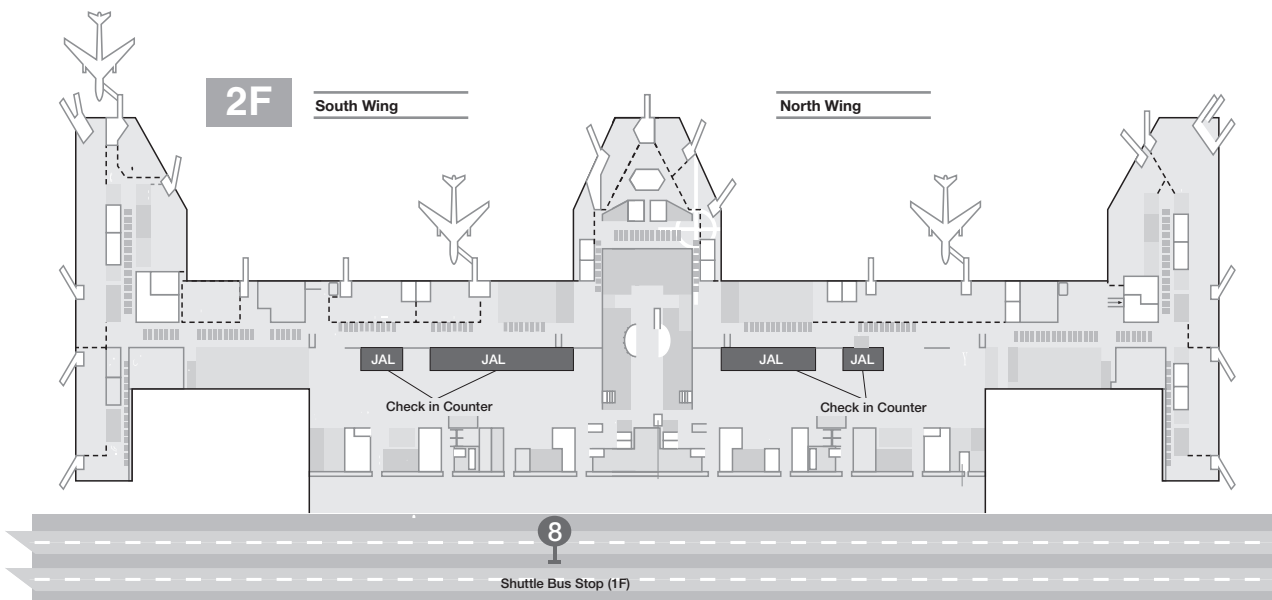


(2) Haneda Airport Terminal 3 (2F)

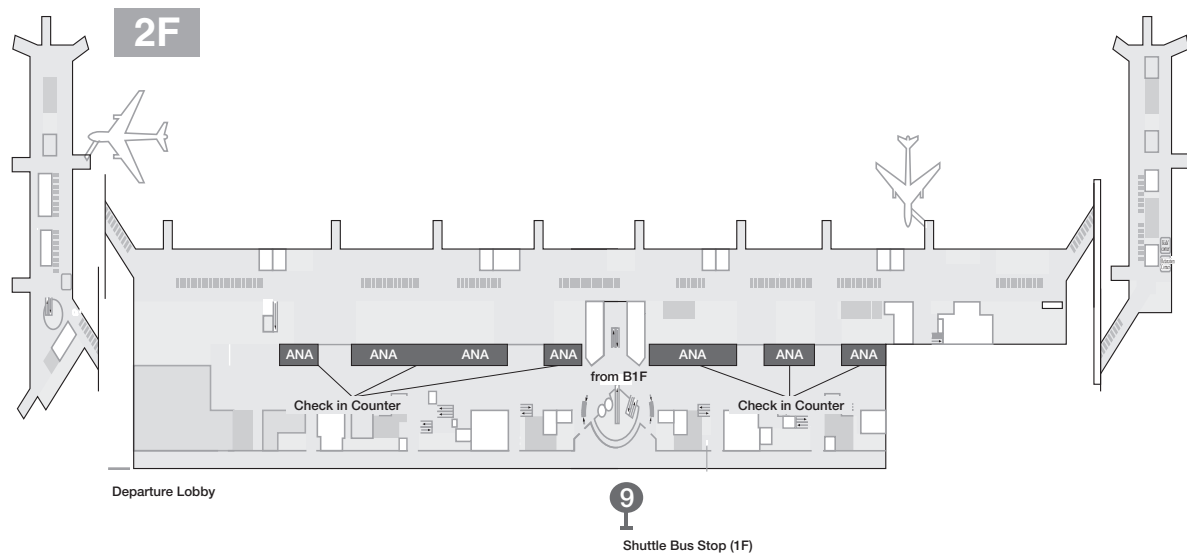
2F



(3) Haneda Airport Domestic Terminal No.1



(4) Haneda Airport Domestic Terminal No.2

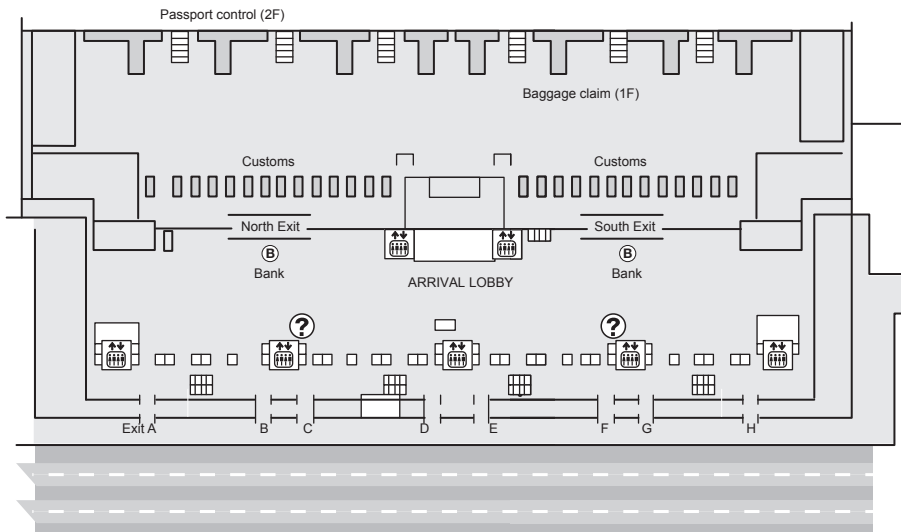


5. Kansai International Airport (KIX)

Kansai Airport has two terminals: Terminal 1 and Terminal 2. JICA participants mostly make flights at Terminal 1.

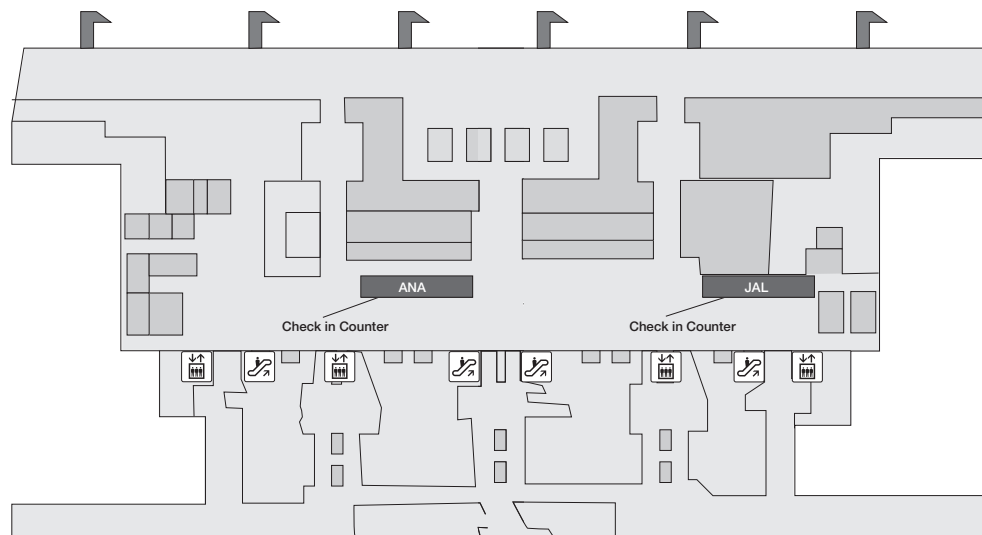
(1) Terminal 1 International arrival lobby (1F)

1F



(2) Terminal 1 Domestic check-in counters (2F)

2F



Notes

Immigration:

The Immigration official who reviews your passport may ask questions about your visit. You should tell the official: (1) That the objective of entry is to participate in the JICA program (NOT to sightsee), (2) that you have JICA participant status, and (3) the length of your stay (if possible, in months and days).

And in case of that the duration of your stay in Japan exceeds three months, the Residence Card will be issued to you.

You must make sure that a landing permission is affixed on your passport, and that the date of arrival, status, and duration are all in accordance with the conditions of the designated course. If there are any mistakes, you should discuss them with the immigration official immediately.

Note: Based on the change of the Japanese immigration law from November 20th 2007, the regulation will oblige all foreigners to be examined with the newly introduced personal identification system, which identifies travelers with their fingerprints and face picture by specialized equipment.

"Visit Japan Web" is a service that allows you to perform arrival procedures "immigration", "customs", and "Tax-free shopping service" online.

You can register using your smartphone or computer via below link.

<https://vjw-lp.digital.go.jp/en/>



Baggage Claim:

After passing through Immigration, you will proceed to the Baggage Claim Area downstairs to collect your baggage.

If your baggage is lost or damaged during travel, **you should notify the airline company in the baggage claim area, and ask to file a claim for lost baggage, or a report for damaged baggage.**

JICA will not be responsible for replacement or compensation for personal belongings that have been lost, stolen, or damaged. Please note that your claim is not accepted once you are outside the baggage claim area.

Quarantine:

All plants and fruit that you bring from abroad must be inspected at the Quarantine counter. There are some fruit that you may not be able to bring into Japan, depending on where they were grown. Animal products including some meat are also subject to the inspections. When you plan to bring any plants, fruit or meat (products) into Japan, you should consult your country's inspection authority to see if you are allowed to bring said items into Japan or not.

<https://www.maff.go.jp/aqs/languages/info.html>



<https://www.maff.go.jp/pps/j/information/languages.html#en>



Customs:

You will be asked to show your passport and the Customs Declaration Forms which you have completed before landing.

The following items are prohibited by law:

- (1) Cannabis, narcotics or any other illicit drugs and the utensils for your use, and stimulants.*
- (2) Counterfeit, altered, or imitation coins, paper money, banknotes, or securities.*
- (3) Books, drawings, carvings, or any other articles that do injury to public security or morality (obscene or immoral materials).*
- (4) Articles which infringe upon rights in patents, utility-models, designs, trade marks, copyrights, or neighboring rights.*
- (5) Pistols, revolvers, any and all types of firearms and ammunition.*

Bank (for foreign exchange):

For participants arriving without enough Yen in cash, it is most advisable to change foreign money or cheque to Yen cash before leaving International Airport: only Yen cash will be accepted at most places including ticket offices, shops, restaurants, and accommodations in Japan. (Cheques will not be accepted, and use of credit cards will be limited.)

VI. GENERAL INFORMATION

1. Arrival

(1) Passport

Make sure that your passport is valid for the whole period of your stay in Japan.

(2) Landing Permission

Check both the kind of "landing permission" that you have (make sure it is appropriate for a JICA participant) and its validity. If your landing permission needs to be altered or extended due to the duration of the course, please inform the program officer immediately after your arrival. You must follow the necessary procedures to alter or extend your landing permission as soon as possible.



(3) Lost or Damaged Baggage

JICA is not liable for any loss of or damage to your baggage. You are kindly advised to contact the airline company for settlement of any claims.

(4) Residence Card

If you granted a status of residence with a period of

more than three months, you will receive a Residence Card at the airport. (for persons granted permission to stay for three months or less, a Residence Card will not be issued). You should be carried the Residence Card with you at all times and should be presented it whenever required. The Residence Card should be returned to the Immigration Inspector at the airport of departure. If your place of residence changes, you must register once again in the same manner within 14 days. The terms of your stay stated on your Residence Card should be strictly observed.

In accordance with the Law of Japan, you are required to register your address while staying in Japan with the municipal office of the area in which you are residing if you are required to stay in Japan for more than 3 months. This must be done within 14 days after the decision where you live. You will need your passport and Residence Card.

(5) Visit to Diplomatic Mission

If you are to visit your diplomatic mission (embassy or consulate), you are requested to go there by yourself during out of courses hours. For addresses and telephone numbers of embassies and consulates, please check the website of MOFA.

https://www.mofa.go.jp/about/emb_cons/protocol/index.html

2. Orientations

Orientations are scheduled at the first day of the course. They are designed to give guidance on specific concerns which you might have. Several different orientations, all focusing on different issues and aspects, will be held at different times.

(1) Briefing

A briefing session will be held at the JICA Center the day after your arrival in Japan. Its purpose is to cover the followings:

- (i) Registration
- (ii) Allowances and expenses
- (iii) Health care and medical services
- (iv) Brief explanation about JICA and life in Japan, etc.

(2) General Orientation

You may occasionally be required to participate in General Orientation program which provides an introduction to life in Japan. The primary objective of this session is to provide you with general information concerning key points regarding Japan and those tools needed for effectively adapting to life here. Basic information is provided with concern to Japanese values, behaviors and customs, as well as economic and social institutions. The contents of this program are:

- (i) Japanese economy
- (ii) Politics and administration in Japan

(iii) Society and Culture.

(3) **Course Orientation (Program Orientation)**

A course orientation will be offered prior to the core program. Key issues regarding specific course requirements (course objectives, curriculum, methodology, and Program Implementing Partner) are addressed.

3. Japanese Language Course

The "General Japanese Language Course (optional)" may be offered in the evening for those participants who are interested in learning or improving the language skills.

4. Social/Cultural Exchange Programs

Social/Cultural Exchange programs such as social and cultural exhibits might be held during your stay. You are invited to attend them. They are intended to help you experience Japanese culture while also giving you the opportunities to introduce your own culture to local communities and schools. There are many schools that have an interest in introducing "Education for Intercultural Understanding" into their curriculums. Therefore, you are encouraged to bring some materials (ex. folk costumes, music CDs and pictures) to introduce your country and area.

5. Living in Japan

(1) **Public Offices**

Many government offices and their agencies (including JICA), banks and post offices are closed on Saturdays, Sundays, and national holidays. See Appendix 4 for further details. JICA offices are also closed from December 29 to January 3 in observance of the New Year.

(2) **Using Bank Cards**

You can withdraw cash from your bank account using your bank card at Sumitomo Mitsui Banking Corporation (SMBC). ATM (automatic teller machine) operating procedures will be explained at the briefing session. Be sure to remember your PIN (Personal Identification Number) for this purpose. If you enter an incorrect PIN three times, your card will be declared invalid. Fee to issue the new cash card must be covered by the participant. Please also note that the number of branches of SMBC is quite limited in rural areas, and commission is subtracted from your account whenever you withdraw cash (no coins, bank note only) from ATM of other than SMBC.

(3) **Mail Service & Parcel Post** (Please see JAPAN POST website. URL: https://www.post.japanpost.jp/index_en.html)

(4) **Telephone**

Telephone rates for domestic calls vary according to

the area called and the time of day. The minimum charge for a local call is ¥10 per minute. The standard rate for a long distance call applies on weekdays. Economy and discount rates are available at night, on weekends and holidays.

(5) Currency

Yen (¥) is the official currency in Japan. See Appendix 5 for further details. Travelers Cheques can be cashed at major banks using your passport as ID.

(6) Credit Cards

The use of credit cards is not as common as in the United States and elsewhere. Since most small shops, taxicabs and train stations do not accept credit cards (particularly foreign credit cards), it is advisable to always carry some Japanese yen in cash.

(7) Identification

During your stay in Japan, you might be asked by police about your status in Japan. Therefore, please carry your passport or Residence Card with you all the time.

VII. JICA STAFF

The JICA staffs, namely the Program Officer and the Training Coordinator, will work cooperatively with personnel from respective program implementing partners to make your program as productive and positive as possible. The JICA staffs are committed to the success of your program and, therefore, are willing to discuss any problems, requests or suggestions which you might have.

1. Program Officer

A program officer of the JICA Center is responsible for planning and evaluation of the course, and developing and arranging your program in collaboration with respective program implementing partners. The officer in charge will oversee the course and monitor your progress. He/she is also responsible for making the necessary financial arrangements for operation of the course. Upon completion of the course, program performance will be evaluated by the program officer.

2. Training Coordinator

To ensure that the course runs smoothly and efficiently, a coordinator may be appointed at the discretion of JICA as a key operational staff member. The coordinator will also work as an interpreter at the program site if necessary. He/she is also concerned with the administration and implementation of the course while providing assistance to help you achieve maximum benefit your course.

VIII. RETURN HOME

1. Departure Date

When your course is completed, you will leave Japan on the date designated by JICA. If there are no available flights on the date designated, the earliest appropriate flight will be arranged for you.

2. Flight

In principle, your round-trip air ticket will be arranged by travel agent in Japan.

Please note that in accordance with JICA rules and regulations, you are NOT allowed to make any reservation, or to change the flight schedule arranged by JICA.

(For participants of long-term program, an one-way ticket will be arranged.)

Direct Route Home

If it is necessary for you to make a stop-over when traveling on a **direct route** home, you will be expected to take the first available onward flight. If there is no connecting flight the same day or evening, you will be expected to travel on the first available flight, usually the following day. For Stop-Over Allowance, see on page 21-23

3. Allowance Adjustments

If you leave Japan prior to the date designated by JICA, you must refund the living and accommodation allowances for the remaining days of the course period.

If you must postpone your departure date due to flight schedule arrangements made by JICA, you will receive additional living and accommodation allowances* from JICA.

*See P16-18 for further details of Living and Accommodation Allowances.

If you should be hospitalized during your course period, you are required to refund part of your living allowance. See Table 1 for further details.

Table 1.

(As of Apr. 2024)

Accommodation	JICA Centers	Non-JICA Center Facilities
Original Living Allowance	¥ 2,800 / day	¥ 5,000 / day
Adjusted Living Allowance Rate (In case of hospitalization)	¥ 1,700 / day	¥ 1,700 / day

4. Shipping

As an international traveler, you must make a declaration of the contents of the consignment and complete all documents required for dispatch and customs. You are also responsible for all additional charges for collection, delivery and customs. Please note that you may get the detailed information at the reception of the JICA Centers and post offices. If you would like to check the postal charges, please visit the website of JAPAN POST.

URL: https://www.post.japanpost.jp/index_en.html

5. To the Airport

The travel agent will make arrangements for your transportation from the accommodation to the airport on the day of departure. However, if you postpone or change your flight and departure day for your personal reason, you will have to arrange your transportation and go to the airport by yourself. JICA will not pay any of those expenses.

6. At the Airport

(1) Free Baggage Allowance

Make sure that your baggage is within the allowable limits set by the airline. If not, you are responsible for any excessive baggage charges. It is best to abide by the regulations for free baggage allowance.

(2) Residence Card

When you stay in Japan for more than 3 months, you are required to carry the Residence Card with you all the time and return it to the immigration official at the airport when you leave Japan.

IX. OTHER ACTIVITIES AND INFORMATION

JICA implements the following post-program activities in order to keep in contact with alumni (ex-participants), enhance friendly relations, and provide the latest technical information.

1. Follow-up Technical Support

As part of the post-program activities, instructors from the program implementing partner may be sent to ex-participants' organizations so as to provide them with technical guidance which directly correlates with their development needs. This is coupled with a sharing of the latest technology.

Domestic Strategy and Partnership Department also study the needs of each recipient country and assess the effect of program in Japan, the information obtained through this mission is used as building blocks for an even more effective program. Some of these teams even hold open seminars not only for ex-participants but also for others who are concerned.

2. Alumni Association

More than 130 alumni associations have been established by ex-participants in more than 110 countries. The expected functions of alumni associations are to encourage friendships among alumni, to promote cultural and human interchange with Japan, and to facilitate JICA's development program in the respective countries. They are managed by ex-participants on a voluntary basis, while JICA provides financial support.

If an alumni association has not been established in your country, you may take the initiative in organizing such an association. For the first action, please make contact with the JICA office or Embassy of Japan in your home country.

For more details, please access to JICA website.

URL: https://www.jica.go.jp/Resource/english/our_work/types_of_assistance/tech/follow/alumni/index.html



→Click “Alumni | Our Work |JICA”

3. Provision of Equipment and Financial Support

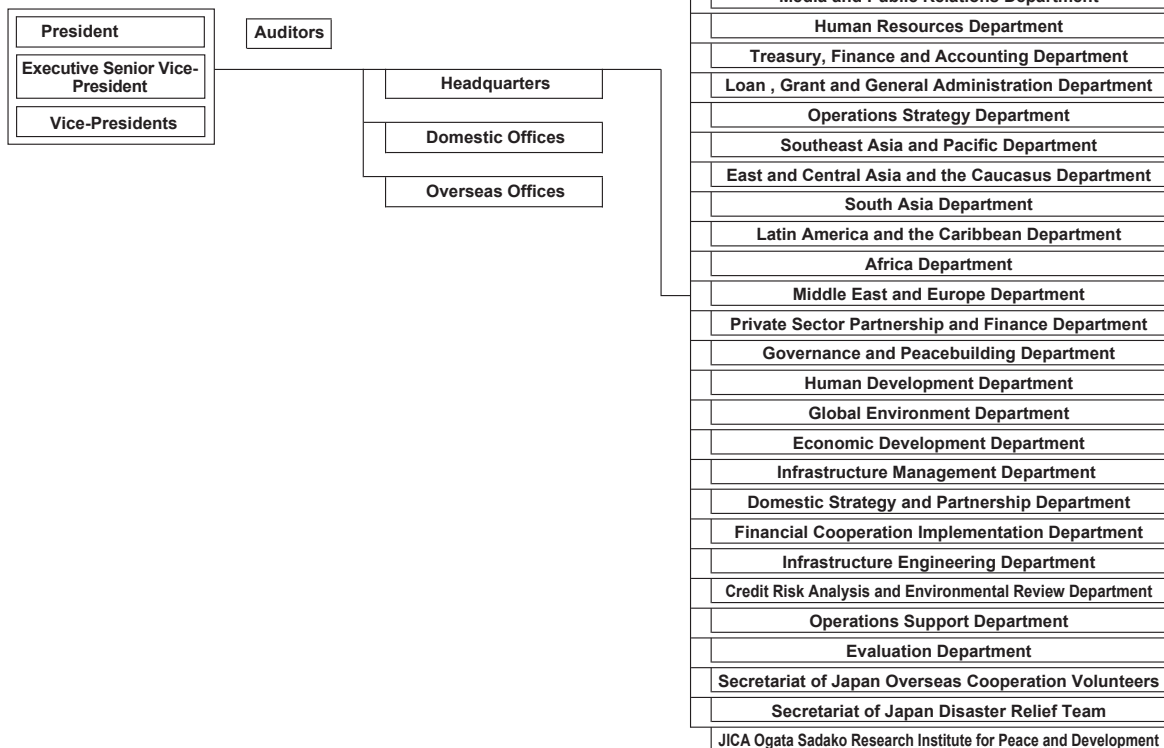
In order to enable alumni to fully utilize the technical expertise they gained in Japan, JICA may supply equipment and/or provide financial support (for instance, for seminars, workshops, research and study, and educational materials and manuals) to the organizations to which they belong in their home countries if it is deemed necessary for enhancement of the program results. If you desire such cooperation, please contact the JICA office or the Embassy of Japan in your home country. JICA will give the necessary information, and upon submission, give due consideration to all such requests.

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JICA ORGANIZATIONAL CHART

(As of Apr.1 2022)



JICA HEAD OFFICE AND DOMESTIC OFFICES



JICA HEAD OFFICE (1)

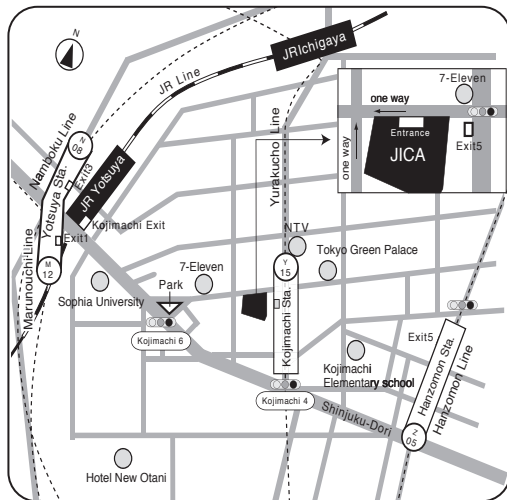
[Address] Nibancho Center Building,
5-25, Niban-cho, Chiyoda-ku, Tokyo 102-8012, Japan

[Tel] (03) 5226-6660~6663 [Fax] (03) 5226-6377

URL : <https://www.jica.go.jp/english/about/organization/headquarters/index.html>

独立行政法人国際協力機構本部：

〒 102-8012 東京都千代田区二番町5-25 二番町センタービル



- Yurakucho Line Kojimachi Station (Exit 5 ; 2 minutes walk)
- JR Line Yotsuya Station (Kojimachi Exit ; 7 minutes walk)
- Marunouchi Line & Namboku Line Yotsuya Station (Exit 1 & Exit 3 ; 8 minutes walk)
- Hanzomon Line Hanzomon Station (Exit 5 ; 9 minutes walk)

JICA HEAD OFFICE (2)

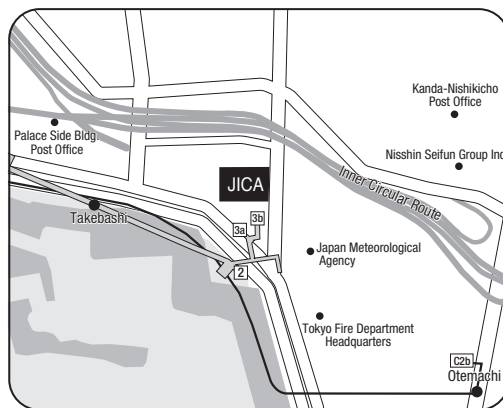
[Address] Takebashi Building
4-1 Otemachi 1-chome, Chiyoda-ku,
Tokyo 100-0004, Japan

[Tel] (03) 5226-6660~6663

URL : <https://www.jica.go.jp/english/about/organization/headquarters/index.html>

独立行政法人国際協力機構本部：

〒 100-0004 東京都千代田区大手町1-4-1 竹橋合同ビル



Tozai Line Takebashi Station (directly connected from the Exit 3b)
Otemachi Station of Chiyoda Line, Hanzomon Line, Marunouchi Line,
Tozai Line or Toei Subway Mita Line (Exit C2b: 5-minute walk)

JICA Ichigaya Building
(JICA Global Plaza, JICA Ogata Research Institute)

[Address] 10-5, Ichigaya-honmura-cho, Shinjuku-ku,
Tokyo 162-8433, Japan

JICA Global Plaza

JICA Library

JICA Ogata Research Institute

[Tel] (03) 3269-2911

[Fax] (03) 3269-5044

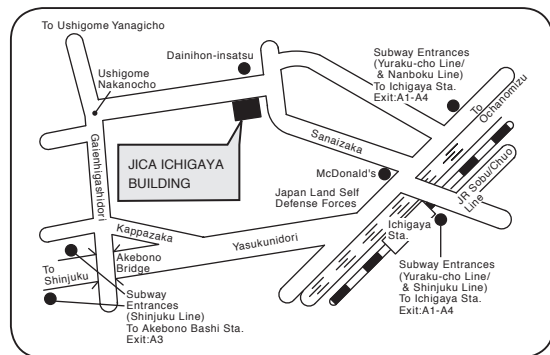
URL: <https://www.jica.go.jp/english/about/organization/headquarters/ri.html>

JICA 地球ひろば:

JICA 図書館:

JICA 緒方研究所:

〒162-8443 東京都新宿区市谷本村町 10-5



10-minute walk from either the JR or subway station.

HOKKAIDO CENTER
(JICA HOKKAIDO (SAPPORO))

[Address] 4-25, Hondori-Minami 16-chome Shiroishi-ku,
Sapporo-shi, Hokkaido 003-0026, Japan

[Tel] (011) 866-8333

[Fax] (011) 866-8382

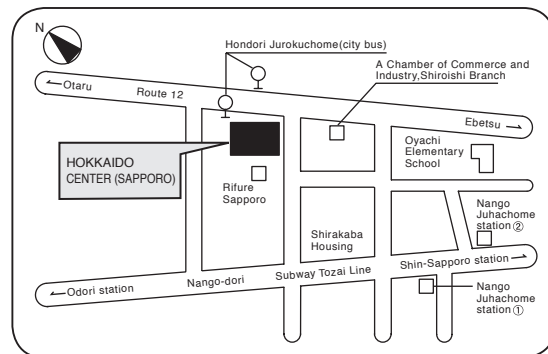
URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

北海道センター(札幌):

〒003-0026 北海道札幌市白石区本通南 16 丁目 4-25

無線 LAN: 1 階 F ロビー 2 階ラウンジ

Wi-Fi 1F Lobby 2F Lounge



10-minute walk from the Tozai Line Subway Station "Nango 18 chome".

HOKKAIDO CENTER (JICA HOKKAIDO (OBIHIRO))

[Address] 1-2, Minami 6 chome, Nishi 20-jo, Obihiro-shi, Hokkaido 080-2470, Japan
[Tel] (0155) 35-1210
[Fax] (0155) 35-1250

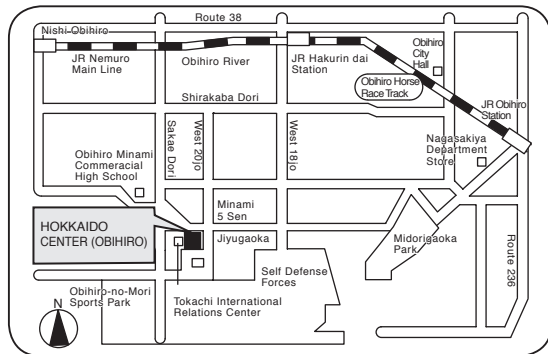
URL : <https://www.jica.go.jp/english/about/organization/domestic/index.html>

北海道センター(帯広) :

〒 080-2470 北海道帯広市西 20 条南 6 丁目 1-2

無線 LAN : 施設内全エリア対応

Wi-Fi All areas in the center



Taxi: About 15-minute from JR Obihiro Station

Bus: Take the #13, 14, 16, 17, 18 and get off at "Kokusai Center Iriguchi".

5-minute walk from Jiyugaoka-Danchi bus stop.

TSUKUBA CENTER (JICA TSUKUBA)

[Address] 3-6, Koyadai, Tsukuba-shi, Ibaraki-ken, 305-0074, Japan
[Tel] (029) 838-1111
[Fax] (029) 838-1119

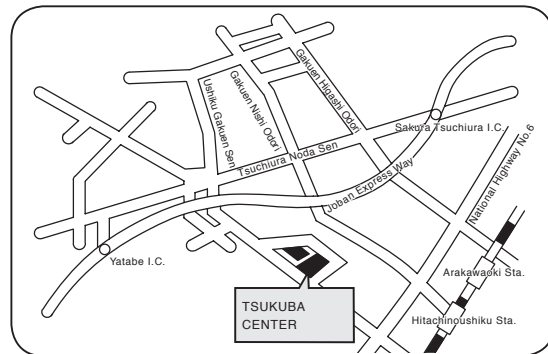
URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

筑波センター :

〒 305-0074 茨城県つくば市高野台 3-6

無線 LAN : 施設内全エリア対応

Wi-Fi All areas in the center



Buses run from JR Utsunomiya Station and Tsukuba Express(TX) Tsukuba Station.

From Utsunomiya Station, take bus to Yatabe Shako (Yatabe Garage).

Get off at Shimoyokoba-Iriguchi (about a 15-minute ride).

From Tsukuba Station, take Tsuku-Bus "Nambu Shuttle".

Get off at Koyadai-Rikagaku Kenkyujo. (about a 20-minute ride).

TOKYO CENTER (JICA TOKYO)

[Address] 2-49-5, Nishi-hara, Shibuya-ku, Tokyo,
151-0066, Japan
[Tel] (03) 3485-7051
[Fax] (03) 3485-7904

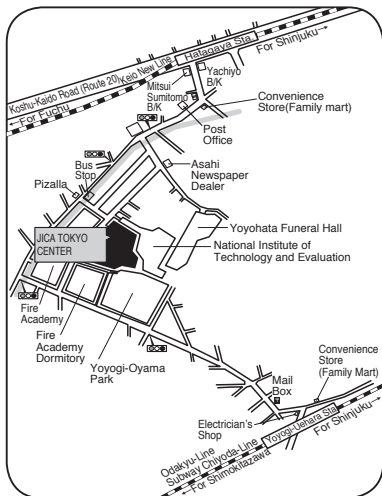
URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

東京センター：

〒151-0066 東京都渋谷区西原 2-49-5

無線 LAN：施設内全エリア対応

Wi-Fi All areas in the center



8-minute on foot from the Hatagaya Station, Keio New Line.

12-minute on foot from the Yoyogi-Uehara Station, Odakyu Line & Subway Chiyoda Line.

YOKOHAMA CENTER (JICA YOKOHAMA)

[Address] 2-3-1, Shinko, Naka-ku, Yokohama,
Kanagawa 231-0001, Japan
[Tel] (045) 663-3251
[Fax] (045) 663-3265

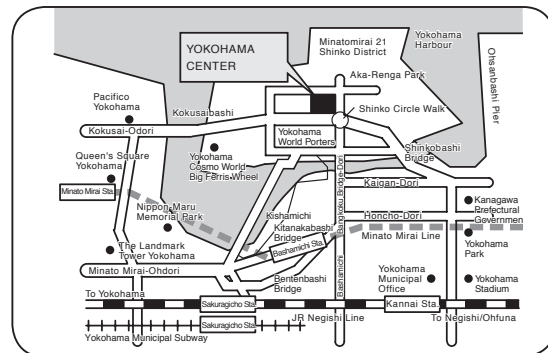
URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

横浜センター：

〒231-0001 神奈川県横浜市中区新港 2-3-1

無線 LAN：居室のみ利用可

Wi-Fi Available only in the bed room



Fifteen minutes walk by way of Kishamichi Promenade,
World Porters and shinko Circle Walk from Sakuragi-cho Station of JR.
Fifteen minutes walk by way of Bashamichi Promenade from Kannai Station
of JR or Subway.

CHUBU CENTER (JICA CHUBU)

[Address] 60-7, Hiraike-cho 4 chome, Nakamura-ku,
Nagoya-shi, Aichi-ken 453-0872, Japan
[Tel] (052) 533-0220
[Fax] (052) 564-3751

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

中部センター：

〒 453-0872 愛知県名古屋市中村区平池町4丁目60-7

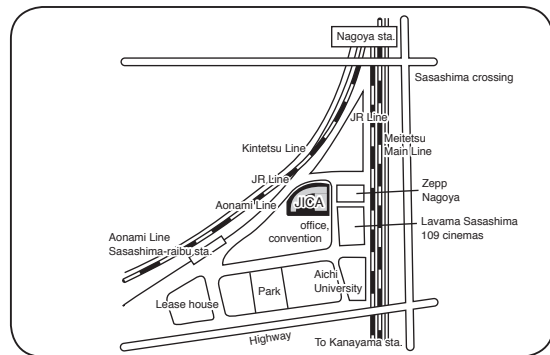
無線 LAN：施設内全エリア対応

※宿泊棟の廊下は対象外 ※フロントでパスワードを要入手

Wi-Fi All areas in the center

*Except corridors in the accommodation building

*Obtain password at the reception desk before use



10-minute walk from Nagoya Station.

KANSAI CENTER (JICA KANSAI)

[Address] 1-5-2, Wakinohamakaigan-dori, Chuo-ku,
Kobe-shi, Hyogo-ken 651-0073, Japan
[Tel] (078) 261-0341
[Fax] (078) 261-0342

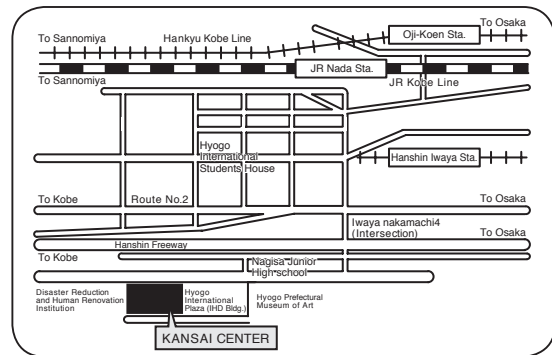
URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

関西センター：

〒 651-0073 兵庫県神戸市中央区脇浜海岸通 1-5-2

無線 LAN：施設内全エリア対応

Wi-Fi All areas in the center



10-minute walk from Hanshin Iwaya Station.

12-minute walk from JR Nada Station.

20-minute walk from Hankyu Oji-Koen Station.

CHUGOKU CENTER (JICA CHUGOKU)

[Address] 3-3-1, Kagamiyama, Higashihiroshimashi,
Hiroshima-ken 739-0046, Japan

[Tel] (082) 421-6300

[Fax] (082) 420-8082

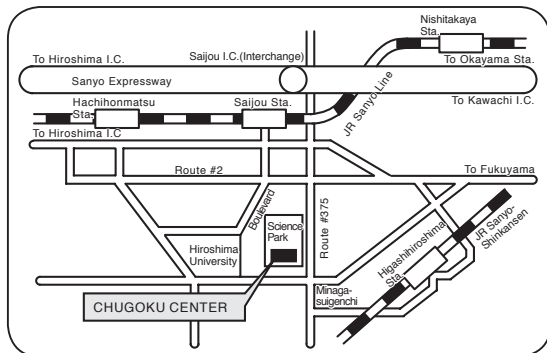
URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

中国センター:

〒739-0046 広島県東広島市鏡山 3-3-1

無線 LAN: 居室及びロビー等共用部のみ

Wi-Fi Available only in the bedroom, lobby and other common areas



From JR Saijou Station:

Take the #7 bus for Kure and get off at Suigenchimae bus stop (About a 20-minute ride). 10-minute walk from the bus stop.

Shuttle bus service to and from #6 bus stop at Saijo Station (JR) is available everyday almost every hour.

From JR Higashihiroshima Station: Take a taxi (10-minute ride).

From Hiroshima Airport: Take a taxi (About a 30-minute ride).

KYUSHU CENTER (JICA KYUSHU)

[Address] 2-2-1, Hirano, Yahata-higashi-ku,
Kitakyushu-shi, Fukuoka-ken 805-8505, Japan

[Tel] (093) 671-6311

[Fax] (093) 671-0979

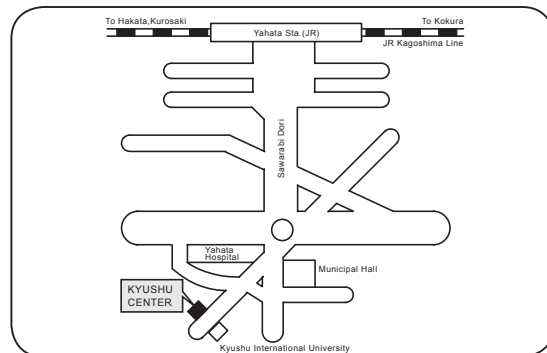
URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

九州センター:

〒805-8505 福岡県北九州市八幡東区平野 2-2-1

無線 LAN: 施設内全エリア対応

Wi-Fi All areas in the center



10-minute walk from JR Station.

OKINAWA CENTER (JICA OKINAWA)

[Address] 1143-1, Aza-Maeda, Urasoe-shi,
Okinawa-ken 901-2552, Japan
[Tel] (098) 876-6000
[Fax] (098) 876-6014

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

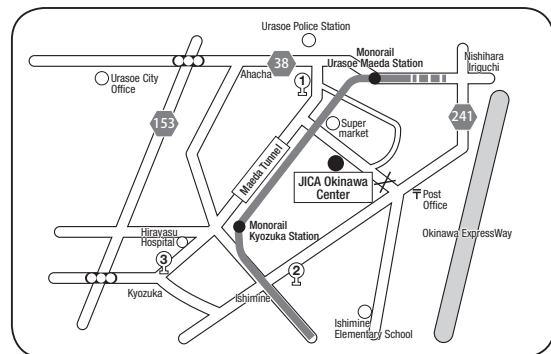
沖縄センター:

〒 901-2552 沖縄県浦添市字前田 1143-1

無線 LAN : 施設内全エリア対応 ※毎月パスワード変更

Wi-Fi All areas in the center

*Password changes monthly



Taxi : Approximately 40 minutes from Naha Airport.

TOHOKU CENTER (JICA TOHOKU)

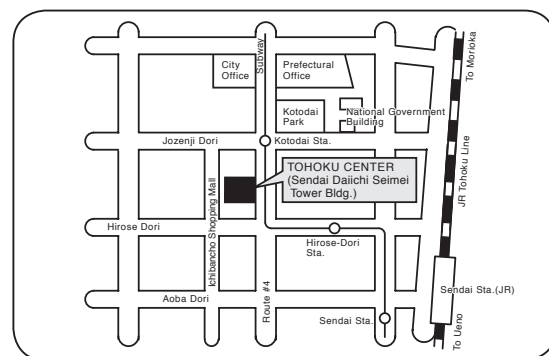
[Address] 20F, Sendai Daiichi Seimei Tower Bldg.,
4-6-1, Ichibancho, Aoba-ku, Sendai-shi,
Miyagi-ken 980-0811, Japan
[Tel] (022) 223-5151
[Fax] (022) 227-3090

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

東北センター:

〒 980-0811 宮城県仙台市青葉区一番町 4-6-1

仙台第一生命タワービル 20階



15-minute walk from JR Sendai Station.

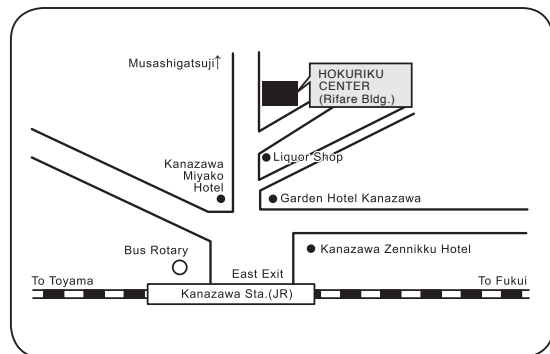
HOKURIKU CENTER (JICA HOKURIKU)

[Address] 4th Floor, Rifare Bldg., 1-5-2, Hon-machi,
Kanazawa-shi, Ishikawa-ken 920-0853, Japan
[Tel] (076) 233-5931
[Fax] (076) 233-5959

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

北陸センター:

〒 920-0853 石川県金沢市本町 1-5-2 リファアレ (オフィス棟) 4 階



Taxi : Approximately 40 minutes from Komatsu Airport.

Walk : 5-minutes from JR Kanazawa Station

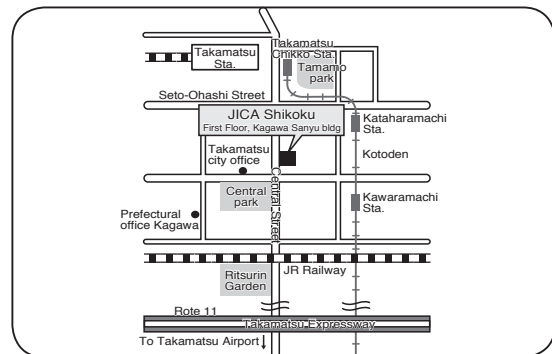
SHIKOKU CENTER (JICA SHIKOKU)

[Address] First Floor, Kagawa Sanyu Bldg., 3 Kajiya-machi,
Takamatsu City, Kagawa Prefecture 760-0028
[Tel] (087) 821-8824
[Fax] (087) 822-8870

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

四国センター:

〒 760-0028 香川県高松市鍛冶屋町3番地 香川三友ビル1階



Nearest Stations:

JR Takamatsu Station (11 minutes walk)

Kotoden Katurahamachi Station (11 minutes walk)

Kotoden Kawaramachi Station (10 minutes walk)

From Takamatsu Airport:

Take a limousine bus, get off at Kenchodori Chuokoen-mae bus stop, and 4 minutes walk from there.

NIHONMATSU TRAINING CENTER (JICA NIHONMATSU)

[Address] 4-2, Nagata Aza Nagasaka, Nihonmatsushi,
Fukushima-ken 964-8558, Japan

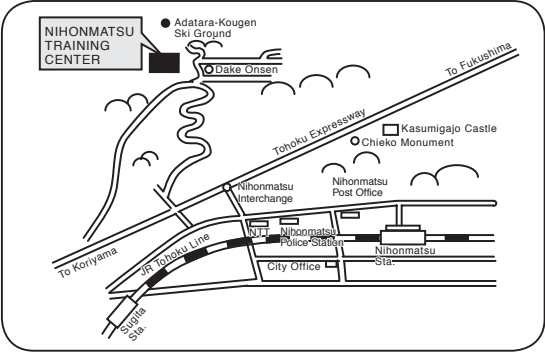
[Tel] (0243) 24-3200

[Fax] (0243) 24-3214

URL:<https://www.jica.go.jp/english/about/organization/domestic/index.html>

二本松青年海外協力隊訓練所：

〒 964-8558 福島県二本松市永田字長坂 4-2



From JR Nihonmatsu Station:

Take the Fukushima-Koutsu bus for JOCV and get off at the JOCV bus stop (About a 30-minute ride). 5-minute walk from the bus stop.

KOMAGANE TRAINING CENTER (JICA KOMAGANE)

[Address] 15 Akaho, Komagane city,
Nagano-ken 399-4117, Japan

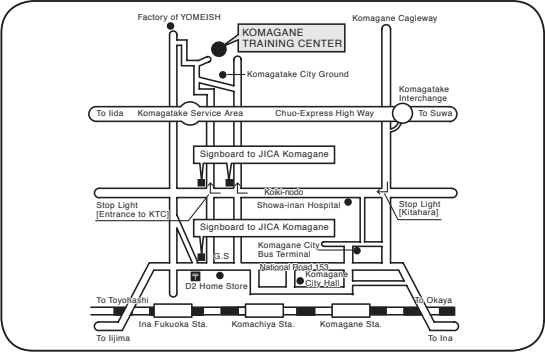
[Tel] (0265) 82-6151

[Fax] (0265) 82-5336

URL:<https://www.jica.go.jp/english/about/organization/domestic/index.html>

駒ヶ根青年海外協力隊訓練所:

〒 399-4117 長野県駒ヶ根市赤穂 15 番地



15 minutes from JR Komagane station (JR Iida line) to Komagane Training Center by taxi.

CHRONOLOGY OF JAPANESE HISTORY

Period	Year	Events
Diluvial	30000 BC	First human occupation in central Japan Old Stone Age
Jomon	10000 BC	New Stone (Jomon Pottery) Age
Yayoi	300 BC	Rice cultivation, bronze and iron introduced from the continent Yayoi Pottery
Kofun	300 538 604 607 708	Most of Japan united Buddhism introduced Seventeen-Article Constitution drafted Horyuji (Buddhist temple) constructed First coins minted
Nara	710 712 752	Capital moved to Heijokyo (now Nara) First official history compiled Todaiji Great Buddha completed First anthology of waka poetry compiled
Heian	794 1001	Capital moved to Heiankyo (now Kyoto) Tale of Genji written Ascendency of warrior class
Kamakura	1192 1274 1281 1333	Establishment of Kamakura Shogunate (government) Mongolians attempt to invade northern Kyushu Mongolians attempt at second invasion Fall of Kamakura Shogunate (government)
Muromachi	1338 1397 1489 1543 1549 1573	Beginning of Muromachi Shogunate (government) Kinkakuji built Ginkakuji built Guns introduced by Portuguese Arrival of St. Francis Xavier as Christian missionary End of Muromachi Shogunate (government)
Azuchi Momoyama	1590	Nation united by Toyotomi Hideyoshi

Period	Year	Events
Edo	1603 1612 1639 1858	Establishment of Tokugawa Shogunate (government) Christianity prohibited National isolation policy (door closed to foreigners) Unequal commercial treaty with United States of America signed, followed by similar treaties with Netherlands, Russia, Britain and France
Meiji	1868 1889 1894 1904	Meiji Restoration Constitution of the Empire of Japan Promulgated Outbreak of Sino-Japanese War Outbreak of Russo-Japanese War
Taisho	1914	Outbreak of First World War
Showa	1939 1941 1945 1946 1947 1950 1951 1964 1970 1985 1989	Outbreak of Second World War Outbreak of Pacific War Atomic bombs dropped on Hiroshima and Nagasaki Acceptance of terms of Potsdam Declaration and unconditional surrender Constitution of Japan promoted Agrarian land reforms instituted Outbreak of Korean War San Francisco Peace Treaty signed with 48 Nations 20th Olympic Games held in Tokyo Expo'70 held in Osaka The BUBBLE Economy started/It ended in 1991 End of the SHOWA Period (1926-1989)
Heisei	1989 1995 2002 2011 2019	The HEISEI Period Starts Introduction of Consumption Tax Great Hanshin Earthquake FIFA World Cup Japan/Korea East Japan Great Earthquake Disaster End of the HEISEI Period (1989-2019)
Reiwa	2019 2021	The REIWA Period Starts 32th Olympic Games held in Tokyo

NATIONAL HOLIDAYS

January 1	New Year's Day
January 8	Coming-of-Age Day
February 11	National Foundation Day
February 23	Emperor's Birthday
March 20	Vernal Equinox Day
April 29	Day of Showa
May 3	Constitution Memorial Day
May 4	Greenery Day
May 5	Children's Day
July 15	Marine Day
August 11	Mountain day
September 16	Respect-for-the-Aged Day
September 22	Autumnal Equinox Day
October 14	Health-Sports Day
November 3	Culture Day
November 23	Labor Thanksgiving Day

When a national holiday happens to fall on Sunday, a substitute holiday is given on the following Monday.

On Saturday, Sunday and public holiday, Bank, Post Office and company are closed but most of the department Stores and Shops are Open.

COIN AND NOTES IN CIRCULATION



¥ 500 Cupro-nickel



¥ 100 Cupro-nickel



¥ 50 Cupro-nickel



¥ 10 Bronze



¥ 5 Brass



¥ 1 Aluminium



¥ 10,000



¥ 5,000



¥ 2,000



¥ 1,000

CONSUMER PRICES IN JAPAN

Item		Quantity	Price (Yen)
1	Rice	5 kg	1,500-2,500
2	Bread	1 kg	300-600
3	Eggs	10 eggs	150-300
4	Mineral Water	1 bottle(2 litter)	100-130
5	Toothbrush	1 piece	80-200
6	Hand Soap	1,000 milliliters	600-900
7	Subway (Metropolitan Area)	Minimum Fare	180
8	Taxi	Minimum Fare	410

CLOTHING SIZES

● Women's Dresses & Suits

Japanese	9	11	13	15	17	19	21
American	10	12	14	16	18	20	22
British	32	34	36	38	40	42	44
European	38	40	42	44	46	48	50

● Men's Shirts (Collar Sizes)

Japanese	36	37	38	39	40	41	42
American	14	14 $\frac{1}{2}$	15	15 $\frac{1}{2}$	16	16 $\frac{1}{2}$	17
British	14	14 $\frac{1}{2}$	15	15 $\frac{1}{2}$	16	16 $\frac{1}{2}$	17
European	36	37	38	39	40	41	42

● Women's Shoes

Japanese	23	23 $\frac{1}{2}$	24	24 $\frac{1}{2}$	25	25 $\frac{1}{2}$	26
American	6	6 $\frac{1}{2}$	7	7 $\frac{1}{2}$	8	8 $\frac{1}{2}$	9
British	4 $\frac{1}{2}$	5	5 $\frac{1}{2}$	6	6 $\frac{1}{2}$	7	7 $\frac{1}{2}$
European	36	37	38	38	38	39	40

● Men's Shoes

Japanese	24 $\frac{1}{2}$		26		27 $\frac{1}{2}$	28	29
American	5 $\frac{1}{2}$	6 $\frac{1}{2}$	7 $\frac{1}{2}$	8 $\frac{1}{2}$	9 $\frac{1}{2}$	10 $\frac{1}{2}$	11 $\frac{1}{2}$
British	5	6	7	8	9	10	11
European	39	40	41	42	43	44	45

TABLES OF WEIGHTS AND MEASURES

● LENGTHS

cm	m	km	inch	foot	yard	mile
1	0.0100	—	0.3937	0.0328	0.0109	—
100	1	0.0001	39.370	3.2808	1.0936	0.0006
100000	1000.0	1	39370	3280.8	1093.6	0.6214
2.5399	0.0254	—	1	0.0833	0.0277	—
30.479	0.9144	—	12.000	1	0.333	—
91.440	0.9144	—	36.000	3.0000	1	—
—	1609.3	1.6093	—	—	—	1

● AREA

m ²	km ²	square inch	square foot	square yard	hectare	acre
1	—	1550.0	10.764	1.1960	—	—
—	1	—	—	—	100.00	247.11
0.0006	—	1	0.0069	0.0007	—	—
0.0922	—	144.00	1	0.1111	—	—
0.8360	—	1296.0	9.0000	1	—	—
—	0.0100	—	—	—	1	2.4711
—	0.0040	—	—	—	0.4047	—

● CUBIC VOLUME

m ³	cubic inch	cubic foot	cubic yard	liter	English gallon	American gallon
1	61027	35.316	1.3080	1000.0	220.20	264.20
—	1	0.0005	—	0.0163	0.0035	0.0042
0.0283	1728.0	1	0.3703	283.10	62.338	74.867
0.7645	46656	27.000	1	764.52	168.34	202.17
0.0010	61.027	0.0353	0.0013	1	0.2202	0.2642
—	—	160.54	5.9460	4.5459	1	1.2010
—	228.61	0.1323	0.0049	3.7853	0.8327	1

● WEIGHTS

kg	pound	ounce
1	2.2046	35.270
0.4536	1	15.998
0.0283	0.0623	1

TWENTY USEFUL JAPANESE EXPRESSIONS

a. Greetings

- 1) KONNICHIWA.
- 2) HAJIMEMASHITE.
- 3) ARIGATO.
- 4) SUMIMASEN.
- 5) SAYONARA.
- 1) Good afternoon.
- 2) How do you do?
- 3) Thank you.
- 4) Excuse me. / I am sorry.
- 5) Goodbye.

b. Introducing yourself

- 1) WATASHI WA JICA NO KENSHUIN DESU.
- 2) WATASHI NO NAMA E / KUNI WA ____ DESU.
- 3) KOKO E DENWA SHITE KUDASI.
- 4) PASSPORT/ZAIRYU CARD O WASUREMASHITA.
- 5) NIHONGO WA WAKARI MASEN.
- 6) EIGO DE ONEGAI SHIMASU.
- 1) I am JICA participant.
- 2) My name / country is ____
- 3) Please make a telephone call to this number.
- 4) I forgot to bring my passport / Residence Card with me.
- 5) I don't understand Japanese.
- 6) Please speak English to me.

c. Meal

- 1) BUTANIKU / GYUNIKU WA DAME DESU.
- 2) YASAI DAKE O ONEGAI SHIMASU.
- 1) I don't eat pork / beef.
- 2) I want to have vegetables only.

d. Transportation

- 1) TOKYO-EKI WA DOKO DESU KA?
- 2) CHIZU O KAITE KUDASAL.
- 3) TOKYO-EKI MADE IKURA DESU KA?
- 4) TOKYO-EKI MADE ONEGAI SHIMASU.
- 1) Where is Tokyo Station?
- 2) Please draw me a map.
- 3) How much is it to go to Tokyo Station?
- 4) Please take me to Tokyo Station.

e. Medical Care

1) KIBUN GA WARUI DESU.

1) I feel sick.

2) BYOIN E IKITAI DESU.

2) I want to go to a hospital.

f. Shopping

1) KORE WAIKURA DESU KA?

1) How much is this?

2) KORE O KUDASAI.

2) Give me this one.

g. Emergency

1) TASUKETE KUDASAI.

1) Please help.

2) KEISATSU O YONDE KUDASAI.

2) Call the police, please.

3) KYUKYUSHA O YONDE
KUDASAI.

3) Call an ambulance, please.

Appendix 10

Novel coronavirus infection/Tokyo Metropolitan
Health and Safety Research Center

【Key points of measures ~ Hand wash, cough
etiquette, disinfect ~】

○As with seasonal influenza, measures against
infectious diseases such as hand washing and cough
etiquette are effective.

○Wash your hands frequently with running water and
soap. Please wash your hands thoroughly especially
after going out, coughing, and touching mouth, nose,
eyes, etc.

○If you have a cough, avoid places where many people
gather in order to protect cough etiquette such as
covering your mouth and nose with tissue and prevent
infection to people around you.

○Alcohol for disinfection is also effective, so please
use it.

○If you have a fever, cough, sneezing or any other
physical condition, please visit the clinic as soon as
possible

REFERENCES

○EMBASSIES OR CONSULATES, INTERNATIONAL ORGANIZATIONS

https://www.mofa.go.jp/about/emb_cons/protocol/index.html



○POSTAL CHARGES

https://www.post.japanpost.jp/index_en.html



○CLIMATE of JAPAN Average Temperature & Precipitation in Major Cities:

Japan Meteorological Agency

<https://www.jma.go.jp/jma/indexe.html>

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