

Guideline for Ship for World Youth Program

May 8, 2023

Director General for International Youth Exchange
Cabinet Office

1. Substance

The Ship for World Youth Program shall be conducted by the Cabinet Office pursuant to the provision of this guideline under the active cooperation from participating countries.

2. Purpose and Contents

(1) Purpose

Currently, it is indispensable that cooperation, coordination and negotiation across borders in various fields, and leaders of the next generation who are capable of leading and guiding people are required.

From this aspect, the Ship for World Youth Program will focus on implementing programs where Participating Youths (hereinafter, “PYs”) from various backgrounds will gain abilities to deal with different cultures, communication skills, leadership skills and management skills through having discussions, cultural exchanges and workshops that are organized by PYs. In addition, it aims to establish strong human network across national borders.

(2) Program Schedule

The schedule of the training sessions, online exchange, and face-to-face exchange (Tokyo program and each Port of Call activity) is shown in the Appendix 1.

(3) Participating Countries

Japan and 13 countries decided by the Cabinet Office after discussing with each country and the Ministry of Foreign Affairs of Japan (hereinafter, “the Ministry of Foreign Affairs”) and the participating countries are shown in the Appendix2.

(4) Contents of Activities

This program consists of training sessions (Preparatory Training Session and Post-program Training Session) for Japanese Participating Youths (hereinafter, “JPY”) and online and face-to-face exchanges between JPYs and Overseas Participating Youths (hereinafter, “OPYs”).

A. Training Sessions for JPYs

- a Preparatory Training Session: Preparation for deepening understand purpose and contents of the program, and learning of general information such as frame of mind as PYs.
- b Post-program Training Session: Summary of the program results and preparation for post-program activities based on the achievements.

B. Online exchange between JPYs and OPYs

- I. Two types of online exchange programs

- Mandatory exchange program that requires participation using a web conferencing system. (Participating countries shall be divided into two groups according to time zones.)
- Voluntary participation in an exchange program using a communication service application

II. Contents

- a Discussion (PYs will be divided into 5 groups (each group has 2 topics) to research and discuss the set themes based on the common issues facing global society.)
- b Preparation for local practical program (planning of the projects which aim to resolve social issues)
- c Seminars led by PYs to foster the ability to deal with different cultures, leadership skills, management skills and communication skills.
- d Voluntary activities organized by PYs (cultural introduction activities, etc.)
- e Group activities, Club activities
- f Exchange of opinions among PYs
- g Others (ceremonies, orientations, etc.)

C. Face-to-face exchange between JPYs and OPYs

PYs will participate in the exchange programs both onshore and onboard in Japan. PYs will participate in the activities such as discussion by theme and local practical program that PYs themselves plan and organize, taking into consideration the consistency of the overall program.

I. Activities in Japan

- a Onshore activities: Program in Tokyo, Port of Call program (local practical program & local visit program)
- b Onboard activities: discussion, cultural exchange, preparation for local practical program, presentation of program results, etc.

II. Contents

- a Discussion (Discussion and Presentation by discussion group based on online discussion and the experiences gained in local practical program)
- b Local practical program (collaborative work in a series of processes from planning specific projects to implementing projects in the field, in cooperation with organization such as local NPOs that work on social issues like SDGs)
- c Courtesy call
- d Visit to youth-related institutions, cultural facilities, industrial facilities, etc.
- e Interaction with local youths during the Port of Call activities
- f Cultural introduction
- g Seminars, Voluntary Activities, Group Activities
- h Orientation for a safe voyage
- i Discussion among the PYs
- j Other activities approved by the Cabinet Office

D. Others

PYs shall act according to the schedule and orderly as a group except during free time.

3. Participants

(1) Participating Youths

A. Approximately 100 JPYs.

B. Approximately 130 OPYs.

(130 OPYs consist of 10 PYs per country in principle)

(2) National Leaders (hereinafter, “NL”)

14 NLs and 1 Sub National Leader (hereinafter, “SNL”):

NLs and a SNL shall represent their own participating countries and take the leadership of PYs (*SNL is appointed for Japanese delegation only).

4. Qualification and Selection of Japanese NL/SNL/PYs

A Qualification for JPYs

- a Must hold a Japanese nationality
- b Must be 18-33 years of age as of April 1, the fiscal year in which the program is implemented.
- c Must be in good physical and mental condition and can endure a long voyage (due to the absence of urgent structure and emergency measures, a pregnant woman is not allowed to participate in this program.)
- d Must act according to the program schedule orderly and live harmoniously in a large group
- e Possess considerable knowledge or skills in areas such as Japanese society, culture, etc.
- f Have interest in and certain understanding of other participating countries.
- g Must have sufficient command of English to participate smoothly in activities (discussions, etc.) during the program.
- h Must be able to participate in the entire duration of the program including Preparatory and Post-program Training Sessions, online exchange, and face-to-face exchange.
- i Shall be expected to be active in international exchange, local youth and social activities, etc., in the community, workplace, school, youth organization, etc., leveraging the experiences gained in the program after completing the program.
- j Shall bear the expense for preparing the equipment required for online exchange (PC, the environment to access the internet, etc.).
- k Shall cooperate in following with the necessary measures against infectious diseases such as COVID-19 and influenza that requested by the Cabinet Office as deemed necessary (vaccination, wear face mask, sanitize hands and fingers, take PCR tests, etc.)
- l Must have no prior experience in international youth exchange programs sponsored by the Cabinet Office. (Excluding the JPYs who participated in the online program in FY2020~FY2022. And also, Only in FY2023, the JPYs who participated in the SWY Hybrid in FY2022 are also excluded.)

B Selection of JPYs

As a general rule, the Cabinet Office shall take a screening of the candidates applying via open recruitment through the application forms and interviews, and the Director General for the International Youth Exchange (hereinafter, “Director General”) decide the JPYs from the final candidates of JPYs.

In addition, fully participating in the program is an essential condition of program participation. The Director General may disqualify a JPY who is unable to participate the full program.

C Qualification and selection of Japanese NL/SNL

Japanese NL and SNL shall be one person each and meet the criteria listed below and the Director General shall make final decision.

- a Must hold a Japanese nationality and preferably in their thirties. Japanese NL and SNL are preferably different gender.
- b Must be in a good health and mental condition and can endure a long voyage (due to the absence of urgent structure and emergency measures, a pregnant woman is not allowed to participate in this program.)
- c Must possess the abilities to exercise their leadership and be role model for PYs.
- d Must have discussion skills and good command of English
- e Possess the ability to take a role as an advisor not only to the PYs from own country but also to the PYs from other participating countries.
- f Person who respects PYs and have the ability to prompt mutual understanding and friendship among PYs.
- g Take a role as a member of the National Leaders meeting (hereinafter, “NL meeting”) in discussing and deciding the fundamental matters concerning life and activities regarding the program.
- h Must be able to participate in respective meetings and trainings, and the whole exchange program as requested by the Cabinet Office.
- i Shall bear the expense for preparing the equipment required for online exchange (PC, the environment to access the internet, etc.).
- j Shall cooperate in following with the necessary measures against infectious diseases such as COVID-19 and influenza that requested by the Cabinet Office as deemed necessary (vaccination, wear face mask, sanitize hands and fingers, take PCR tests, etc.)

5. Qualification, Recommendations and Final Selection of Overseas NLs/PYs

(1) Qualification of OPYs

- a Must be 18 to 30 years of age as of April 1, the fiscal year in which the program is implemented.
- b Must hold a nationality and be a resident of own participating country.

- c Must be in good physical and mental condition and can endure a long voyage (due to the absence of urgent structure and emergency measures, a pregnant woman is not allowed to participate in this program.)
- d Must act according to the program schedule orderly and live harmoniously in a large group
- e Have interest in Japan and be expected to expand exchange and promote friendship among Japan and own participating countries.
- f Possess considerable knowledge of the society and cultures of own countries.
- g Have interest in and understanding of the participating countries other than own country.
- h Must have sufficient command of English equal to university discussion level to participate smoothly in activities.
- i Must be able to participate the whole program of online and face-to-face exchanges.
- j Shall bear the expense for preparing the equipment required for online exchange (PC, the environment to access the internet, etc.).
- k Shall cooperate in following with the necessary measures against infectious diseases such as COVID-19 and influenza that requested by the Cabinet Office as deemed necessary (vaccination, wear face mask, sanitize hands and fingers, take PCR tests, etc.)
- l Shall cooperate in following with border measures against infectious diseases such as COVID-19 when such measures are in place.
- m Must have no prior experience in international youth exchange programs sponsored by the Cabinet Office. (Excluding the PYs who participated in the online program in FY2020~FY2022. And also, Only in FY2023, the PYs who participated in the SWY Hybrid in FY2022 are also excluded.)

(2) Qualification of Overseas NLs

One NL shall be appointed per each participating country. Overseas NLs shall meet the criteria listed below. The Director General shall decide the NLs by following the procedures stated in item (3) from among the cooperation of each government of each participating country and Japanese Embassy. NLs shall preferably be belonging to youth organizations as officers, in the governmental organization related to youth affairs, or ex-participating youth of this program.

- a Must hold a nationality, be a resident of own participating countries and preferably in their thirties.
- b Must be in a good health and mental condition and can endure a long voyage (due to the absence of urgent structure and emergency measures, a pregnant woman is not allowed to participate in this program.)
- c Possess the ability to take a role as an advisor not only to the PYs from own country but also to the PYs from other participating countries.
- d Person who respects PYs and have the ability to prompt mutual understanding and friendship among PYs.

- e Must have discussion skills and good command of English
- f Take a role as a member of the National Leaders meeting (hereinafter, “NL meeting”) in discussing and deciding the fundamental matters concerning life and activities regarding the program.
- g Must be able to participate in respective meetings and the whole exchange program as requested by the Cabinet Office.
- h Shall bear the expense for preparing the equipment required for online exchange (PC, the environment to access the internet, etc.).
- i Shall cooperate in following with the necessary measures against infectious diseases such as COVID-19 and influenza that requested by the Cabinet Office as deemed necessary (vaccination, wear face mask, sanitize hands and fingers, take PCR tests, etc.)
- j Shall cooperate in following with border measures against infectious diseases such as COVID-19 when such measures are in place.

(3) Recommendations and Final Selection of Overseas NLs/PYs

- I. The Director General will request the governments of participating countries listed in the Appendix 2 to recommend the candidates for the OPYs (hereinafter, “OPY candidates”) and the candidates for NLs (hereinafter, “NL candidates”). This request will be made through the Ministry of Foreign Affairs and respective Japanese Embassies.
- II. The government of each participating country is requested to nominate those OPY candidates who meet the qualifications mentioned in item 5 (1) and NL candidates who meet the qualifications mentioned in item 5 (2). Upon consultations with the Japanese Embassies, they must submit the name list of the candidates via the Japanese Embassies and the Ministry of Foreign Affairs or directly to the Cabinet Office together with their designated application form (one per candidate) and a passport copy (expiration date must be at least one month from the last date of the program (the date to return home)). The respective governments (or the Japanese Embassies if the selection was done by the Japanese Embassies) are also requested to consider the following conditions fully in selecting OPY candidates. It is recommended to conduct an interview in addition to documents screening when selecting and nominating both OPY and NL candidates. In addition, for the countries that participated in the Ship for World Youth Program in the past, it is recommended to consult with the Ship for World Youth Alumni Association (hereinafter, “SWYAA”) for their support and advice in selecting the candidates.
 - a The number of male and female OPY candidates should be roughly equal.
 - b OPY candidates should be nominated from various fields such as universities, youth organizations, NGOs/NPOs and companies in the country; for instance, avoid selecting only public officials or students. It is also possible to recommend substitute

at the same time, but when requesting to advance substitute to be the candidates, the government of each participating country is requested to inform the Cabinet Office of the reasons for it via the Japanese Embassies and the Ministry of Foreign Affairs or directly to the Cabinet Office.

- c The number of candidates should consist of allocated number of the PYs for each country in item 3 (1). When advancing substitute to be the candidates, the number of male and female candidates shall not be changed.

III. When nominating OPY candidates and NL candidates, please consider the following points.

- a A person who falls under Article 5 item (i) to (xiv) of the Immigration Control and Refugee Recognition Act shall be denied permission for landing Japan without authorized permission, which is to be applied separately.
- b When nominating the candidate and NL candidate who falls under Article 5, please consult with the Cabinet Office of the government of Japan in advance.
- c Must follow the border measures against infectious diseases (COVID-19, etc.) when they are under implementation.

IV. The Director General will authorize the selection of the OPYs and NLs as an organizer upon receipt of the nominees from respective governments of the participating countries or the Ministry of Foreign Affairs.

V. The Director General will inform the Ministry of Foreign Affairs and respective governments of the participating countries of the determination of the OPYs and NLs.

6. Disqualification of PYs, NLs, SNL

The Director General (the Administrator takes this role during the program) may disqualify a PY/NL/SNL when he/she falls under any of the below-mentioned (a) to (d). Disqualified PY/NL/SNL will not be able to continue participating in the program and must return to his/her country or hometown as soon as possible if he/she was disqualified during the program in Japan. The Director General may issue a notice of suspension of participation of a PY/NL/SNL and temporarily suspend his/her participation in the program when he/she falls under any of the below-mentioned (c) and (d). In addition, when a PY/NL/SNL who temporarily suspended his/her participation in the program wishes to continue the program and the Director General duly approves their continuation in the middle of program, he/she is able to continue the program.

- a When a PY/NL/SNL behaved unsuitably as a member of the program.
- b The government of a PY/NL/SNL's country expressed his/her intention to withdraw from the program.
- c When the Director General approved that a PY/NL/SNL had a certain difficulty to continue his/her participation.
- d When a PY/NL/SNL expressed his/her intention to withdraw from the program and the Director General approved the reason for the withdrawal was unavoidable.

7. Selection of facilitators, etc.

Facilitators shall meet the criteria mentioned below and the Director shall have the right to decide and approve that he/she is appropriate to be a facilitator of this program.

- a Must be familiar with the selected discussion themes (5 themes, 10 topics) and profoundly knowledgeable in the field. Preferably have the experience of holding the lecture online (capable with the operations of online platforms such as ZOOM).
- b Must have the ability to facilitate the interaction among PYs in terms of researches and discussions and to take as role of advisor when PYs initiate plans for projects of the local practical program.
- c Must have sufficient command of English to facilitate the discussion on the field.
- d Must be able to participate in respective meetings and the whole exchange program as requested by the Cabinet Office.
- e Shall bear the expense for preparing the equipment required for online exchange (PC, the environment to access the internet, etc.).
- f Shall cooperate in following with the necessary measures against infectious diseases such as COVID-19 and influenza that requested by the Cabinet Office as deemed necessary (vaccination, wear face mask, sanitize hands and fingers, take PCR tests, etc.)
- g Must follow the border measures against infectious diseases (COVID-19, etc.) when they are under implementation.

8. Certificate of completion of the program

PYs will be granted with the certificate of completion of the program by the Director General when he/she was approved that he/she had contributed to the promotion of mutual understanding and friendship among PYs and had appropriately completed the entire program.

9. Organization

A Administration

- a Administrative staff members consist of the Administrator, Deputy Administrator, Chief, and other administration staff members.
- b Director General shall appoint the Administrator, the Deputy Administrator, Chief and administrative staff members who are officials of the Cabinet Office.
- c The Administrator shall represent the Cabinet Office and manage and coordinate the overall program. The Deputy Administrator shall provide necessary assistance to the Administrator. The Deputy Administrator shall assist the Administrator, and carry out the overall management of the program on behalf of the Administrator in case of his/her absence. The Chief shall carry out the duties on behalf of the Deputy Administrator in case of his/her absence.

B Facilitators meeting

- a Facilitators shall be engaged in the duties regarding Course Discussion (including the various activities such as preparations and planning projects for local practical program by PYs) of this program. In addition, under the order of Administrator they support the Administrator.
- b Facilitators shall participate in the parts of the Preparatory Training Sessions so as to facilitate the discussion session and prepare for program activities. Facilitators shall also support PYs when they ask facilitators' advice regarding preparations for the Course Discussion during the exchange program using communication application.
- c Facilitators meeting shall be held as necessary during the program apart from the one in item 10(3). This meeting consists of 10 facilitators. In addition, under the order of the Administrator, facilitators shall share the progress of the discussion of each group and information during the program.

C NL meeting

- a NLs/SNL shall represent their own participating countries and take the leadership of PYs.
- b SNL supports Japanese NL and carries out the duties on behalf of NL in case of his/her absence.
- c NL meeting shall be held as necessary during the program apart from the one in item 10 (4). This meeting consists of 15 members (14 NLs and a SNL). NLs and SNL shall discuss and decide the fundamental matters concerning life and activities during the program under the request from the Administrator.
- d NLs and SNL must submit reports on the activities to the Cabinet Office by the deadline.

D Youth Leader

- a Participating countries shall appoint one Youth Leader (hereinafter, "YL".) from PYs of each country (*One YL and one Assistant Youth Leader (hereinafter, "AYL") shall be appointed for Japanese delegation which is larger number than the others so that the responsibilities are shared among them).
- b YLs and AYLs shall be in charge of liaison and coordination of the activities with the support from NLs and a SNL so that PYs from respective countries can proceed with proactive and leading activities.
- c YLs and AYLs shall assist their NLs and SNL, and carry out the duties on behalf of their own NLs or SNL in case of their absence.

E Letter group

As a fundamental activity unit for Onshore and Onboard and other activities, 14 Letter Groups shall be organized with members from various countries. Each letter group will have one Group Leader (hereinafter, "GL") and one Assistant Group Leader (hereinafter, "AGL"). Each NL shall assume a role of GL to lead own letter group. As for YL, they shall assume a role of AGL. When a GL is unable to perform his/her duties, AGL shall carry out

the duties on behalf of the GL and a NL meeting shall designate him/her as a NL replacement.

F Committees

Committees will be established to plan and implement various events and activities to promote exchanges among PYs and promote mutual friendship and understanding. All PYs shall belong to one of the committees, etc.

10. Meetings for preparation of the program

(1) Meeting of the representatives of the participating countries

The Cabinet Office requests the government officials or government agency in charge of the SWY in the participating countries and representatives of the SWYAA to attend an online meeting and share opinions for the smooth and effective operation of the program.

A Attendees

- a Must have a good command of English to exchange opinions among attendees such as the government officials in charge of youth affairs and representatives of SWYAA.
- b Other persons whom the Cabinet Office requests their attendance as needed.

B Venue and duration of the meeting

The online meeting will be held for 1 day (2 hours).

(Participating countries shall be divided into two groups according to time zones.)

(2) Meeting with representatives of the Port of Call activities host prefectures

The Cabinet Office, the prefectural government officials (hereinafter “PoC host prefecture”) and the local cooperative organizations (such as the International Youth Exchange Organization of Japan) of the prefectures that host Port of Call activities will have an online meeting to understand the contents of program and share opinions prior to the program for increasing its efficiency and quality of program implement.

A Attendees

- a Representatives of the PoC host prefectures and the cooperative organizations.
- b Others persons whom the Cabinet Office requests their attendance as needed.

B Venue and duration of the meeting

The online meeting will be held for 1 day (2 hours).

In the case where additional meetings need to be held, additional online meeting shall take place upon coordination with related persons.

(3) Facilitators meeting

The Cabinet Office and facilitators will have a meeting to share opinions, understand the purpose, organization and management of the discussion program prior to the program for increasing its efficiency and quality of trainings and program implementation.

A Attendees

- a Facilitators
- b Others persons whom the Cabinet Office requests their attendance as needed.

B Venue and duration of the meeting

The online meeting will be held for 2days (4hours each).

In the case where additional meetings need to be held, additional online meeting shall take place upon coordination with related persons.

(4) Joint meeting of facilitators and representatives of the local practical program

The Cabinet Office (if necessary) and facilitators, and representatives of the local practical program shall have a joint meeting to discuss the activity plans of the local practical program and share opinions prior to the program for increasing its efficiency and quality of trainings and program implementation.

A Attendees

- a Representatives of the local practical program
- b Facilitators
- c Others persons whom the Cabinet Office requests their attendance as needed.

B Venue and duration of the meeting

The online or face to face meeting will be held. If necessary, the Cabinet Office shall visit the host prefecture of the local practical program with facilitators and conduct on-site inspections and exchanges of opinions.

(5) National Leaders Meeting

The Cabinet Office, all NLs and SNL will have an online meeting to understand the purpose of program and discuss program organization and management prior to the program for increasing its efficiency and quality of program implementation.

A Attendees

- a NLs and SNL
- b Other persons whom the Cabinet Office requests their attendance as needed.

B Venue and duration of the meeting

The online meeting will be held for 3days, 4 hours per day.

In the case where additional meetings need to be held, additional online meeting shall take place upon coordination with related persons.

11. Responsibilities for the Safety Measures

(1) Safety measures in Japan

A The Cabinet Office shall give utmost priority to secure the safety, measures against infectious diseases, and health care of the participants during the activities in Japan and gives orders for participants to keep safety depending on the circumstances. In addition, the Cabinet Office shall give necessary instruction to the participants in accordance with the guidelines of the measures against infectious diseases stipulated by the organizations of the transportations and accommodations that are used in this program.

B NLs, including SNL, shall pay particular attention to the safety, measures against infectious diseases and health care of PYs in cooperation with the Cabinet Office. NLs and

are also responsible for instructing their own delegations to be punctual and to observe all other rules on security to ensure safety within the program.

(2) Consideration for the safety measures upon planning schedule of the program

The Cabinet Office shall give sufficient consideration to the health management, measures against infectious diseases and safety of the PYs at the time of planning the activities of the program. Thus, the schedule should not be tight.

(3) Safety precautions for the PYs for the transportation

The Cabinet Office shall give sufficient direction to the agencies that provide transportation and shall closely cooperate in taking necessary measures according to the traffic circumstances.

(4) Health condition of PYs

The government of each participating country shall pay attention to the health management of PYs and NL prior to the program (especially measures against infectious diseases), and take necessary measures against the Japanese immigration control for them to smoothly enter into Japan according to the requests by the Cabinet Office. In addition, the Cabinet Office shall be fully prepared to take prompt action such as introducing medical facilities in the case of emergency like an injury from an accident or a sick person. The Cabinet Office shall take necessary actions for PYs and NL in response to the immigration restrictions of their own countries when returning home.

12. Emergency procedures

(1) Securing liaison system

In case of serious accident during the program, the Cabinet Office shall promptly contact the governments of respective participating countries. In other cases of accident, the Cabinet Office shall take the initiative to promptly contact the governments of respective participating countries.

(2) Investigation of the cause

In case of a serious accident during the program, the Cabinet Office shall investigate the cause of the accident and compile an accident report promptly. The report shall be sent out to the respective participating governments.

13. Expense

(1) The Cabinet Office shall bear the costs shown below;

- A Expenses for arriving in Japan and returning home of Overseas facilitators, NLs and PYs
 - a Overseas facilitators, NLs and PYs' economy class round trip airfare to and from the international airport of their own countries, which the Cabinet Office designated to Japan (including fuel surcharge, airport tax and etc., excluding excess baggage fee)
 - b Overseas travel insurance fee from the time he/she left home until returning home.

- c In the case of a person coming to Japan to attend a meeting, etc., the expenses for staying in Japan based on the meeting schedule (accommodation, meals and transportation within Japan) and expenses deemed necessary by the Cabinet Office to implement the conference.
- B Expenses for JNL and JSNL
 - a Transportation fees to participate in the Preparatory Training Sessions.
 - b Accommodation and meal fees to participate in the Preparatory and Post-program Training Sessions.
 - c Transportation fees to participate in the face to face exchange program and to go home after the Post-program training Sessions.
 - d Domestic travel insurance fee during the face-to-face exchange program.
- C Expenses for JPYs
 - a Transportation fees to participate in the face to face exchange program.
- D Costs of tests for infectious diseases that the Cabinet Office deems necessary (*JPYs bear the cost of (3). G)

Tests for infectious diseases and such will be conducted in the following cases where the Cabinet Office deems necessary for the implementation of the program.

 - a In the event where overseas facilitators, NLs and PYs need to take tests to lift the quarantine for border measures and, to join program with JPYs.
 - b In the event where PYs and all related persons need to take tests before departing for local program.
 - c In the event where overseas facilitators, NLs and PYs whose countries require the negative certificate due to the immigration restrictions for entering their own countries need to take the test before departing from Japan.
 - d In the event where tests for infectious disease need to be conducted under the direction of the Cabinet Office in response to the infection situation.
- E Other expenses that the Cabinet Office deems necessary for the program.

(2) Facilitators, NLs, SNL and PYs shall bear the costs shown below;

- A Expense for preparing the equipment required for online exchange (PC, the environment to access the internet, etc.), communications cost and other expense for respective PYs to participate in the online meetings and program.
- B Expense for activities of group, club and cultural introduction. The Cabinet Office shall bear the expense of the activities that the Cabinet Office approved in advance.

(3) JPYs shall bear the costs shown below;

- A Transportation fees (round trip) to participate in the Preparatory Training Sessions.
- B Accommodation and meal fees to participate in the Preparatory and Post-program Training Sessions.
- C Expense for vaccination before face-to-face exchange.
- D Expense for preparing the equipment required for online exchange (PC, the environment to access the internet, etc.), communications cost

- E Part of charter fee of the ship and meals onboard the ship
 - F Expense for the treatment and hospitalization in the case of illness and accidents during the program (PYs must obtain travel insurance)
 - G Costs of tests for infectious diseases before the Preparatory Training Sessions and face-to-face exchange that the Cabinet Office deem necessary
 - H Personal expenses and other incidental charges
 - * Fees mentioned in B, E and F will be excluded for those who will be exempt from the participation fee due to economic reasons.
- (4) Overseas facilitators, NLs and PYs shall bear the costs shown below;
- A Transportation fee from home to the international airport that the Cabinet Office designates in his/her own country.
 - B Fees for issuing passports and obtaining visas (visa fee to Japan will be waived).
 - C Excess baggage fee for flights coming to and leaving from Japan.
 - D Shipping costs of extra/unaccompanied baggage (postage, customs fee and duties, consumption tax, etc.)
 - E Costs of vaccination and tests for infectious disease that needed for entering Japan.
 - F 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.
 - G Personal expenses and other incidental charges
- (5) Expenses that the disqualified PY, NL and SNL must bear;
- A Those who were disqualified from the program for the reasons mentioned above in item 6 must bear their own expenses for returning to their country or hometown. However, there may be exceptions in which the Cabinet Office 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 Director General affirmed the person's unavoidable reasons to return home.
 - B Those who suspends his/her participation in the program for the reasons mentioned above in item 6 must bear their own expenses to temporarily return to the country or hometown. When he/she re-join in the middle of program, they must bear the related expense. However, there may be exceptions in which the Cabinet Office 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 Director General affirmed the person's unavoidable reasons to return home.
- (6) Liability for treatment in Cases of Illness or Accidents etc.
- The Cabinet Office will not be liable for any medical treatment except for the treatments by the ship doctor or accompanying nurses during the program. Therefore, JPYs shall subscribe to travel indemnity and casualty insurance. However, for Japanese NL, SNL and those who

will be exempt from the participation fee due to economic reasons, the Cabinet Office will bear the cost for insurance that covers injury, damage, etc. from the time the readiness program before face-to-face exchange starts to the time the post-program training session ends, for the overseas facilitators, NLs and PYs, the Cabinet Office will bear the cost for indemnity and casualty insurance that cover any medical treatment and hospitalization fee incurred from the time he/she left home until returning home.

14. Special measures in Case of Emergency

To prioritize participants' safety and protection at a crisis point, an emergency situation or an outbreak of infectious diseases such as COVID-19 (including preventive measures due to the spread of infection), the Cabinet Office has the authority to change or cancel the schedule for the meetings, training sessions and activities.

15. Others

- A. English is to be used as the working language of the program
- B. The Cabinet Office shall immediately disqualify a PY/NL/SNL when he/she is absent in a part or the entire online exchange stated in the item 2 (4) B for no proper reason and the disqualified PY/NL/SNL's participation in the face-to-face exchange stated in the item 2 (4) C shall not be permitted.
- C. The Cabinet Office provides the Overseas NLs and PYs with the round-trip airline tickets to and from Japan for them to participate in the face-to-face exchange program through the related Japanese Embassy or Consulates General before their departure. Invitees shall use the airlines and flights designated by the Cabinet Office. Invitees must not change the flights and dates of arriving to and departing from Japan.
- D. The Cabinet Office will not liable for any expense such as flight tickets and accommodation if the invitees such as facilitators, OPYs and NLs come to Japan before the program for his/her reasons. In addition, the Cabinet Office will not cover any costs when invitees will stay in Japan after the program.
- E. The Cabinet Office shall request the governments of respective participating countries to have NLs and PYs vaccinated with the COVID-19 vaccines that the Cabinet Office considers necessary (approved types and number of the shots of vaccines for entering Japan). The Cabinet Office shall approve the participation for only those who had been vaccinated. The Cabinet Office shall seek the cooperation of the governments of respective participating countries to urge all the participants to get influenza vaccination. NLs, SNL and PYs shall agree to cooperate with any necessary measures to ensure safety including prevention of infectious disease such as COVID-19 and influenza at the request of the Cabinet Office. In addition, those who refuse the guidelines may face disqualification.
- F. Items (B) to (E) shall also apply to overseas facilitators.
- G. PYs and other people who are involved in the program shall behave discipline manners and avoid inappropriate conducts that violate the purpose of the program such as infringing privacy of others, expressions that cause discomfort to others and sexual harassment that can be detrimental to public morals, and intentional dissemination of disinformation.

- H. The personal information provided for the selection of participants of the program may only be used within the scope necessary to the implementation of this program including the promotions of the program. The information may be shared with the Japanese embassies, consulate generals, sub-contractor and etc. in the scope appropriate to the purpose of use stated earlier in item G. The information shall not be used for other purposes.
- I. Participating Youths who participated in the program for this fiscal year shall not be able to participate in the program in the next fiscal year and after if the program for the next fiscal year and after would be the same format program without using a cruise ship. However, this shall not apply where there would be a significant change in the format of the program such as the program would be conducted with using a cruise ship in the next fiscal year and after.
- J. JPYs 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 Cabinet Office shall notify the applicants of the results of documents screening.
- K. The Director shall decide other matters concerning the operation of the Ship for World Youth program separately, if necessary.

Draft Schedule for the Ship for World Youth Program 2023

[Preparatory Training Session]

Aug.-Sept., 2023	Aug., 30 - Sep., 3	Preparatory Training Sessions for JPYs
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[Online Exchange]

Nov., 2023	Group1 Nov. 4, 11, 25 Group2 Nov. 5, 12, 26	Exchange program using the web conference system (discussion, introduction and preparations for local practical program, cultural exchange, etc.)
Nov., 2023 - Feb., 2024	Nov. 4 – Feb. 29	Exchange program using communication service application (Preparation for local practical program, voluntary activity, etc.)

[Face-to-face Exchange and Post-program Training Session for JPYs]

Jan., 2024	24	OPYs arrive in Japan, JPYs assemble in Tokyo
	25-28	Tokyo Program (orientation, courtesy call, field study, discussion, etc.)
	29-31	Cruise (onboard orientation, evacuation drills, discussions, etc.)
Feb., 2024	1-3	Local visit program: Kyoto Prefecture (courtesy visit, field study, exchanges with local youth, etc.)
	4-5	Cruise (discussions, etc.)
	6-8	Local visit program: Hyogo Prefecture (courtesy visit, field study, exchanges with local youth, etc.)
	9	Cruise (preparation for local practical program, etc.)
	10-17	Local practical program in Kochi Prefecture (projects planned and prepared during online exchanges and onboard training will be put in practice with the cooperation of local government and local NPOs)
	18-19	Cruise (reflection of the program and preparation for Summary Forum, etc.)
	20	Summary Forum, Closing Ceremony and Farwell Reception
	21	OPYs: Return home JPYs: Post-program Training Session
	22	JPYs: Post-program Training Session

(Reference: preparations, etc.)

2023	Around June-July	Meeting of the representatives of the participating countries (online)
	July 15,16	Facilitators' meeting (online)
	July 29,30	Joint meeting of facilitators and representatives of the local practical program (online)
	September 8	Meeting of the representatives of the PoC host prefectures (online)
	Sept 30, Oct 1,7	National Leaders' meeting (online)

Remarks: Schedule is subject to change due to various condition

Participating countries (tentative)

Argentine Republic, Federal Democratic Republic of Ethiopia, French Republic, Republic of India, Ireland, Hashemite Kingdom of Jordan, Republic of Kenya, United Mexican States, New Zealand, Solomon Islands, Republic of Turkey, United Arab Emirates, Republic of Zambia, Japan