



JICA Kansai

GUIDE

Kansai Center
Japan International Cooperation Agency
(JICA Kansai)

(As of May 2019)

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I . Location

1. Address 1-5-2 Wakinohama-kaigan-dori, Chuo-ku, Kobe, Hyogo
651-0073, Japan

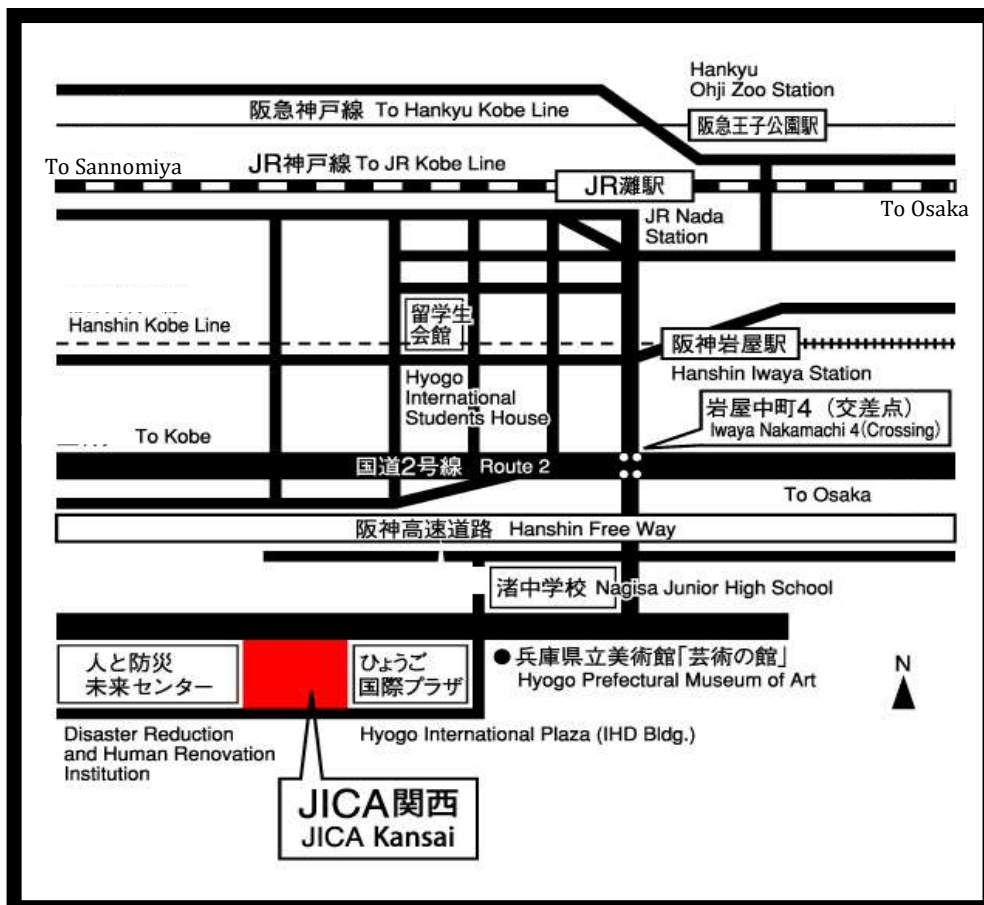
2. Telephone Number

JICA Kansai Reception +81-78-261-0341

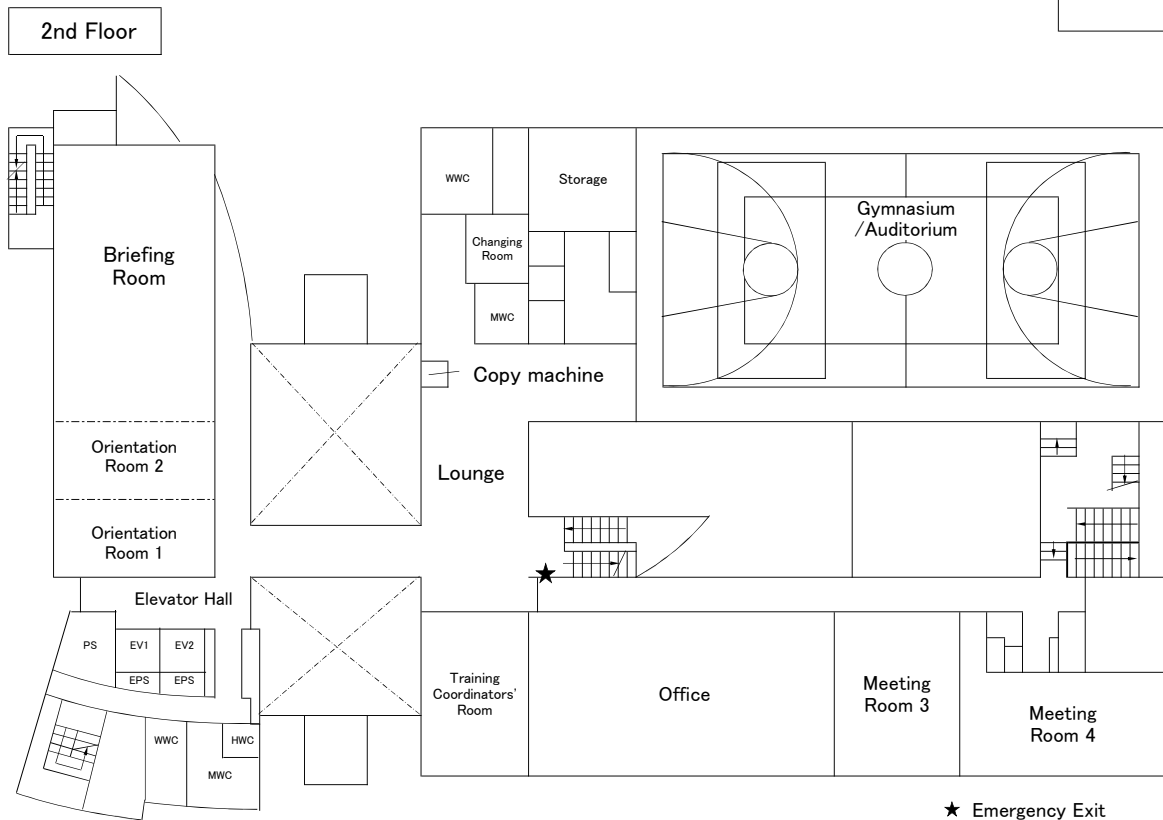
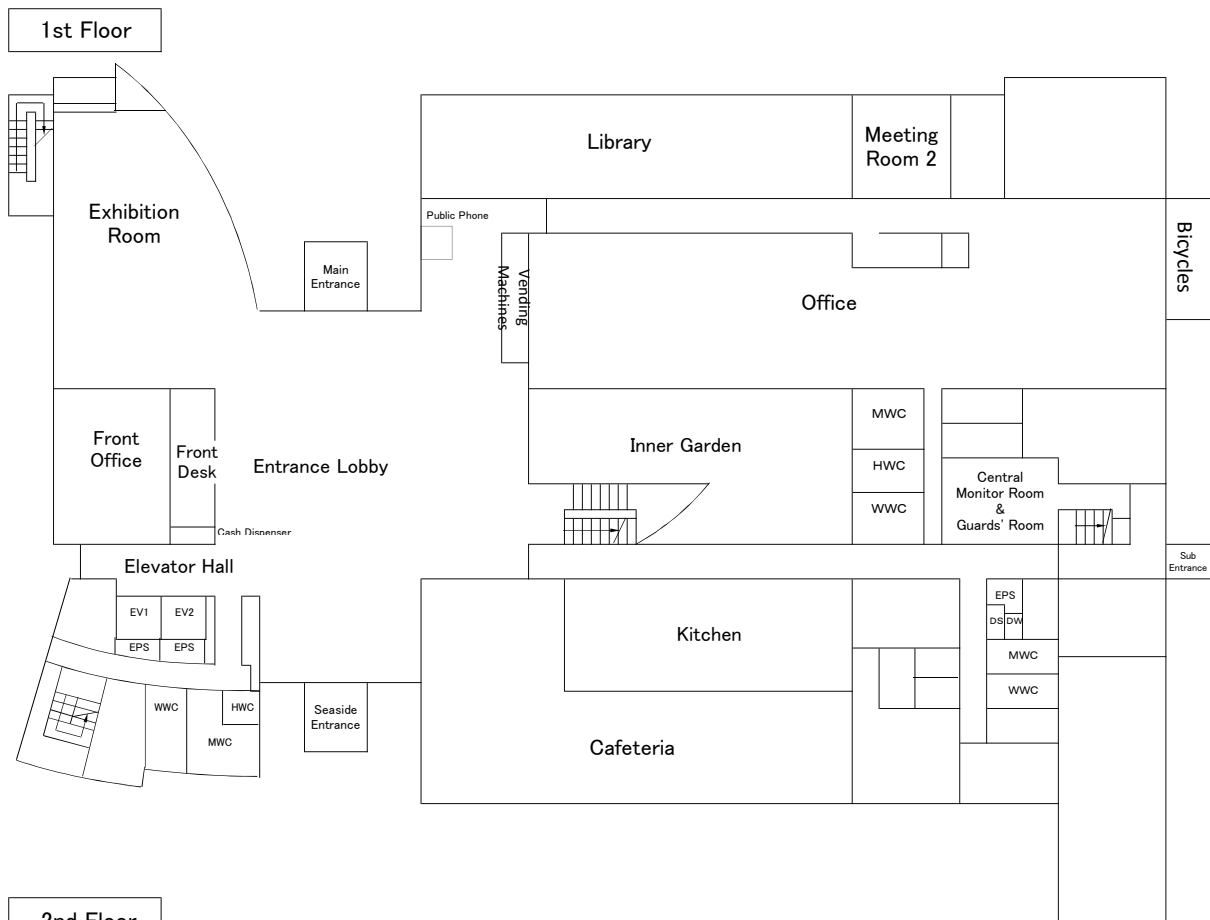
3. Fax Number

JICA Kansai Office +81-78-261-0465

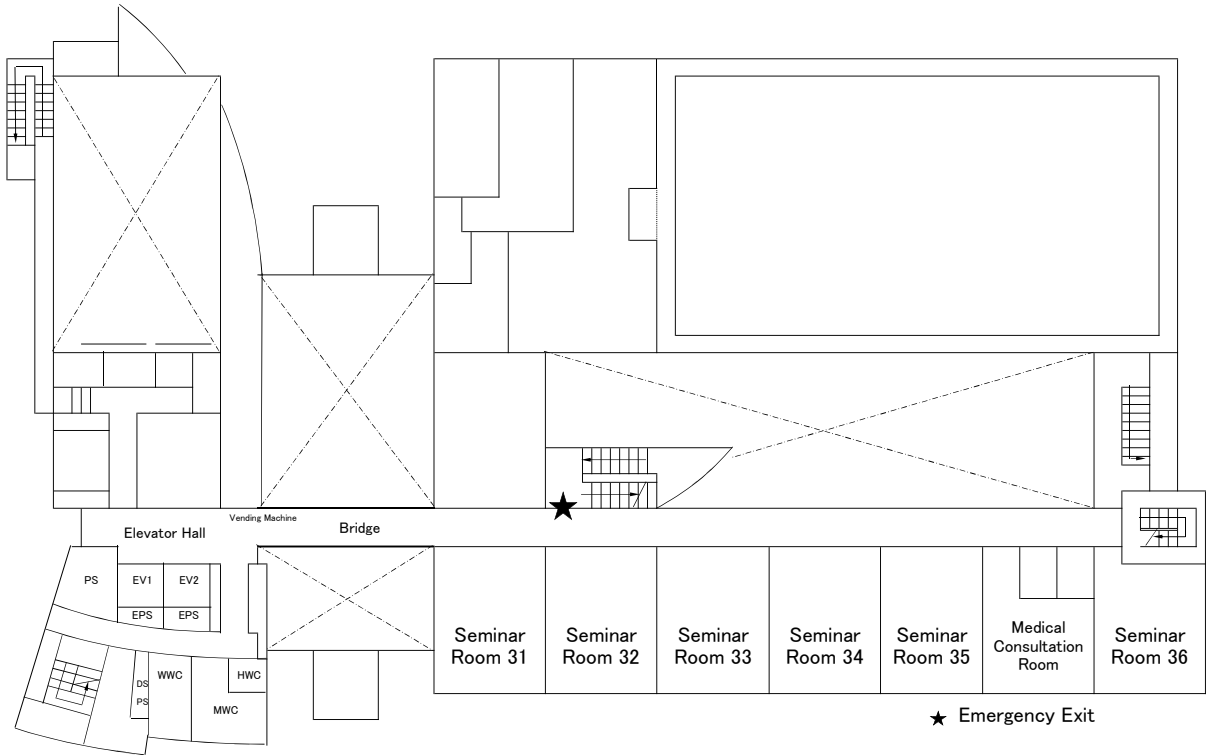
4. Location Map



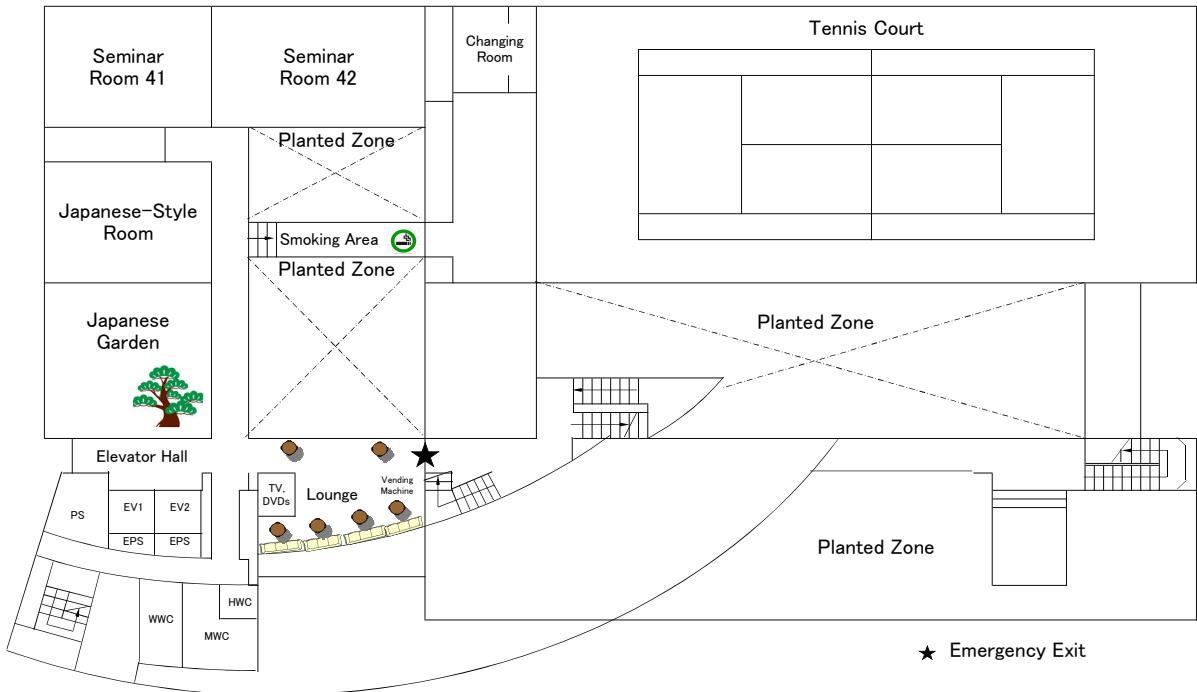
II. Layout and Facilities



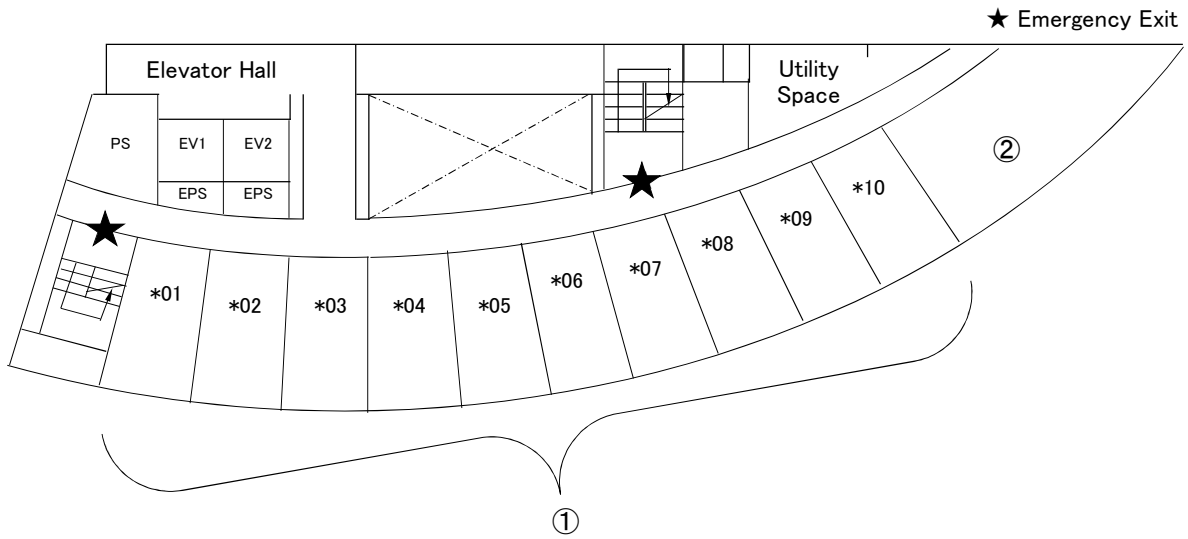
3rd Floor



4th Floor



5th-13th Floor



Floor	①	②
13th	Single Rooms 1301-1310	Single Room 1311
12th	Single Rooms 1201-1210	Twin Room 1211
11th	Single Rooms 1101-1110	Single Room 1111
10th	Single Rooms 1001-1010	Twin Room 1011
9th	Single Rooms 901-910	Twin Room for Wheelchair User 911
8th	Single Rooms 801-810	Twin Room for Wheelchair User 811
7th	Single Rooms 701-710	Trunk Room
6th	Single Rooms 601-610	Trunk Room
5th	Single Rooms 501-510	Computer Room

To prevent fires, the following are prohibited in the guest rooms:

- Smoking
- Cooking
- Use of any open flames
- Use of irons

III. Services

1. JICA Office Hours

- ◆ Weekdays: 09:30 - 12:30
13:15 - 17:45
- ◆ Saturdays, Sundays and National Holidays: Closed

2. Cafeteria

	Open at	Last Order	Closed at
Breakfast	07:00 (Weekdays)	8:30	9:00
	07:30 (Weekends and National Holidays)	9:30	10:00
Lunch	11:30	13:30	14:00
Dinner	17:30	20:30	21:00

Note: Halal food is available.

Breakfast is included. Please sign in at the cafeteria every morning.

JICA cafeteria is self service.

Please do not take tableware or seasonings out of the cafeteria.

Room service is not available.

Meal Card

When you check-in to JICA Kansai, you will be given a Meal Card.

The Meal Card is credited with the sum of ¥1,100/night × the number of nights you are scheduled to stay at JICA Kansai.

* The amount is subject to change without notice.

- (1) Please keep the Meal Card safe. The Meal Card is NOT re-issued.
- (2) The Meal Card cannot be passed on to other parties in any cases.
- (3) The Meal Card is usable only at the dining hall of JICA Centers.
- (4) Please return the empty (¥0) Meal Card to the Front Desk.
- (5) Please request the Front Desk to re-issue the Meal Card when there is no space to print the remaining amount or when the Meal Card is not usable due to any damage/accident.
- (6) At the checkout time from JICA Centers, please return the Meal Card to the Front Desk. The remaining amount on the Meal Card cannot be changed into cash or refunded. You can purchase snacks, drinks and small souvenirs displayed to the left side of the cashier.

3. Front Desk (Tel. (078) 261 - 0341, Ex. # 2100)

- (1) Service Hours 07:00-23:00 (Main Entrance is closed at 23:00)

Entrance opening hours: Main Entrance 07:00-23:00

Seaside Entrance 07:00-21:00

For entry after 23:00, please inform the Front Desk beforehand by phone or by submitting a form.

- (2) Check-in 15:00

- (3) Check-out 10:00

- (4) Key There are 2 kinds of keys.

① Room Key: Please lock the room door manually whenever leaving the room.

The lock is not automatic.

② Security Key: The black tag attached to the room key is to open the security door of the elevator halls on the 5th to 13th floors. Please do not separate the keys, and leave them at the Front Desk whenever leaving the facility.

4. Services

- (1) Telephone

Both local and international incoming phone calls can be connected to the guest rooms through the Front Desk. Collect calls are not available. For free room-to-room calls, please dial the room number.

Two ways to call outside:

① Public phone in the lobby

② Guest room phone (BRASEL prepaid phone card is available at the Front Desk for 1,000 yen.)

*Incoming FAX service is available only for JICA Participants.

- (2) Mail & Parcels

Postal stamps and a parcel delivery service are available at the Front Desk.

- (3) Hot Water Supply

Hot water in the bathroom (shower) is available from 06:00 to 24:00.

- (4) Room Cleaning

House Keeping Service is done at weekdays only. Sheets and pillow cases are changed once a week.

- (5) In-room Internet Connection

Please refer to "*Internet access*" and "*How to remove the proxy server settings*" in the information book.

- (6) Refrigerator

The refrigerator in your room does not have a freezing compartment.

For hygiene reasons, please empty the refrigerator when checking out.

- (7) Other Services

The following are available at the Front Desk.

① Hair Dryers

② Irons

③ Bicycles (JICA Participants Only). Please refer to "*Some tips to keep in mind before riding a bicycle*" in the information book.

5. Facilities

To use the following facilities, registration and/or reservations are required at the Front Desk.

You can use them for up to 2 hours with each application.

Floor	Facility	Open Hour
1F	Library	09:30-18:00 (Weekdays only)
2F	Gymnasium (Table Tennis, Badminton, Basketball, Volleyball)	08:00-22:00
3F	Medical Consultation Room (JICA Participants Only)	11:00-18:00 (Monday, Tuesday, Thursday, Friday) 15:00-18:00 (Wednesday)
4F	Tennis Court	12:00-22:00 (Weekdays) 08:00-22:00 (Weekends and National holidays)
5F	Computer Room (JICA Participants Only)	07:00-24:00 (Registration is required.)

6. Laundry, Ironing and Microwaves

Washing machines, dryers and microwaves in Utility Spaces on the 5th to 13th floors are available between 07:00-23:00. Detergent is available at the Utility Spaces.

Washing machines and dryers on the 6th and 7th floors are for women only.

Steam irons are available at the Front Desk. Please use irons only in the Utility Space where ironing boards are kept. To prevent fires, ironing in the guest rooms is strictly prohibited.

7. Vending Machines

Vending machines for soft drinks are located in the lobby, on the 3rd and the 4th floors.

Ice machines are available in Utility Spaces.

8. Valuables

Please keep your valuables in the safe box in your guest room.

JICA Kansai will not be responsible for any loss, damage or theft of your personal belongings.

9. Photocopying

There is a photocopy machine on the 2nd floor.

Please request a copy card at the Front Desk, if you need to use it.

10. Tap Water

Tap water in each guest room is drinkable. Cold water is available at the water server on the 3rd floor.

Please bring your own cup or bottle for cold water.

11. Others

(1) Emergency Escape Route

Make yourself familiar with the emergency escape route. An emergency escape route sign is on the door of each guest room.

(2) Emergency Call

In the event of an emergency, please contact the Front Desk immediately. (ext. 2100)

(3) Separating Trash and Energy Conservation

To reduce negative impacts on the environment, your consideration for the 3Rs (Reduce, Reuse, and Recycle) of trash/garbage and resource saving is appreciated as well as cooperation for trash separation, water-saving and power saving.

IV Rules and Regulations

1. Regulations

- (1) You are requested to follow the instructions given by JICA officers, the course leader and training coordinators during the program period.
- (2) Your stay in Japan cannot be extended. You are required to return to your home country according to the flight schedule designated by JICA.
- (3) Involvement in any political, commercial or religious activities is not allowed.
- (4) JICA will not issue a diploma but a certificate on your successful completion of the program.

2. Accommodation Rules and Regulations

- (1) **The Main Entrance of JICA Kansai is closed at 23:00.**
Please return by 23:00.

If you are unable to return in time, please call the Front Desk as soon as possible to let them know your whereabouts and estimated time of return.

In addition, please note that **you cannot go out after 23:00.**

- (2) Staying out is only permitted on **Fridays, Saturdays and the day before holidays.** Those who wish to stay out overnight are requested to submit a "Staying-out Form" to the Front Desk in advance.
- (3) For fire prevention, the use of electric irons, heaters, stoves, toasters or any kind of heating appliance in your room is prohibited.
To avoid lampshades from overheating, please refrain from covering them with towels and ot
- (4) Smoking is prohibited on the premises except in front of the tennis court on the 4th floor.
- (5) Visitors are not allowed to go to participants' room floors.
Please meet your visitors only in the lobby and cafeteria.
- (6) After 22:00, activities that may disturb others such as loud talking and singing, loud radio/CD volume, etc., are prohibited.
- (7) Moving furniture and equipment from their original locations is not permitted.
- (8) Please refrain from damaging the walls by pasting photos, papers and the like.
- (9) Posting announcements on the information board or any other places in JICA Kansai is not allowed without prior approval from JICA.
- (10) Please refrain from bringing into JICA Kansai any animals, smelling items, weapons, explosives, inflammables, bulky objects, or other such items.
- (11) NONE of your family members is permitted to stay at JICA Kansai.

3. Compensation for Damage and Loss

Should you damage JICA facilities or lose JICA equipment, you shall cover the costs.

4. Regulations regarding Computer Room (for JICA participants only)

Reservations for the Computer Room can be made by filling out an "Application Form for Computer Room" at the Front Desk. Please obtain a PERMISSION CARD at the Front Desk before you start using a computer at the reserved time.



Computer Room (5th floor)	
Open Hours	07:00 – 24:00 Front Desk for reservation is closed at 23:00. Computer Room is closed at 24:00 for daily virus check, after then no extension is allowed.
Computer	When you use the computer, please switch on the monitor and turn on the computer. Shut down the computer and switch off the monitor after use.
Printer	Please turn on the printer before printing and turn it off after use.
Print out	Please print only when it is necessary. Printing paper is available at the Front Desk.

5. Internet connection with your PC in each guest room

You can connect your PC to the internet in your room.

We strongly request you to install ANTIVIRUS SOFTWARE and scan for viruses if you use USB. For details on installation of ANTIVIRUS SOFTWARE and Internet connection, please refer to the manual in your room. If you have some problems connecting, please contact the Front Desk. (We do not offer any support for Apple PCs.)

6. Wireless LAN access

Free Wi-Fi service is available in JICA Kansai. Please refer to "How to connect to Wi-Fi" in the JICA Kansai Information Book.

V. Medical Services

All JICA participants are eligible for medical services for the full period of their official stay. JICA Participants are advised to consult first with a Medical Coordinator, Training Coordinators, JICA officer or the Front Desk staff, when they have a health problem.

1. Medical Card

(1) All participants are covered by insurance arranged by JICA.

A Medical Card, certifying that you have medical insurance, is given to each participant at a briefing session. This card is to be used for medical treatment during your stay. Medical expenses are covered in accordance with the provisions of the medical insurance.

(2) The following medical expenses are NOT covered by the Medical Card:

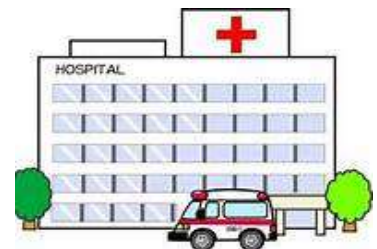
- 1) medical treatment for illness or injury caused by willful misconduct
- 2) medical treatment of a pre-existing illness
- 3) corrective surgery that is not immediately required
- 4) cosmetic surgery
- 5) immunizations, routine medical examinations and vaccinations
- 6) any medical treatments related to and resulting from pregnancy and/or childbirth
- 7) dental treatment that is not immediately required
- 8) purchase or repair of corrective eyeglasses and/or contact lenses
- 9) medicine without a prescription from a doctor
- 10) medical treatment over 180 days commencing from the date of the accident

(3) If the clinic or the hospital does not accept the Medical Card, please pay the charge in cash by yourself and get a receipt. The amount will be reimbursed by your program officer in exchange of the receipt.

2. Your coordinator or other staff will accompany you to a clinic or a hospital.

When a consultation with a doctor is necessary, please contact your trainir coordinator or JICA Front Desk to be accompanied by JICA staff to avoid any language problems.

Neither the Front Desk nor the Medical Consultation Room keep any medicine.



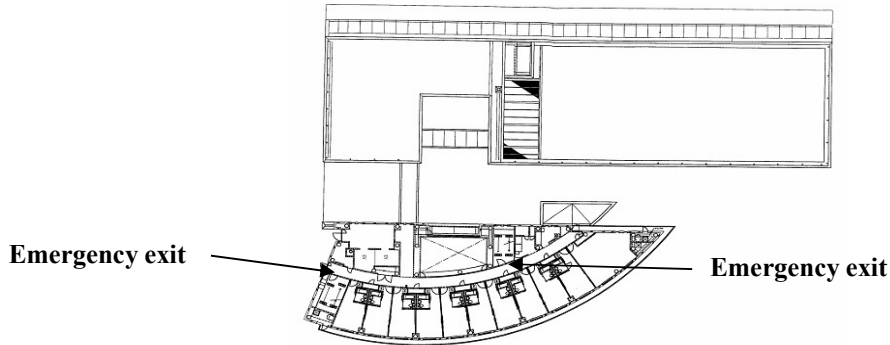
VI. Emergency Procedures

JICA Kansai is well equipped with numerous devices against fire, including a fire instruction board in each of the residential rooms.

We encourage you to understand the safety features of JICA Kansai and become familiar with the location of the emergency exits on your floor as soon as possible after check-in.

Please do not step out onto the balcony except in an emergency.

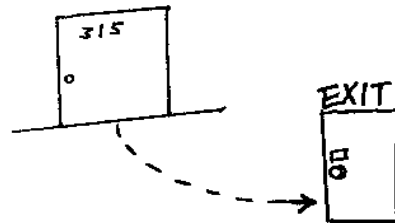
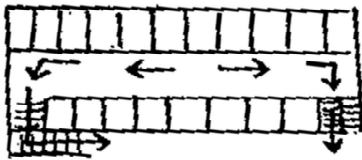
Sketch of the Residential Quarters (5th floor)



Upon arrival at your room

Familiarize yourself with the evacuation routes.

Please make sure of the location of each emergency exit at both ends of each floor.



To prevent a fire

Please DO NOT light a candle or burn incense.

Please DO NOT cook in your room.

Please DO NOT hang your clothes on a lampshade.



Fire Safety Information

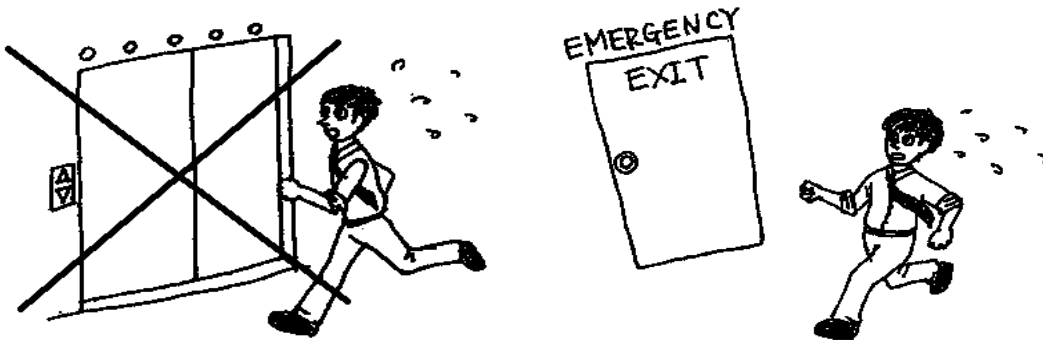
When you find a fire breaking out:

Stay calm and call the Front Desk first.
Shout “Fire” or “Help”.



When you evacuate in case of fire:

Move as quickly as possible to the nearest emergency exit.
DO NOT use the elevator.



If there is heavy smoke, crouch down or crawl while covering your nose and mouth with a wet handkerchief or towel.



Emergency Exit



Fire Extinguisher



Left: Emergency Telephone
Right: Alarm Button
Bottom: Fire Hose



Left: Sprinkler
Right: Heat and
Smoke Sensor

Earthquake Safety Information

If an earthquake occurs:

When you are inside JICA Kansai, please follow the instructions given by JICA staff.

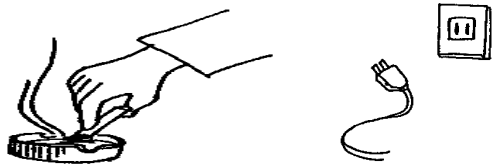
When you are outside JICA Kansai:

Stay calm! Look for the safest place and carefully move toward it.

Motion during an earthquake is not constant, take advantage of the time between tremors to find a safe position.

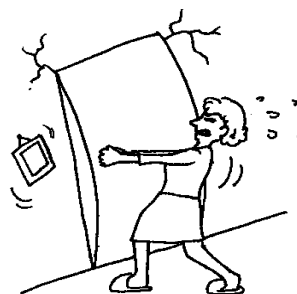
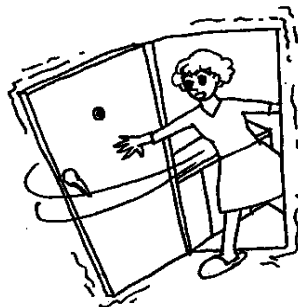
Put out cigarettes and any fires immediately.

Switch off or unplug electric appliances immediately.



Brace yourself in an inside corner away from any windows or crouch under a table or desk. Cover your head and face to protect yourself from injury.

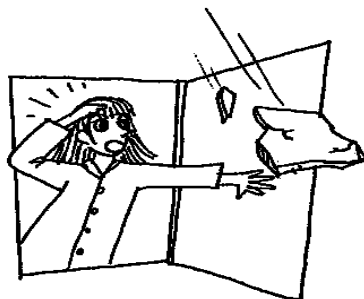
Open a door to secure an exit before it gets bent or jammed.



DO NOT rush outside. Stay away from windows, sliding glass doors, or mirrors.

Avoid any objects that may fall or shake loose.

Aftershocks may cause objects and debris to fall, so watch out when you evacuate.



**For both fires and earthquakes,
please follow the instructions given by the staff.**