

Application Guidelines for KAKEHASHI Project Japan's Friendship Ties Programs

University Cohort 2022

Kakehashi Project

To promote people-to-people exchange between Japan and nations worldwide, the Ministry of Foreign Affairs of Japan conducts *Japan's Friendship Ties Programs*, which send approximately 5,600 people to and from Japan each year. The North American portion of these programs is called the Kakehashi Project. The Japanese word “kakehashi” means “bridge,” a symbol of the belief that participants will form lasting relationships with Japan and its people and serve as bridges between their own cultures and Japan's. Participants are encouraged to share their experiences and discoveries with their networks and to contribute to cultivating deeper international appreciation of Japanese culture. The Kakehashi Project is an exchange program aimed at promoting greater understanding of Japan in North America and should *not* be considered a training course for the development of special skills.

Program Objectives

- To promote mutual trust and understanding between the peoples of Japan and Canada, and build a basis for future friendship and cooperation
- To encourage in Canadians an appreciation of Japanese culture, history, society, technology and language
- To generate worldwide interest in Japan by information-sharing through participants' grassroots networks

Program Overview

Dates: February 18 – 26, 2023

Place: Tokyo plus one regional city (TBC)

Number of participants: 40 participants; 3 groups—University of Toronto, University of Ottawa, Prince Takamado Japan Centre nominees

Activities:

- (i) Attend lectures on aspects of Japanese culture, history, society, economy, politics, and diplomatic relations to promote a better understanding of Japan.
- (ii) Participate in school exchange programs.
- (iii) Visit educational sites and institutions, high-tech and traditional industries, world heritage sites, provincial and municipal government offices, and participate in cross-cultural events, workshops, and discussions with local people.

- (iv) Participate in hands-on-learning experiences such as homestays, home-visits, and cultural events.¹
- (v) Share information through reporting sessions and social media during/after the program.

Qualifications for Participants

Please refer to the qualifications below to confirm your eligibility to participate. Note that other restrictions may apply.

- (1) Applicants must have Canadian nationality or Canadian Permanent Resident status.
- (2) Those who have Japanese nationality are **ineligible**.
- (3) Those who have previously participated in the Kakehashi Project, or other programs funded by the Japanese government are **ineligible**.
- (4) Those who have spent 12 months or more cumulatively in Japan are **ineligible**.
- (5) The applicant should be physically and otherwise capable of keeping up with a busy program schedule requiring extensive walking each day.
- (6) The following applicants are given priority (excluding applicants ineligible under (1) (2) (3) (4) (5) above):
 - Those who have been involved in study, research or activities related to Japan or Japanese language/culture for over a year;
 - Those who have been involved in business related to Japan or Japanese products/services for over a year.

Supervisor/Group Leader Applicants

Should have leadership abilities and be cooperative and capable of supervising and leading participants effectively to ensure the smooth operation of the program (See Annex 1 for the roles of supervisors and group leaders).

University and High School Applicants

- (1) Must be in good academic standing at the participating institution.
- (2) Must not have been subject to disciplinary action (suspension, expulsion) within the last year.
- (3) Must be aged 16 or older.

Mandatory Assignments for all Participants

1. Disseminate Experience

Participants are required to share their experiences and discoveries in Japan and promote Japan as an attractive destination for travel, study, or work by posting on Facebook, Twitter, Instagram, LinkedIn, You Tube or other social media during and after the program, especially within three months of the completion of travel.

2. Make Action Plans

¹ Please note that homestays are currently not being offered as part of the program.

Participants are required to make action plans on how they plan to share their experiences and stay connected with Japan after returning to Canada. The groups will wrap up their findings in Japan and present group action plans in the reporting session.

3. Report Implementation of Action Plans

Participants are required to report to APF Canada and JICE on the implementation of their action plans three months after completion of travel. Social media posts published articles/blogs or other reports on dissemination activities are welcome.

4. Complete Questionnaires

Participants are required to complete a questionnaire at the end of the program. Three months after their return, they will be required to complete a follow-up online questionnaire sent via email.

Required Documents

(1) Passport copy

The applicant must submit a copy (colour/b&w) of the photo page of his/her passport. The copy should be clear, complete, and large enough to be legible. Those who do not have a passport valid for the dates of travel must apply for a passport sufficiently in advance and submit a copy no later than 30 days prior to the departure date. Those who do not have Canadian citizenship must submit a copy of their valid passport, Canadian permanent resident card, and visa, if required.

(2) Proof of vaccination

All program participants are required to be at least triple vaccinated against COVID-19 unless medically exempt. The applicant must submit either (a) a copy of proof of completed COVID-19 vaccination cycle (i.e., 2 regular doses plus at least one booster) issued by the provincial authority or other designated government authority if vaccinated outside Canada which includes the applicant's name, date of vaccination, brand(s) of vaccine received; or (b) a copy of official documentation indicating medical exemption from vaccine requirements.

(3) Application Form

The applicant must complete and submit the online **Application Form** by the deadline indicated on the form.

(4) Letter of Understanding & Letter of Understanding – COVID Measures

The applicant must carefully read and sign both **Letters of Understanding** (Annex 4a & 4b). If the applicant is under 18, the parent or guardian's signature is also required. The Letters of Understanding must be signed by hand (electronic signatures not accepted) and submitted with the online Application Form by the advised deadline.

Implementation Agencies

Japan International Cooperation Center (JICE) is the official agent for the Kakehashi Project undertaking all in-Japan program operations and arrangements.

The Asia Pacific Foundation of Canada (APF Canada) is the official agent for the Japan-Canada Kakehashi Project, undertaking all in-Canada operations and arrangements, including recruitment, flight bookings, pre-travel orientation and program support. APF Canada is the primary point of contact for Canadian Kakehashi Project participants and will communicate all information about the program to those selected.

Terms and Conditions

(1) The following expenses are covered by the program.

- Round trip economy class international air ticket to/from Japan
The most convenient international airport will be chosen for the participant/participant group. Airport tax and facility fees are included. Travel between the participant's home and the designated airport of origin, and any excess baggage fees incurred during the program shall be paid by the participant. Changes to designated flight, seat or seat class are not allowed even if the participant is willing to pay the difference in fare.
- Overseas travel insurance
Chronic diseases, dental issues, pregnancy, or illness and injury occurring prior to travel are NOT covered. In these and other cases in which the insurance company denies coverage, the participant must obtain and provide proof to APF Canada of separate medical coverage prior to travel which would reasonably cover any potential medical expenses in Japan. Any loss or damage to personal belongings is NOT covered.

Insurance	Coverage	Amount (10,000 JPY)
Accident	Death Benefit	1,000
	Physical Impediment Benefit	1,000
	Medical Expense	1,000
Sickness	Medical Expense	1,000
Rescuer's Expense		300
Personal Liability		5,000

Mitsui Sumitomo Insurance Co., Ltd.

- Accommodation, transportation, and meals during the program in Japan
- Admission fees for scheduled activities in Japan

Note: Participants shall pay their personal expenses, including for obtaining a passport, vaccination, COVID testing, travel between their home and the designated airport, accommodation and meals in

their home country, and purchase of souvenirs/personal items before or during the program.

(2) Cancellation Policy

In the event of cancellation due to a personal or family emergency, any associated costs may be waived on presentation to APF Canada of appropriate documentation. If a participant chooses to withdraw from the program for reasons other than a personal or family emergency, the participant may be responsible for any costs associated with the cancellation. Circumstances will be reviewed on a case-by-case basis and cancellation fees may be waived at the discretion of APF Canada.

(3) The following are NOT permitted.

- Travel to Japan before the program start date or remaining in Japan after the program end date
- Travel by a flight or seat class other than that designated by the program
- Changes to accommodation arrangements (hotel or room assignment) designated by the program
- Skipping any elements of the official program (e.g., scheduled meals or visits) for any reason, including private meetings, etc.
- Accompaniment by someone else not selected as a participant on the program (e.g., parent, spouse)
- Travel via a third country on route to or from Japan

(4) Conditions in Japan

- All participants must participate in all scheduled programming and follow the rules/guidelines/directions provided by JICE.
- Participants who are disruptive to the program may be removed from the program at any time, at their own expense.
- Under current health circumstances, all participants will be assigned to single rooms, but this may change should public health conditions improve which will result in non-supervisory participants being required to share a twin or triple room.
- JICE will attempt to accommodate faith-based requests (e.g., prayer time, food restrictions) whenever possible.

(5) Photos/Videos taken during the Program

Participants agree to grant permission to Kakehashi implementing organizations, including JICE, APF Canada and MOFA, to use their voice and likeness in any writings, photographs, films, and recordings collected during the program and related activities. The participant authorizes the publication of his/her name, pictures in film or electronic (video) form, sound, and video recordings of his/her voice, and printed and electronic copy of the above in any and all media including, without limitation, cable and broadcast television, the internet, and the brochures and other print media for promotion, advertising, meetings, or educational conferences. This permission extends to promotional purposes in

all languages, media, or formats now or hereafter devised and shall continue unless the participant revokes the permission in writing.

(6) Laws and Regulations

The participant must observe the laws and regulations of Canada and Japan. Offenders are subject to penalties under Canadian or Japanese law, as appropriate.

- Any dispute arising out of the application for, or participation in, or anything relating to, the program between the participant and the Japanese government or JICE should be governed by and construed in accordance with the laws of Japan, without regard to the principles of conflict of laws, and should be subject to the exclusive jurisdiction of the applicable courts in Japan.
- Any dispute arising out of the application for, or participation in, or anything relating to, the program between the participant and the Canadian government or APF Canada should be governed by and construed in accordance with the laws of Canada, without regard to the

principles of conflict of laws, and should be subject to the exclusive jurisdiction of the applicable courts in Canada.

(7) Attribution of responsibility during the program

The participant agrees to release the Program Organizers, (including their employees and agents) of and from any and all claims, demands, damages, losses, liabilities and expenses including, without limitation, reasonable attorneys' fees and expenses (collectively, "Claims") arising from or relating to the participant's participation in the Kakehashi Project, provided, however, that the release shall not apply to any Claims related to or arising from the Program Organizers' gross negligence, bad faith or wilful misconduct. The participant agrees to indemnify the Program Organizers, including their supporting organizations, employees, and agents), and hold them harmless, of and from any and all Claims arising from or relating to the participant's violation of Japanese laws or regulations or breach of the terms and conditions of these Application Guidelines.

(8) Post-Program Activities and Questionnaires

Participants are required to share their experiences and discoveries about Japan and its attractiveness as a destination for travel, study or work with their family, relatives, friends, and peers at school or in their communities by delivering presentations, publishing writings, or posting photos and text on social or other media. Participants will be asked to complete a questionnaire sent via email three months after the program. All participants are requested to report their post-program activities and stay connected with Japan and Japanese people through the online community sites of Ministry of Foreign Affairs of Japan (MOFA), JICE, and APF Canada (see Annex 3: Social Media Posting Guidelines).

(9) Personal Information Protection Law (Annex 2)

Personal information obtained in Kakehashi Project shall be treated in compliance with Japan's Personal Information Protection Law. JICE ensures the appropriate handling of personal information. JICE may provide personal information to travel agencies, publishers, cooperative organizations, schools, host families, and so on, for the effective operation of and reporting on the program by means of post, fax, or email.

APF Canada collects, uses and discloses information in accordance with its [Privacy Policy](#). Personal information collected will be used primarily to establish eligibility and select candidates for participation in the Kakehashi Project, and to execute program planning. Any information supplied may be shared, only as required, with relevant third parties such as project funders and/or contracted agents of the Asia Pacific Foundation of Canada. Information will be retained for a minimum of 2 years and for up to 5 years. Your personal information, which is under the control of APF Canada, is subject to the [Privacy Act](#), which establishes the requirements for its collection, use, disclosure, retention and protection. In accordance with the *Privacy Act*, you have a right to request access to any personal information which is kept about you by APF Canada as well as to request its correction. You also have the right to complain to the [Privacy Commissioner of Canada](#) regarding any of the aspects referred to above.

Annexes attached:

- 1- Roles of Supervisors/Group Leaders (for student groups only)
- 2- Handling of Personal Information (JICE)
- 3- Social Media Posting Guidelines
- 4a & 4b- Letter of Understanding & Letter of Understanding – COVID Measures
- 5- Sample Schedule

Annex 1

Roles of Supervisors/Group Leaders

Being a supervisor or group leader is an important responsibility. As a Supervisor, you will have the opportunity to help us make your group's visit a fun, memorable and educationally rewarding experience. Your role as a Supervisor or Group Leader is crucial over the course of the KAKEHASHI program. Supervisors and Group Leaders set the standard for behaviour by remaining with their groups at all times, and by maintaining responsibility for the safety and good conduct of the participants.

1. Duties of the Supervisors/Group Leaders

- Lead and instruct the participants appropriately and cooperate with JICE staff and coordinators.
- Attend to the participants closely when they need help, encounter problems or in any contingencies.
- Stay with the participants at all times.
- Encourage participants to post on social media and report on their implementation of the action plans to Program Organizers.

2. What to do at the departure airport

- ① Conduct roll call, check in, and confirm that the participants have everything necessary for the trip.
- ② Collect participants' Medical Interview Sheets and look over participant answers.
⇒ If a participant has a fever or other symptoms of illness, follow the instructions on the form.
- ③ Assist the participants with departure/transit procedures and make sure all participants board.
- ④ Contact the emergency phone number provided if there is a problem at the departure airport.

3. What to do while in Japan

- ① Understand the safety instructions, and make sure that all participants observe them.¹
- ② Check the emergency exit routes in the hotel and at sites visited.
- ③ Remind participants of the rules and curfew when they go out if permitted,² and confirm everyone returns safely.
- ④ Record participants' body temperature each morning and report to the JICE coordinator.
- ⑤ Conduct roll call and check that no items are left behind when leaving the hotel or site visited.
- ⑥ Instruct participants on when to give thank you speeches as needed.
- ⑦ Facilitate discussion in the workshop and assist in preparing the group presentation.
- ⑧ Collect social media postings by participants during the program.
- ⑨ Pay check-in visits to the host families with JICE staff, and stand by in case emergency response is required during the homestay program.
- ⑩ If a participant is ill or injured, accompany them to the hospital and stay with them as necessary.

¹ Safety instructions given during orientation

- Prevention of sickness (taking body temperature every morning, washing hands, gargling, using masks and hand sanitizer, not sharing food and drinks with others, and following other local health and safety measures etc.)
- Precautions against allergies, measures/medications to take in the event of an allergic reaction.
- Emergency response in case of fire, lost passport, accident, earthquake, etc.
- Use of the SOS card and the emergency phone number of the JICE coordinator.

² When unescorted movement outside the main group is allowed, note where participants are going, and make sure that they return by the established curfew (10:00 p.m. for high school students, 11:00 p.m. for others). Participants must go out in groups of two or more. Participant mobility will depend on government restrictions, and participants will only be able to go out in unescorted groups when it is legal and safe to do so. Current government guidelines prohibit unescorted travel and Supervisors must ensure that all participants remain within the assigned accommodations once the group has returned from the official day's program.

4. Post-program Report and Questionnaire

- ① Encourage the participants to share their experiences with family, relatives, friends, peers, or colleagues at school, at work or in the community. Send photos or links to their posts to Program Organizers.
- ② Fill out the After Action Report and email it to kakehashi@jice.org. Instruct the participants to answer emailed questionnaires three months after completion of travel.

Annex 2

Attention to: All KAKEHASHI Participants

Secretary General
Personal Information Administrator
Japan International Cooperation Center (JICE)

Handling of Personal Information

JICE has been making every effort to handle appropriately all personal information it receives. We hope that you will understand the matters stipulated below and agree to provide the requested personal information.

We are acquiring personal information for the purpose of conducting the following business matters. Your personal information will not be used for any other purposes.

(1) Implementation of KAKEHASHI Project

(2) Others: provision of information on JICE's activities, such as support for management of international training programs and overseas student programs, international exchange programs, social integration, support for development education, convention and seminar services, etc.

The personal information you provide to JICE includes Nationality, Religion, Physical and/or Mental Health Condition, Medications, Dietary Restrictions, Allergies, Hobbies, Photos including images and likenesses taken during the program, Reports or Presentation documents you prepare etc., and will be used only for such purposes as smooth implementation and documentation of the program.

JICE may pass on the personal information you provide to the related companies to which JICE contracts its business for the purpose of printing, translating, and disposing of the documents.

In addition, JICE may provide the organizations specified below with the personal information JICE obtains from you for the implementation of KAKEHASHI Project. The attribution, the purposes of the provision of the information by JICE, and the information items are as stipulated below:

- a) The organizations to be provided with your personal information
Host families, Japanese schools and the related organizations or facilities.
- b) The purpose(s) of the provision
To arrange the program properly.
- c) Personal information items to be provided
Name, Age, Sex, Health Condition, Dietary Restrictions, Allergies, Passport, Smoking Habit, Information of your School/Organization, Mother Tongue, Hobbies, Academic Awards, Photos including images of your face taken during the program, Reports or Presentation documents you prepare etc.

The provision of personal information to JICE is left to your discretion. However, in cases where some personal information is not provided, it may not be possible for JICE to make an appropriate judgment regarding implementation of KAKEHASHI Project.

JICE will ask you to complete a questionnaire during/after your participation in KAKEHASHI Project. JICE may use what you have written in the questionnaire for the purpose of promoting its public relations or enhancing its business performance.

In addition, JICE will keep your personal information, as well as your written questionnaire, for years in order to follow up/analyse its business activities.

In regard to the personal information provided to JICE, you have the right to request notification of the purpose of the utilization of the information, disclosure of the information, amendments to the information, additions or deletions of information, complete elimination of or cessation of the utilization of the personal information itself, and the suspension of the provision of the information. If you wish to request any of the above, please contact the following department.

Personal information liaison, General Affairs Department, JICE TEL: 03-6838-2702 E-mail: privacy@jice.org

Annex 3

Social Media Posting Guidelines

Please post about your Kakehashi Project experiences using: **#Kakehashi**

Asia Pacific Foundation of Canada (APF Canada) tags:

- Twitter: @asiapacificfdn
- LinkedIn: @Asia Pacific Foundation of Canada
- Facebook: @asiapacificfoundationofcanada
- Instagram: @asiapacificfoundation

Ministry of Foreign Affairs of Japan (MOFA) tags:

- Twitter: @JapaninCanada / @JaponMontreal / @CGJapanTO / @JapanCons_vanc
- Facebook: @infoculEmbassyofJapanCA / @JapanConsCalgary / @JapanConsToronto / @JapanCons.vancouver

Ministry of Foreign Affairs of Japan (MOFA) Channels:

- Kakehashi Project Canada Facebook page: <https://www.facebook.com/KakehashiProjectCanada/>
- Youth Exchange Network Facebook page: <https://www.facebook.com/youthexchange.mofa>

Japan International Cooperation Center (JICE) Channels:

- Kakehashi Project Alumni group Facebook page: <https://www.facebook.com/groups/654937768718479>
- JICE International Exchange Program Facebook page: <https://www.facebook.com/jice.exchange>

Kakehashi Alumni Committee Channel:

- Kakehashi Project Alumni group LinkedIn page: <https://www.linkedin.com/groups/13562946/>

Websites:

- APF Canada: <https://www.asiapacific.ca/>
- JICE: <https://www.jice.org/en/index.html>
- MOFA Japan: <https://www.mofa.go.jp/>
- Embassy of Japan in Canada: https://www.ca.emb-japan.go.jp/itprtop_en/index.html
- Consulate-General of Japan in Montreal: https://www.montreal.ca.emb-japan.go.jp/itprtop_en/index.html
- Consulate-General of Japan in Toronto: https://www.toronto.ca.emb-japan.go.jp/itprtop_en/index.html
- Consulate-General of Japan in Calgary: https://www.calgary.ca.emb-japan.go.jp/itprtop_en/index.html
- Consulate-General of Japan in Vancouver: https://www.vancouver.ca.emb-japan.go.jp/itprtop_en/index.html

Annex 4a

KAKEHASHI Project

Letter of Understanding

In agreeing to participate in *Japan's Friendship Ties Programs*, the *KAKEHASHI Project* (hereafter referred to as “the Program”), I agree and consent to the following terms and conditions as determined by the Ministry of Foreign Affairs of Japan (MOFA), the Asia Pacific Foundation of Canada (APF Canada) and the Japan International Cooperation Center (JICE) (hereinafter collectively referred to as “the Program Organizers”):

- I have read and fully understand and accept the Application Guidelines, paying special attention to the Qualifications for Participants, Mandatory Assignments for all Participants, and Terms and Conditions. In the case that I have applied to be a supervisor or group leader in the Program, I have also read and fully understand and accept *Annex 1, Roles of Supervisors/Group Leaders*.
- I certify that I filled out the Application Form myself, and that my entries and declarations are to the best of my knowledge true and correct without any omissions.
- I must possess and present a valid passport. If I do not have a Canadian passport, I must present a valid passport issued by the appropriate authority of the country of which I am a citizen, and a valid Canadian Permanent Resident card. If I need a visa to enter Japan, I must obtain it myself at the Japanese embassy or consulate closest to my residence.
- I agree to comply with all regulations and requirements relating to travel between Canada and Japan in order to ensure my eligibility to fully participate in the Program. I understand that this may include obtaining a visitor's visa, meeting vaccination requirements stipulated by the government of Japan, possessing a valid passport, refraining from travel outside of Canada for the 2-week period immediately prior to the Program, and compliance with any other government policies as instructed by the Program Organizers. I acknowledge that I may be held responsible for any costs associated with my failure to ensure my compliance with such requirements.
- I am fully responsible for arranging and paying for travel between my residence and the airport of origin designated by the Program.
- I am fully responsible for any and all costs associated with cancellations or changes in travel arrangements that I initiate without cause. Such costs may include, but are not limited to, international flights, domestic transportation, and accommodations. I understand I must pay the costs immediately upon request, in accordance with the instructions provided by the Program Organizers. Exceptions may be made in the case of a medical or other emergency upon presentation of a medical certificate and/or other documentation, and at the discretion of the Program Organizers.

Participant initials: _____

- The Program Organizers reserve the right to change or alter the itinerary, transportation, accommodation, or any other arrangements without notice or reason.
- The Program Organizers, associated subcontractors and supporting organizations, including their staff and employees, are not and will not be held liable for any injury, accident, illness, loss or damage to personal property, or other contingencies, which may occur during or in connection with my participation in the Program, and are released from any and all claims, liabilities, actions and causes of action against them, except in the case of gross negligence or wilful misconduct.
- The Program Organizers, associated subcontractors and supporting organizations, including their staff and employees, will not be held liable for any actions or negligence by any third parties including, but not limited to, commercial airlines, railroads, chartered bus providers, hotels, and restaurants.
- Costs that are not explicitly included in the Program are my own responsibility. Any and all personal costs I incur during or in connection with the Program are my own responsibility including, but not limited to, expenses for medical/dental treatment, replacement of a lost passport or personal articles, or other personal expenditures (e.g., personal purchases, telephone or internet charges), except for those covered by the travel insurance provided by the Program Organizers. I understand that I must cover the foregoing expenses when necessary.
- I understand I must participate in all scheduled activities in the official program, and that missing lectures, meetings, visits, homestay programs, meals or any fixed programming is not permitted for any reason. Should I miss any official program activity, I may be responsible for any costs associated with missing elements of the official program. Such costs may include, but are not limited to, admission fees, prepaid meal costs, domestic transportation or accommodations, or international flights. I understand I must reimburse the Program Organizers for these costs upon request in accordance with the instructions they provide.
- I shall abide by and adhere to Canadian and Japanese laws and regulations and follow the instructions and program policies established by the Program Organizers and their agents throughout the Program. I agree to comply with instructions provided by the Program Organizers which may not be required by law, but which the Program Organizers determine to be necessary for the safety and wellbeing of myself and others.
- The Program Organizers may remove me from the Program at any time for reasons they deem appropriate and necessary, including, but not limited to, my violation of the Terms and Conditions or this Letter of Understanding, or my attitude or behaviour. I am fully responsible for the expenses incurred for such removal and I will pay the expenses upon demand in accordance with the instructions provided by the Program Organizers.
- I understand that no one, including family or friends, is allowed to accompany me or my group in

Participant initials: _____

the Program even if he/she pays the travel costs by himself/herself.

- I have read and fully understood the Mandatory Assignments for all Participants. I will share and spread my experience in the Program after returning to Canada, fill out questionnaires, and report on implementation of my action plan. I understand that I may be contacted for follow-up on the Program by the Program Organizers or related parties.
- I understand that my name, pictures, and recordings of me taken during the Program and associated events may be used for reporting purposes, on the Program Organizers' websites and social media channels, in promotional materials related to the Program, or in meetings.
- I understand that I may be contacted by the Program Organizers following my participation in the Program in relation to activities associated with the Program including, but not limited to, KAKEHASHI Project alumni events.

By signing this Letter of Understanding, I agree to participate in the KAKEHASHI Project and certify that I have read, understand, and consent to all of the foregoing.

Printed Name of Participant

Signature of Participant

Date

Annex 4b

KAKEHASHI Project Letter of Understanding – COVID Measures

In agreeing to participate in *Japan's Friendship Ties Programs*, the *KAKEHASHI Project* (hereafter referred to as “the Program”), I agree and consent to the following terms and conditions as determined by the Ministry of Foreign Affairs of Japan (MOFA), the Japan International Cooperation Center (JICE), and the Asia Pacific Foundation of Canada (APF Canada) (hereinafter collectively referred to as “the Program Organizers”).

To prevent the spread of COVID-19 infection, I fully understand and accept the following regulations and measures:

<Prior to arrival in Japan>

- I understand that I must be fully vaccinated against COVID-19, with at least three doses of an accepted vaccine (2 vaccination doses and a minimum of 1 booster) to participate in the Program.
- I understand that my official vaccination certificate must meet the conditions deemed valid by the Ministry of Foreign Affairs and the Ministry of Health, Labour and Welfare, and include vaccine type and dose number.
- There must be no misrepresentations in the contents of the vaccination certificate I submit to the airport quarantine officer upon arrival.
- If I am medically exempt from vaccination, I understand that I must supply valid documentation to this effect from my physician and obtain a negative PCR COVID-19 test result no more than 72 hours before arriving in Japan.
- For 14 days before entry into Japan, I will reduce close contact with others outside of my usual circle as much as possible to lessen the possibility of COVID-19 infection before travelling to Japan.
- Before arriving in Japan, I will ensure I have a smartphone with “MySOS”, the app designated by the Ministry of Health, Labour and Welfare, installed and I will ensure that the app remains active until the end of the Program.
- Before entering Japan, I will create an account on “Visit Japan Web” to register the necessary information for the appropriate immigration and customs procedures to enter Japan.
- After creating an account on “Visit Japan Web”, I will register the information required on the MySOS app no later than 6 hours prior to my arrival to Japan in order to shorten the airport quarantine procedure time (i.e., Fast Track).
- I understand and accept that information necessary for identification, such as my location history, images, and audio, may be collected by the MySOS app and provided to relevant authorities, including the Ministry of Health, Labour and Welfare.
- If I do not own a smartphone, I understand that I will have to rent one at my own expense upon arrival in Japan, and that I need to inform the Program Organizers beforehand of this fact.

<During the Program period in Japan>

- (1) I will take the following precautions to try to prevent the spread of infection: (1) Wear a mask,
- (2) Wash my hands thoroughly, (3) Avoid closed spaces, crowded spaces, and close contact

settings (the “three Cs”).

- I will follow the instructions given by the Program Organizers who will accompany me during my stay in Japan.
- I understand that the Program Organizers will accompany me throughout the Program and that I must remain with the group at all times.
- The Program Organizers will give me detailed instructions on when to wear a mask and when I can take it off, and I will abide by these instructions.
- The activity history of all participants will be recorded in a written format throughout the Program, and upon request shall be provided to the public health authorities in the event of a positive test result reported during the Program.

<During the Program period in Japan if I develop symptoms/test positive/come in close contact with a positive case>

- If I develop symptoms or come in close contact with any positive cases during the Program, I will immediately report this to the Program Organizers and follow the directions from the Program Organizers, the local public health office or other related institutions.
- I will comply with any requests from local public health offices or related institutions to take a COVID-19 test as required. If I test positive, I will cooperate by promptly presenting the Program Organizers with my passport number and the location information saved on my smartphone using the MySOS app. I agree that, for the purpose of investigation, the local public health office may view my passport number, name, gender, date of birth, etc., kept by the Ministry of Health, Labour and Welfare. In addition, if I receive instructions from the local public health office or related institutions, including instructions from a medical facility, I will abide by them.
- When contacted by the Health Monitoring Center for Overseas Entrants via the MySOS app, I shall respond by turning on the camera of the smartphone I am carrying.
- I understand that these instructions may include: no direct contact with others, no access to public transportation (trains, buses, taxis, domestic flights, etc.), quarantine at the accommodation provided by the Program or local public health office until the designated period is completed.
- I understand that if I test positive or come in close contact with any positive cases during the Program, I will have to stop participating in the Program as soon as possible and will be placed in self-isolation in accordance with the instructions given by the local public health office or related institutions. I also understand that I will be allowed to return to the Program once it is confirmed that I have tested negative, but that I will not be allowed to return home while I continue to test positive.
- I will respond in good faith to communications and investigations by the relevant authorities, including the Ministry of Health, Labour and Welfare and the Health Monitoring Center for Overseas Entrants regarding compliance with the contents of this Letter of Understanding. Failure to respond without justifiable reason, refusal or obstruction of investigations, or making false reports, etc., may constitute a breach of the understanding.

Four Points for COVID-19 Prevention

1. Do the following to prevent the spread of infection:

- (a) Wear a mask
- (b) Wash and sanitize hands thoroughly and regularly
- (c) Avoid closed spaces, crowded spaces, and close contact settings (the “three Cs”)



2. Use the designated smartphone app as required to send your location information and respond to video calls

- (a) You must install MySOS, the COVID prevention app designated by the Ministry of Health, Labour and Welfare on your smartphone prior to arrival in Japan.
- (b) You must begin retaining your location information through the map application function of the smartphone.
- (c) Respond to any push notifications or calls you receive related to MySOS.

3. If you test positive during the Program, you must abide by all instructions you receive from public health authorities.

- (a) You must stay at the quarantine location.
- (b) You may not have direct contact with anyone except staff at the quarantine facility.
- (c) You cannot use public transportation (trains, buses, taxis, domestic flights, etc.).



4. If you test positive during the Program, you must remain at your designated quarantine location until the end of the required quarantine period.

✖ Failure to comply with the practices outlined in this Letter of Understanding may result in serious consequences including but not limited to deportation and detention.

By signing this Letter of Understanding, I agree to participate in the KAKEHASHI Project and certify that I have read, understand, and consent to all of the foregoing.

Participant name (please print)

Signature of Participant

Date

Annex 5

Sample Schedule

The schedule below is a sample only and is intended to provide an indication of possible programming during a Kakehashi Project in-Japan exchange. Specific activities vary from group to group and are subject to change. Participants will be provided with a tentative trip schedule in the weeks leading up to the exchange.

Date			Program		Accommodation
0	Feb.15(Sat)	AM	Assembly, Health Check, Check-in AC1 YYZ 13:35 → 16:55 (+1) HND	Assembly, Health Check, Check-in AC445 YOW 9:00 → 10:18 YYZ AC1 YYZ 13:35 → 16:55 (+1) HND	On board
1	Feb.16(Sun)	PM	Arrival in Japan		Hotel in Tokyo
2	Feb.17(Mon)	AM	10:00-10:50 [Orientation] @Hotel Fukusaka Harumi		Hotel in Local City
			11:00-12:30 [Lecture] Mr. HASEGAWA Kenji , Associate Professor, YOKOHAMA National University		
		PM	[Observation] TBD	[Observation] TBD	
			Travel to Miyagi by Shinkansen Train Hayabusa No.31 Tokyo 16:20 → 17:52 Sendai		
3	Feb.18(Tue)	AM	[School Exchange] Tohoku University		Homestay
		PM	[Meeting with Host Family] Minamisanriku Town	[Meeting with Host Family] Tome City	
4	Feb.19(Wed)	AM	[Homestay] Minamisanriku Town		Homestay
		PM	[Homestay] Tome City		
5	Feb.20(Thu)	AM	[Farewell Party with Host Family] Minamisanriku Town		Hotel in Local City
		PM	[Observation] Ishinomaki Community & Info Center, Hyoniyama Park	[Observation] Matsushima, Zao-gang-temple, Godaigo	
			[Workshop] Preparation for presentation		
6	Feb.21(Fri)	AM	Travel back to Tokyo by Shinkansen Train Yamabiko No.132 Sendai 9:41 → 11:48 Tokyo		Hotel in Tokyo
		PM	[Reporting Session]		
			[Courtesy Call] TBD		
7	Feb.22(Sat)	AM	10:30-12:00[Observation] Honda Welcome Plaza Aoyama	10:00-11:30 [Observation] Japan Olympic Museum	Hotel in Tokyo
		PM	13:30-15:00[Observation] Japan Olympic Museum	13:00-14:30[Observation] Honda Welcome Plaza Aoyama	
			15:30-17:30 [Observation/Exchange] Meiji Jingu Shrine, Harajuku Walking with Japanese Students (TBD)		
8	Feb.23(Sun)	AM	10:00-12:00 [Observation] Edo-Tokyo Museum		Hotel in Tokyo
		PM	13:30-15:30 [Observation] Asakusa, Sensoji-Temple, Nakamise		
			AC2 HND 18:50 → 16:50 YYZ	AC2 HND 18:50 → 16:50 YYZ AC482 YYZ 18:10 → 19:14 YOW	