

JICA Tsukuba Guide



2019

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Welcome Message

Welcome to JICA Tsukuba Center!

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

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

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

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

WELCOME



I. Outline of JICA Tsukuba

1. Name and Location

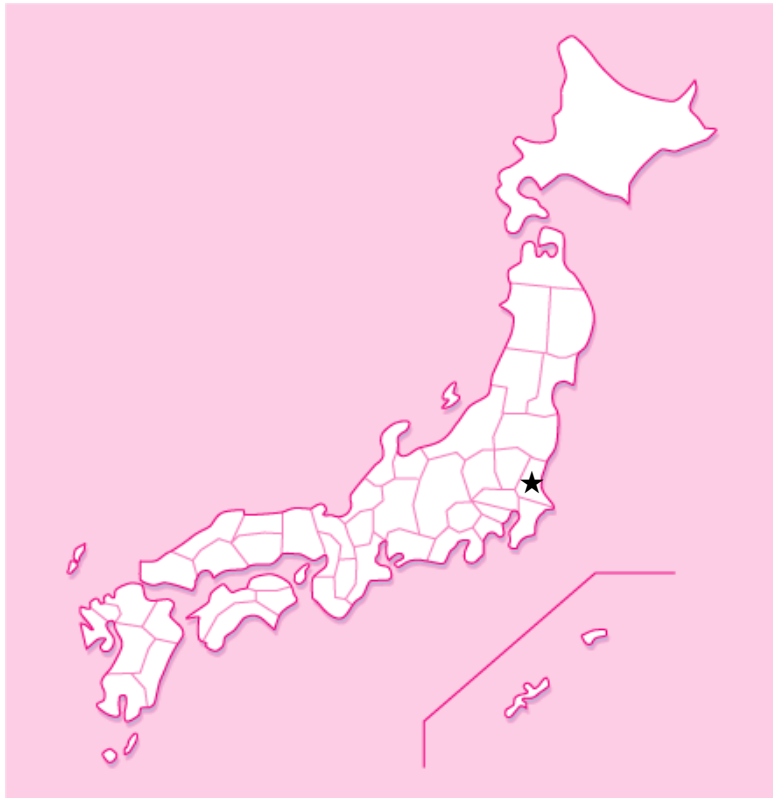
Name: Tsukuba Center (TBIC) / JICA Tsukuba

Location:

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

Tel: 029-838-1111

Fax: 029-838-1119

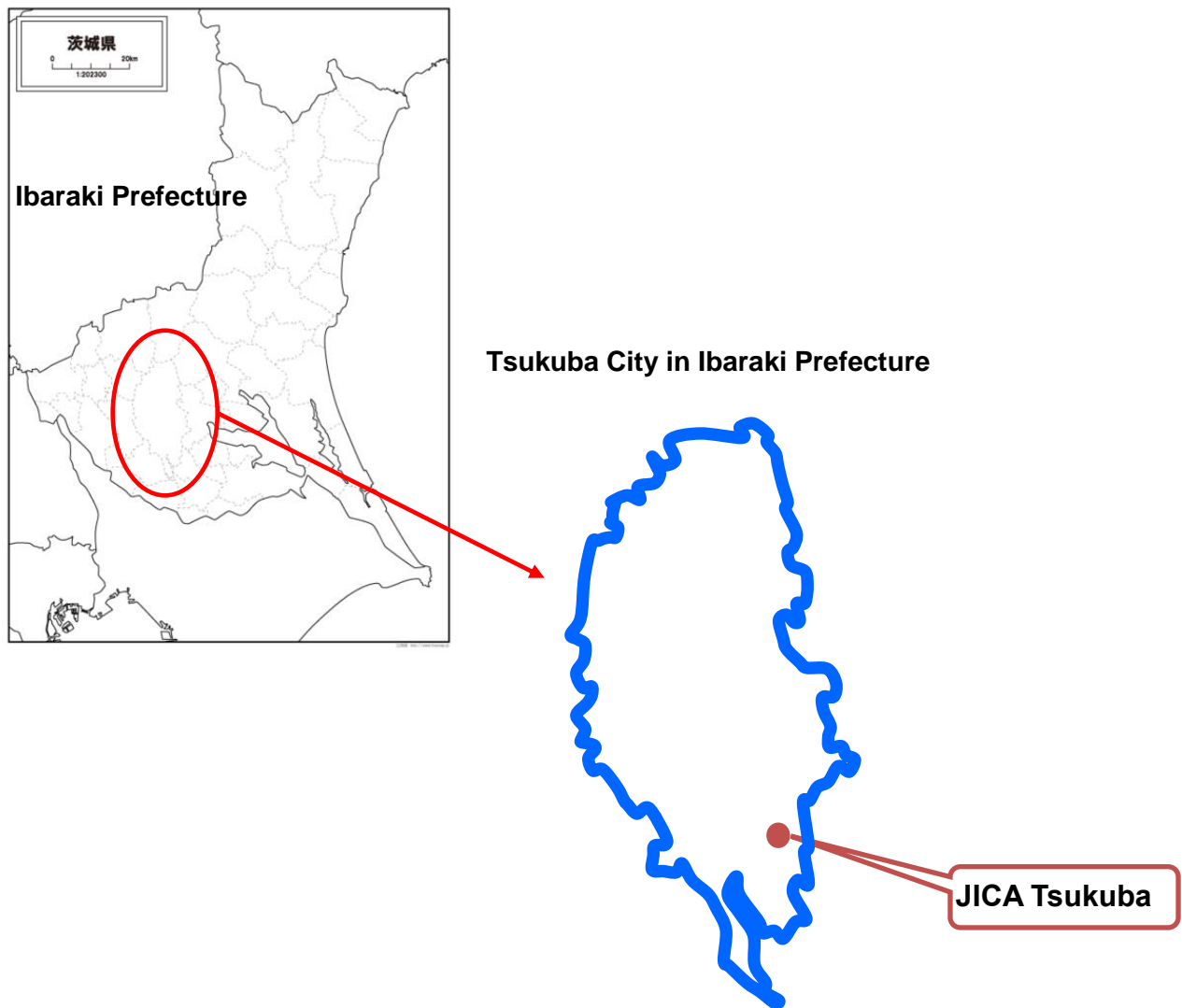


★ JICA Tsukuba

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



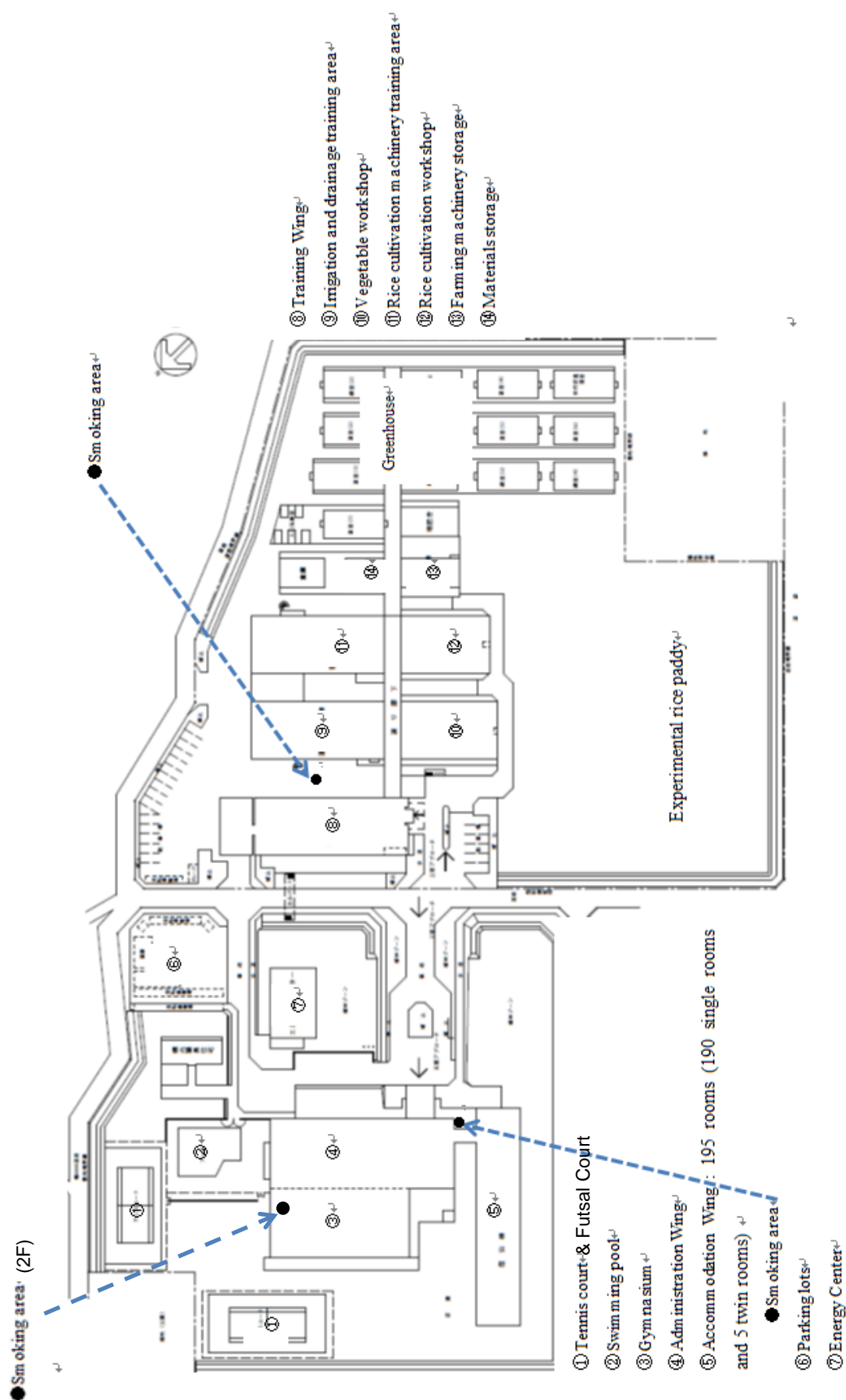
Tsukuba City Map



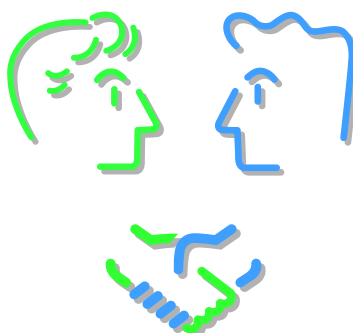
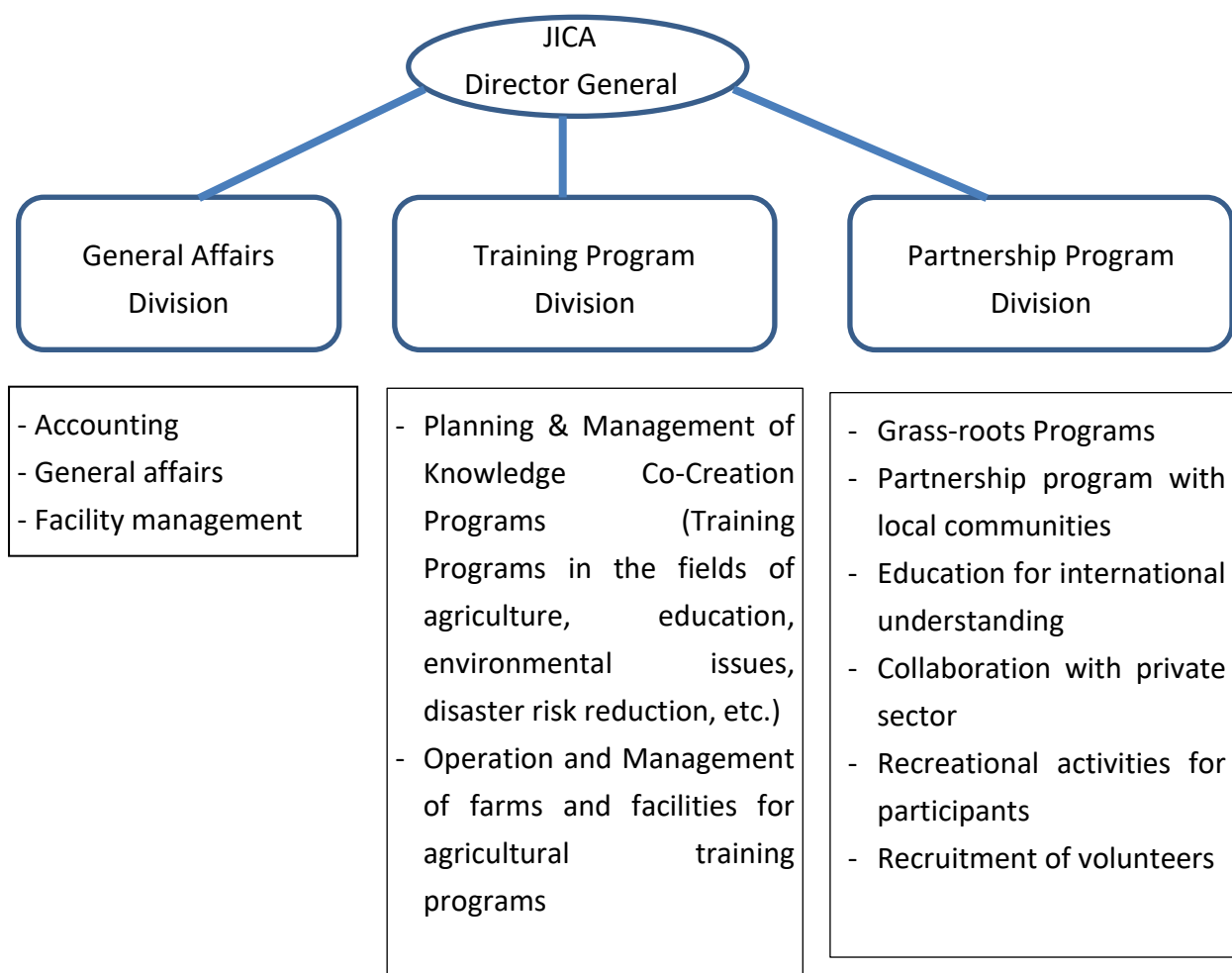
2. Brief History

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

3. Main Facilities



4. Organization of JICA Tsukuba



II. Services & Service Hours

<Service Hours>

	Floor	Facilities		Extension	Service Hours	Remarks
Administration Wing	1F	General Affairs Division		3101	9:30 - 17:45	*Weekdays only *Lunch time: 12:30 - 13:15
		Main Entrance		5	7:30 - 23:00	*Dial No.8 between 23:00 - 7:30
		Front Desk				
		Guard’s Room		3604	24 hours	
		Medical Coordinator		4209	9:30 - 17:45	*Weekdays only *Lunch time: 12:30 - 13:15
		Gymnasium		3153	7:00 – 23:00	
	Outdoor facilities	Outdoor Tennis Court, Futsal Court			7:30 – 21:00	
		Swimming Pool				summertime only
	2F	Dining Hall	Breakfast	3698	7:00 - 9:00 *Weekend & Holidays: 7:30 - 9:30	*Free of charge (with signature) *Requested to enter 30 min before the closing time
			Lunch		12:00 - 14:00	*Cash or Meal Card *Last order: 13:30
			Dinner		18:00 - 21:00	*Cash or Meal Card *Last order: 20:30
		Common Kitchen		3607	7:00 - 22:00	*Up to 2 hours per person
		Music Room			8:00 - 23:00	
		3F	Computer Room		3821	6:00 – 2:00
	2 nd Library		3812	10:00 – 12:00	*Closed: Saturday, Sunday, National Holidays, Dec 29 - Jan 3	
	Accomm. Wing	Each Floor	Laundry Room			8:00 - 22:00
Training Wing	1F	Training Program Division / Partnership Program Division		4200	9:30 - 17:45	*Weekdays only *Lunch time: 12:30 - 13:15
	2F	1 st Library		4266	13:00 - 18:00	*Closed: Saturday, Sunday, National Holidays, Dec 29 - Jan 3

1. Front Desk Services

- Mail

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

- Parcels & Home-delivery Service

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

- Lending Service

Following items are available for borrowing at the front desk.

Futsal ball*	Billiard set*	Volleyball ball*
Basketball ball*	Tennis racket & ball*	Badminton set*
Table tennis set*	Game of Go*	Acoustic guitar*
Chess*	Shogi (Japanese chess)*	Two-socket plugs**

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

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

- Selling Service

Postage stamps and BRASTEL Cards shown below are available for purchase.

Notes:

Front desk does not accept foreign currency exchange.
Please go to a bank or post office to exchange money.



2. Telephone (including BRASTEL Card)

(1) How to make outside calls

To make outside calls, you need to purchase a BRASTEL Card, available at the Front Desk.
“BRASTEL Card” is a rechargeable prepaid card for domestic & international calls at cheap 24-hour flat rates.



TO PLACE INTERNATIONAL CALLS

- 1) Dial “0” for external line.
 - 2) After the dial tone, dial:
0120-982-611
 - 3) Enter **4 #** (for English guidance).
 - 4) Enter access code(12 digits) and press **#**
 - 5) **C o u n t r y - A r e a - P h o n e**
C o d e N u m b e r #
- (Call will start after remaining minutes information.)

TO PLACE DOMESTIC CALLS

- 1) Dial “0” for external line.
 - 2) After the dial tone, dial:
0120-982-611
 - 3) Enter **4#** (for English guidance).
 - 4) Enter access code(12 digits) and press **#**
 - 5) **C o u n t r y - A r e a - P h o n e**
C o d e N u m b e r #
- (Call will start after remaining minutes information.)

*Other guidance languages:

Portuguese 1 #	Japanese 3 #	Chinese 6 #	Russian 9 #
Spanish 2 #	English 4 #	Vietnamese 15 #	French 18 #

For more information, please visit our website or contact customer service.

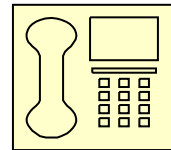
(2) How to receive outside calls

Outside call can be directly received in your room, or through the Front Desk.

For the direct call, please let the caller know your telephone number shown on the phone in your room. (If the number is 029AAABBBB, the caller should dial 81+29AAABBBB.)

For the telephone call through the Front Desk, please make sure the caller knows your room number so that the call can be quickly transferred to your room. If you don't pick up the call in your room, you will be paged over speakers. When you hear your name and your room number being announced, please contact us in the following way:

- 1) Reach the nearest internal phone
- 2) Press **5** to contact the Front Desk
- 3) Tell us your room number
- 4) Hang up the phone
- 5) Wait for the call to be transferred to that phone



(3) How to make extension calls

To call other rooms → Dial 2 + the room number (3 digits)

To call the offices in JICA Tsukuba → Dial the extension number (4 digits)

3. Security Guard

Security guards are on duty 24 hours a day.



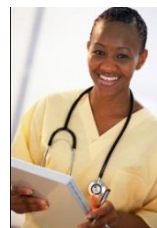
4. Medical Service

- Medical Coordinator

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

- Visiting Doctor

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



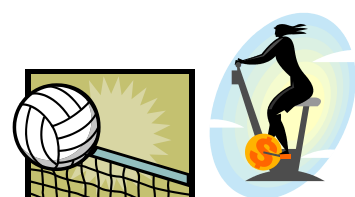
5. Sports Facilities

- Gymnasium (7:00 a.m. – 11:00 p.m.)

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

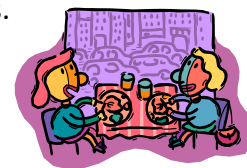
- Outdoor Tennis Court & Futsal Court (7:30 a.m. – 9:00 p.m.)

- Swimming Pool (summertime only)



6. Dining Hall and Meal Card System

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



Meal Card System (for JICA participants only)

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

¥1,100/day x number of days

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

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

You can check the balance, printed on your Meal Card.

Regulations

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

7. Cash Dispenser

Located beside the Front Desk (near the main entrance)

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

Weekday: 8:45 a.m. – 7:00 p.m.

Saturday: 9:00 a.m. – 5:00 p.m.

Sunday & Holiday: Not available



8. Common Kitchen

Microwave oven, refrigerator and other kitchen equipment are available in the common kitchen, which is located behind the dining hall. To use a cooking heater in the common kitchen, make a reservation at the front desk.



9. Music Room

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



10. Computer Room

Computers and printers are available in the Computer Room. All the computers there are connected to the Internet.



11. Laundry Room

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



12. Pantry

Ice-maker is equipped in the pantry on every floor of the accommodation wing. Please note that tap water in Japan is drinkable.



13. Library

It contains a wide variety of Japanese and English books, audiovisuals, and periodicals covering humanities, social and natural sciences, especially agriculture.
Our librarian always helps you finding good books which you need.



III. In-room Services

1. TV Channels

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

To watch NHK World: Press 9

To watch BBC News: Press 7.



2. Room Cleaning Hours

Vacuuming: Daily on weekdays

Bed making and sheets change: Once a week*

*Monday: 1st floor Thursday: 4th floor

Tuesday: 2nd floor Friday: 5th floor

Wednesday: 3rd floor



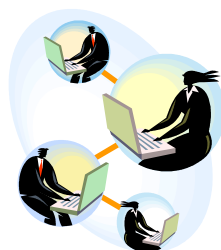
3. Bath Room

Hot water for bathing is available 24 hours a day.



4. Internet

Internet access is available in your room (ID & Password needed). For further information, please contact the Front Desk.



IV. Rules & Regulations

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

1. Closing Time

You are requested to return to JICA Tsukuba before 11:00 p.m.

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

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



2. Room Key

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



3. Valuables

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

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



4. Staying Overnight

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



5. Visitors

Please receive visitors at the Lobby or the Dining Hall.

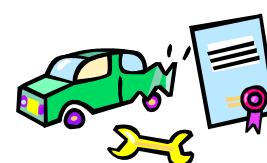
Visitors are not allowed to enter the Accommodation Wing.

If you have any notice on visitors, please do not hesitate to consult with front desk.



6. Damage & Loss

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



7. Noise

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



8. Garbage Separation

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

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



9. Items Prohibited

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



10. Fire Safety

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



11. Smoking

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



12. Before and During Sporting

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



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

Means of Transportation around JICA Tsukuba

1. Bicycle

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



2. Bus



-Public Bus

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

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

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

