

Guideline for “Ship for World Youth Program” FY2017

8 May, 2017

Director General for the International Youth Exchange,
Cabinet Office, Government of Japan

1. Purpose

Amid rapid globalization, cooperation, coordination, and negotiation in various fields beyond national borders have been of fundamental importance. Leaders of the next generation are sought after both in international society and local communities to cope with globalization and to efficiently guide others.

The “Ship for World Youth Program” FY2017 (hereinafter, “Ship for World Youth”) aims to develop the ability to deal with different cultures and communication skills and to improve leadership and management skills through discussion and cultural exchange with those from various countries and from various backgrounds. The Program also encourages listening to seminars by experts, planning activities and holding workshops themselves to deepen mutual understanding. Moreover, the Program should broaden their global views as well as strengthening their spirit of international cooperation and, as a result, cultivate youth who are capable of contributing to society by exercising their leadership skills in various fields in the globalizing and diversifying societies. A strong human network beyond national borders should be established.

2. Outline

A. Schedule

Refer to Attachment 1, Itinerary of the “Ship for World Youth”.

B. Preparatory training, etc.

The Japanese participating youth shall partake in the following activities according to the schedule decided by the Director General for the International Youth Exchange of the Cabinet Office (hereinafter, “Director-General”).

- (1) Preparatory Training Session
- (2) Pre-departure Training Session
- (3) Post-program Training Session

Refer to Attachment 2 for the schedule of the Preparatory Training Session, Pre-departure Training Session, and Post-program Training Session.

C. Onshore and Onboard Training Sessions

The participating youth shall partake in the following activities onshore and onboard according to the schedule decided by the Director-General.

- (1) Home stay (only for the overseas participating youth)
- (2) Training session concerning the youth activities in Japan and other general information that Japanese government carries out
- (3) Discussion among the participating youth
- (4) Visit to youth-related institutions, cultural facilities, industrial facilities, etc.
- (5) Exchange with local youth (including discussion)
- (6) Course Discussion (studies, discussions, and presentations on common issues from a global viewpoint)
- (7) National presentation (Partake Onshore Training and Ports of call activities)

- (8) Seminars to foster the ability to deal with different cultures, Leadership skills, Management skills and Communication skills by experts
- (9) PY seminar and Skills seminar (seminars planned and implemented by participating youth)
- (10) Cultural introduction activities
- (11) Voluntary activities
- (12) Group activities
- (13) Others (maritime exercise, etc.)

D. Activities in the Countries to be Visited

The participating youth shall partake in the following activities in the countries to be visited according to the schedule decided by the Director-General, taking into consideration their consistency with the activities onshore and onboard.

- (1) Courtesy calls
- (2) Visit to youth-related institutions, cultural facilities, industrial facilities, etc.
- (3) Exchanges with youth of the countries to be visited
- (4) Introduction to Japanese society and culture
- (5) Other activities deemed appropriate by the governments of the respective countries to be visited (This will be possible only if time allows. The governments of respective countries will implement a country program according to the schedule.)

E. Working language

English is to be used as the working language of the program.

F. Others

The participating youth shall act according to the schedule decided by the Director-General and act orderly as a group except during free time.

3. Organization

The constituents of the “Ship for World Youth” are: Administrator, Deputy Administrator, administrative staff and related staff members (including Facilitators), Advisor, and participating youth from Japan and from overseas as defined in the section 4, below.

A. Administrator and other staff members

- (1) Concerning the implementation of the “Ship for World Youth,” the Administrator shall represent the government of Japan and command its operation.
- (2) The Deputy Administrator shall assist the Administrator and act for him/her in the event that he/she could not perform his /her duties.
- (3) The administrative staff members shall receive orders from the Administrator and manage the matters concerning the implementation of the program.
- (4) The Director-General shall appoint the Administrator, the Deputy Administrator, and the administrative staff.

B. Advisor

- (1) The Advisor shall be responsible for educating and guiding the participating youth along the aim and purpose of the program.
- (2) The Advisor shall be selected among the experts and commissioned by the Director-General.
- (3) The Advisor shall be responsible for observing growth of Participating Youth.

C. Facilitator

- (1) The Director for International Youth Exchange shall decide the Facilitators.

- (2) The Facilitator shall receive orders from the Administrator and manage the matters concerning the implementation of the discussion program. In addition, the Facilitator shall assist the administrative staff by orders of the Administrator.

E. Participants

- (1) Participating Youth

During this program, the participating youth shall collaborate together and take part in the activities mentioned in 2-B, C, and D. Participating countries and the number of the participating youth is shown in Attachment 3.

- (2) National Leader

There shall be one National Leader (hereinafter, “NL”) in each delegation. For the Japanese delegation, there shall be one Sub-National Leader (hereinafter, “SNL”) in addition to the NL. The NLs shall represent their countries and lead their own delegation, and form the NL Meeting. The NLs shall discuss and decide the fundamental matters concerning life and activities onshore and onboard, according to the request from the Administrator. SNL supports NL and performs the above-described role.

- (3) Assistant National Leader

There shall be two Assistant National Leaders (hereinafter, “ANL”) in each delegation (as a principle, one male and one female). ANLs shall assist their NL and SNL, and carry out the duties on behalf of NL or SNL in case of his/her absence.

- (4) Letter Group

As a basic unit for onboard and other activities, 11 Letter Groups shall be organized with members from various countries. Each group will have one Group Leader (hereinafter, “GL”) and three Assistant Group Leaders (hereinafter, “AGL”) (two Japanese participating youths and one overseas participating youth).

- (a) GL

Each NL shall assume the role of GL. He/she shall lead own group.

- (b) AGL

AGLs shall be decided by a mutual election by each Letter Group members. AGLs will act as liaison persons for the group activities.

4. Selection of the NL and the Participating Youth

A. Japanese participating youth

Japanese participating youth shall meet the criteria listed on Attachment 4, and the Director-General shall decide the Japanese participating youth (except the NL and SNL) from among those recommended and screened by the Prefectural Governors (if the Youth Affairs Agency is under the Board of Education or the Education Agency, head of the Education Agency) or Superintendents and Directors of youth organizations.

B. Japanese NL and SNL

The Director-General shall appoint and commission Japanese NL and SNL in accordance with the criteria listed on Attachment 4.

C. Overseas participating youth and NLs

The Director-General shall decide the overseas participating youth and NLs of the respective countries in cooperation with the governments and the Japanese diplomatic missions of those countries in accordance with the Outline for Recruitment and Selection of the Overseas Participating Youth.

5. Disqualification of Participating Youth

The Director-General (the Administrator, during the Onboard Training Session) may disqualify a participating youth (including NL and SNL) when he/she falls under any of the below-mentioned A to C. Disqualified participating youth must return to his/her country or hometown as soon as possible.

- A. When the Director-General made a judgment that he/she behaved unsuitably as a member of the program, or had a certain difficulty to continue his/her participation.
- B. When the participant expressed his/her intention to withdraw from the program.
- C. The government of his/her country expressed his/her intention to withdraw from the program.

6. Measures to be Taken for the Advisor

The Director-General (The Administrator, during the Onboard Training Session) may disqualify an Advisor when he/she falls under any of the below-mentioned A to B. The Advisor who is disqualified must return to his/her country or hometown as soon as possible.

- A. When he/she behaved unsuitably as the Advisor, and had a certain difficulty to continue his/her participation.
- B. When the Director-General made a judgment that he/she had a certain difficulty to continue his/her participation.

7. Hosting Meetings

The Director-General will host the following conferences and meetings A to D below to operate the activities mentioned in items 2-B, C and D above. Refer to Attachment 5.

A. Invitation of Government Officials in Charge to Discuss the Operation

Invite the government officials who are in charge of organizing activities in the countries and representatives of the SWYAA to be visited to attend a meeting to share opinions for a smooth and effective operation of the program.

B. Facilitators Meeting

For the smooth and productive operation of the program, the Cabinet Office staff-in-charge and the Facilitators will hold a meeting in advance, focusing their dialogue on the program objectives and its operation to ensure that everyone has a common understanding.

C. Meeting with Prefectural Government Staff-in-Charge for the Local Program

To organize the activities for overseas participating youth such as homestay during the Local Program in Japan, the Cabinet Office staff-in-charge and the prefectural government staff-in-charge will hold a meeting to discuss and share their opinions for the smooth and effective operation of the program.

D. National Leaders Meeting

To operate smooth and productive activities for the participating youth, the Cabinet Office staff-in-charge and the NLs, including Japanese SNL, of the respective participating countries will hold a meeting to deepen their understanding toward the objectives of the program, and discuss the implementation procedures of their activities.

8. Embarkation and Returning Home

- A. Japanese participating youth shall embark in the ship from Yokohama after the Onshore Training Session and, upon completing the voyage, disembark in Tokyo.
- B. Overseas participating youth shall assemble in Tokyo by airplane from their respective countries and attend the Onshore Training Session. Afterwards the overseas participating youth embark on the ship from Yokohama with the Japanese participating youth. Upon completing the voyage, the overseas participating youth shall disembark in Tokyo and fly back to their respective countries from Tokyo.

9. Reports to be Submitted

The Administrator, Advisor, the NL of each country, and Japanese participating youth must submit reports on the activities to the Director-General. The advisor are also requested to submit a report on the result of observation of participants' growth.

10. Responsibilities for the Safety Measures

A. Safety measures in Japan

- (1) The government of Japan shall give utmost priority to secure the safety of the participating youth during the activities in Japan and onboard the ship. The government of Japan shall give necessary instruction to the shipping authority to cruise safely.
- (2) The NLs, including Japanese SNL, shall pay particular attention to the safety of the participating youth. The NLs are responsible for instructing their own delegations to be punctual and to observe all other rules on security to ensure safety within the program.

B. Safety measures to be taken into consideration at the time of planning the schedule in the countries to be visited.

The respective governments and hosting organizations shall give sufficient consideration to the safety of the participating youth at the time of planning the places to visit and schedule of activities in countries to be visited. Thus, the schedule should not be tight.

C. Cooperation to ensure safety during activities in the countries to be visited

The respective governments, hosting organizations and the government of Japan shall establish close liaisons between one another to ensure smooth operation of activities in the countries to be visited and the safety of the participating youth.

D. Safety precautions for the participating youth for the transportation in the countries to be visited

The respective governments, hosting organizations and the government of Japan shall give sufficient direction to the agencies that provide transportation and shall closely cooperate in taking all necessary measures according to the circumstances of the respective countries' traffic situations.

11. Emergency Procedures

A. Securing liaison system

In case of a serious accident in the countries to be visited (except Onboard Training Session), the respective governments shall promptly contact the government of Japan and the embassies of participating countries. In other cases, the government of Japan shall be the focal point for the distribution of information and contact the governments of all the participating countries promptly.

B. Investigation of the cause

In case of a serious accident in the countries to be visited (except during the onboard Training Session), the respective governments shall investigate the cause of the accident and compile an accident report promptly. The government of Japan shall write a report of the accidents that occurred in other situations. The report shall be sent out to the government of Japan and to the respective participating governments.

12. Expenses

A. As a general rule, the Cabinet Office shall bear the costs indicated below:

- (1) Traveling expenses to attend the Pre-departure Training Session and Post-program Training Session
(Note: this condition does not apply to residents of Tokyo's 23 wards)

- (2) As for overseas participating youth, economy class round trip airfare to and from the international airport which Director-General designates to Japan (including fuel surcharge and airport tax and excluding charges for excess baggage)
- B. Japanese participating youth must bear the costs indicated below (except those who had difficulty paying the participation fee due to economic reasons)
- (1) Part of the charter fee of the ship and meals onboard the ship that are indicated separately (Note: this condition does not apply to the NL and the SNL)
 - (2) Accommodation fee and meals during the Preparatory Training Session (Note: this condition does not apply to the NL and the SNL)
 - (3) Accommodation fee and meals during the Pre-departure Training Session, Onshore Training Session and Postprogram Training Session (Note: this condition does not apply to the NL and the SNL)
 - (4) Fees for obtaining visas and travel insurance, etc.
 - (5) Traveling expenses to attend the Preparatory Training Session (Note: this condition does not apply to the NL and the SNL)
 - (6) Residents of Tokyo's 23 wards shall bear the traveling expense to attend the Pre-departure Training Session and Post-program Training Session (Note: this condition does not apply to the NL and the SNL)
 - (7) Fees for issuing passport and vaccination.
 - (8) Any medical treatment and hospitalization fee incurred during the program that will not be covered by insurance.
 - (9) Personal expenses and other incidental charges.
- C. Overseas participating youth must bear the costs indicated below:
- (1) Any medical treatment and hospitalization fee incurred from incidents such as illness and accidents from the time he/she left home until returning home that will not be covered by insurance
 - (2) Transportation fee from home to the international airport that the Director-General designates in his/her own country
 - (3) Fees for issuing passports, obtaining visas (visa fee to Japan will be waived), vaccinations, etc.
 - (4) Excess baggage fee for flights coming to and leaving from Japan
 - (5) Shipping cost of extra/unaccompanied baggage (postage, customs fee and duties, consumption tax, etc.)
 - (6) Personal expenses and other incidental charges
- D. Expenses that the disqualified person must bear
- (1) Those who were disqualified from the program, for the reasons mentioned above in items 5 and 6, must bear their own expenses for returning to their country or hometown.
 - (2) However, there may be exceptions in which the Japanese government may bear some or all of the cost for returning home such as (a) death or critical condition of the concerned person's immediate family such as spouse, parents, children, siblings, or (b) the concerned person's illness or injury does not allow him/her to continue the program, or (c) the Administrator affirmed the person's unavoidable reasons to return home.

13. Liability for Treatment in Cases of Illness or Accidents etc.

The government of Japan will not be liable for any medical treatment except the treatments by the ship doctor during the cruise of the program. Therefore, the participating youth should subscribe to travel indemnity and casualty insurance. However, for the overseas participating youth, the Japanese government will bear the cost for the indemnity and casualty insurance during the program.

Emergency drills will be conducted as accident prevention measures during the Onboard Training Session.

14. Special Measures in Case of Emergency

To prioritize participating youth's safety and protection at a crisis point or an emergency situation, the government of Japan has the authority to change or cancel the schedule for the activities in the countries to be visited.

15. Others

- A. The round trip airline tickets to and from Japan for the overseas participating youth will be distributed to each participating youth through the Japanese diplomatic missions in the respective countries prior to departure.
- B. The Director-General designates the flights coming to and leaving Japan. Participating youth shall use the assigned flights and are not allow to change the scheduled flights arriving to or departing from Japan.
- C. The Director-General or the Administrator shall seek the cooperation of the governments of respective participating countries to urge the participating youth to get influenza vaccination. Should the Director-General or the Administrator requests, participating youth shall agree to cooperate with any necessary measures chosen to ensure safety including prevention of infectious disease such as influenza. In addition, Those who refuse the guidelines may face disqualification.
- D. Those who wish to be exempt from the participation fee due to economic reasons must submit the designated application forms to the Cabinet Office by the due date. The Director for International Youth Exchange shall notify the applicants of the results of document screening.
- E. The Director for International Youth Exchange shall decide other matters concerning the operation of the "Ship for World Youth" separately.

Itinerary of “Ship for World Youth”

Attachment 1

1. Itinerary from the Arrival Day of the Overseas Participating Youth until the End of the Onshore Training Session

Day 1	Year 2018 January 16(Tue)	Arrival of the overseas participating youth (OPY)
Day 2	January 17 (Wed)	OPY: Orientation, Welcome Reception
Day 3	January 18 (Thu)	OPY: Transfer to Local Program (Iwate Pref., Yamagata Pref., Ishikawa Pref., Yamaguchi Pref., and Kumamoto Pref.)
Day 4	January 29 (Fri)	OPY: Local Program (homestay) Courtesy call
Day 5	January 20 (Sat)	OPY: Local Program (homestay), JPY: Pre-departure Training Session
Day 6	January 21 (Sun)	OPY: Return back to Tokyo to join Pre-departure Training Session JPY: Pre-departure Training Session
Day 7	January 22(Mon)	Orientation, Onshore Training Session 1
Day 8	January 23 (Tue)	Onshore Training Session 2
Day 9	January 24 (Wed)	Onshore Training Session 3
Day 10	January 25 (Thu)	Onshore Training Session 4
Day 11	January 26 (Fri)	Onshore Training Session 5
Day 12	January 27 (Sat)	Onshore Training Session 6

Notes: OPY stands for overseas participating youth, JPY stands for Japanese participating youth.

Audience with H.I.H. the Crown Prince and Crown Princess, courtesy call on the Prime Minister, are scheduled during this period.

Institutional visit and Tokyo City Tour will be arranged during the Onshore Training Session.

The schedule is subject to change due to various conditions.

2. Itinerary from Embarkation to Disembarkation

Day 13	(1)	January 28(Sun)	Transfer to Yokohama port/ Embark the ship
Day 14	(2)	January 29 (Mon)	Embarkation procedure / Departure ceremony Departure from Port of Yokohama Sailing day 1
Day 15	(3)	January 30 (Tue)	Sailing day 2
Day 16	(4)	January 31 (Wed)	Sailing day 3
Day 17	(5)	February 1 (Thu)	Sailing day 4
Day 18	(6)	February 2 (Fri)	Sailing day 5
Day 19	(7)	February 3 (Sat)	Sailing day 6
Day 20	(8)	February 4 (Sun)	Sailing day 7
Day 21	(9)	February 5 (Mon)	Sailing day 8
Day 22	(10)	February 6 (Tue)	Arrive Singapore/ Depart Singapore (refuel and water supply)
Day 23	(11)	February 7 (Wed)	Sailing day 9
Day 24	(12)	February 8(Thu)	Sailing day 10
Day 25	(13)	February 9(Fri)	Sailing day 11
Day 26	(14)	February 10(Sat)	Sailing day 12
Day 27	(15)	February 11 (Sun)	Arrive India (Kochi)
Day 28	(16)	February 12 (Mon)	Activities in the country to be visited 1 (Kochi)
Day 29	(17)	February 13 (Tue)	Activities in the country to be visited 2 (Kochi) / Depart India (Kochi)
Day 30	(18)	February 14 (Wed)	Sailing day 13
Day 31	(19)	February 15 (Thu)	Arrive Sri Lanka (Colombo)
Day 32	(20)	February 16 (Fri)	Activities in the country to be visited 1 (Colombo)
Day 33	(21)	February 17 (Sat)	Activities in the country to be visited 2 (Colombo) / Depart Sri Lanka (Colombo)
Day 34	(22)	February 18 (Sun)	Sailing day 13
Day 35	(23)	February 19 (Mon)	Sailing day 14
Day 36	(24)	February 20 (Tue)	Sailing day 15
Day 37	(25)	February 21 (Wed)	Sailing day 16
Day 38	(26)	February 22 (Thu)	Arrive Singapore/ Depart Singapore (refuel and water supply)
Day 39	(27)	February 23 (Fri)	Sailing day 17
Day 40	(28)	February 24 (Sat)	Sailing day 18

Day 41	(29)	February 25 (Sun)	Sailing day 19
Day 42	(30)	February 26 (Mon)	Sailing day 20
Day 43	(31)	February 27 (Tue)	Sailing day 21
Day 44	(32)	February 28 (Wed)	Sailing day 22
Day 45	(33)	March 1 (Thu)	Sailing day 23
Day 46	(34)	March 2 (Fri)	Port of Tokyo / Disembarkation procedure / Dissolution ceremony and farewell party / Disembark the ship

Note: The schedule is subject to change due to various conditions.

Itinerary of Preparatory Training Session for Japanese Participating Youth of “Ship for World Youth” (tentative)

Date	Time	Itinerary	Accommodation
Year 2017 Sep. 8 (Fri)	Afternoon	Orientation	Training Center in Tokyo
Sep. 9 (Sat)	All day	Training	Training Center in Tokyo
Sep. 10 (Sun)	All day	Training	Training Center in Tokyo
Sep. 11 (Mon)	All day	Training	Training Center in Tokyo
Sep. 12 (Tue)	All day	Training	Training Center in Tokyo
Sep. 13 (Wed)	All day	Training	

Note: the schedule is subject to change due to various conditions.

Itinerary of Pre-departure Training Session for Japanese Participating Youth of “Ship for World Youth” (tentative)

Date	Time	Itinerary	Accommodation
Year 2018 Jan. 20 (Sat)	Afternoon	Training	Training Center in Tokyo
Jan. 21 (Sun)	All day	Training	

Note: the schedule is subject to change due to various conditions.

Itinerary of Post-program Training Session for Japanese Participating Youth of “Ship for World Youth” (tentative)

Date	Time	Itinerary	Accommodation
Year 2018 Mar. 2 (Fri)	Afternoon	Training	Training Center in Tokyo
Mar.3 (Sat)	All day	Training	

Note: the schedule is subject to change due to various conditions.

Participating Countries and the Number of Participating Youth

Participating Countries	Number of Participating Youth * ₁
• Japan	122
<ul style="list-style-type: none"> • Australia • India • United Mexican States • Republic of Mozambique • Sultanate of Oman • Republic of Peru • Republic of Poland • Republic of South Africa • Kingdom of Spain • Democratic Socialist Republic of Sri Lanka <p style="text-align: right;">(10 countries) *₂</p>	<p style="text-align: center;">120</p> <p>(12 participants from each country)</p>
Total	242

* 1 The number of the participating youth includes one National Leader of each country.

The participating countries and the number of participants from each country are subject to change by various conditions.

*2 The countries to be visited are as follows:

India (Kochi) and Democratic Socialist Republic of Sri Lanka (Colombo).

1. The Qualifications for Japanese Participating Youth (excluding the NL and SNL)

- a) Must hold a Japanese nationality and 18-30 years of age as of April 1, 2017 (i.e. born after April 2, 1986 and before April 1, 1999)
- b) Must have active involvement in international exchange or youth activities locally, professionally or through school or youth organizations, and who can be expected to continue to remain committed to such involvement upon returning home from the program
- c) Must be physically and mentally fit to be able to endure the cruise, can follow a regimented program, and have the discipline to live harmoniously in a large group
- d) Possesses considerable knowledge or skills in areas such as Japanese society, culture, etc.
- e) Must be able to show appreciation and understanding of the countries to be visited
- f) Must have sufficient command of English to participate smoothly in activities during the program or have basic command of English which is expected to improve
- g) Must be able to participate in the whole program including the Preparatory Training Session, Predeparture Training Session, the main program which includes Onshore and Onboard Training Sessions, and Post-program Training Session

2. The Qualifications for the Japanese NL and SNL

- a) Preferably in their thirties
- b) Persons who have the ability to carry out the duties of the National Leaders listed below;
 - ① Taking the leadership of his/her delegation and showing normative behavior
 - ② Participating in various activities as leaders of mixed nationality groups, which are basic units for activities onshore and onboard
 - ③ Facilitating researches and discussions of the participating youth
 - ④ Taking a role as a member of the National Leaders meeting in discussing and deciding the fundamental matters concerning life and activities onshore and onboard
- c) Preferably with experience of the international exchange programs of the Cabinet Office including Ship for World Youth program as a participating youth
- d) Japanese NL and SNL are preferably not of the same gender

Invitation of Government Officials in Charge to Discuss the Operation (tentative)

Date	Time	Itinerary	Accommodation
<u>Year 2017</u> Aug.2 (Wed)	All day	Arrival in Japan	Hotel in Tokyo
Aug. 3 (Thu)	All day	Meeting	Hotel in Tokyo
Aug. 4 (Fri)	All day	Meeting	Hotel in Tokyo
Aug. 5 (Sat)		Departure from Japan	

1. Facilitators Meeting (tentative)

Date	Time	Itinerary	Accommodation
<u>Year 2017</u> Sep. 6 (Wed)	All day	Meeting	Hotel in Tokyo
Sep. 7 (Thu)	All day	Meeting	Hotel in Tokyo
Sep. 8 (Fri)	All day	Meeting	Training Center in Tokyo
Sep. 9 (Sat)	Half day	Meeting	Training Center in Tokyo

*Facilitators shall attend the Preparatory Training Session for Japanese Participating Youth, both Sep. 9 and 10

2. Meeting with Prefectural Government Staff-in-Charge for the Local Program (tentative) Oct. 11 (Wed), 2017

3. National Leaders Meeting (tentative)

Date	Time	Itinerary	Accommodation
<u>Year 2017</u> Oct. 15 (Sun)		Arrival in Japan	Hotel in Tokyo
Oct. 16 (Mon)	All day	Meeting	Hotel in Tokyo
Oct. 17 (Tue)	All day	Meeting	Hotel in Tokyo
Oct. 18 (Wed)	All day	Meeting	Hotel in Tokyo
Oct. 19 (Thu)	All day	Meeting	Hotel in Tokyo
Oct. 20 (Fri)		Departure from Japan	

These schedule mentioned in 1-4 are subject to change due to various conditions.