

Guidelines for Ship for World Youth Program 2021 (online)

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Director General for International Youth Exchange

Cabinet Office

1. Purpose of Guidelines

Ship for World Youth Program 2021 (hereinafter referred to as "SWY 2021") shall be implemented online in accordance with the Guidelines.

2. Aims and objectives of SWY 2021

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 of crossed national borders.

3. Outline of SWY 2021

The SWY 2021 consists of

- on-line international exchange between the Japanese Participating Youths (hereinafter, "JPYs"). and the Overseas Participating Youths (hereinafter OPYs),,
- on-line training including the preparatory program session for JPYs, and
- on-line reporting sessions facilitated by the JPYs

3.1 On-line international exchange between JPYs and OPYs**A) Participating countries of OPYs**

8 participating countries are selected based on consultations with the Ministry of Foreign Affairs and diplomatic offices. The final determination is made by Director General for International Youth Exchange (hereinafter, "Director General") of the Cabinet Office.

B) Number of PYs

40 for JPYs and 40 for OPYs, from 8 participating country (5 OPYs for each country)

C) Number of days

4 days

D) Program contents

The method for exchange of activities would be online. Taking advantages of the SWY characteristics, we conduct the main activity is discussion, and PYs implement independent activities such as cultural introduction and workshop. Discussion would be conducted with 4 themes and be organized by facilitators who are familiar with respective themes.

a) Discussion program

In order to foster the ability to deal with different cultures, leadership skills, management skills and

communication skills, PYs have to set up the common theme from the global perspective, which PYs shall research discuss and communicate the results both locally and globally.

- b) Voluntary activities which shall be planned and managed by PYs (cultures introduction, individual activities, etc.).
- c) Others (Opening, Orientation, Closing etc.)

3.2 On-line training program for JPYs

A) On-line preparatory program session (scheduled to be held 2 days)

The preparatory program session is conducted to train JPYs for the purpose of the followings;

- to deepen understanding of the concept and the contents of the SWY 2021 and participating countries,
- to prepare themselves as much as possible,
- to acquire the knowledge required to participate in the on-line exchange and the discussion skills, and
- to ensure comprehension on the relevant theme for discussion, by the guidance of Advisor and Facilitators.

B) On-line reporting session (scheduled to be held 2 days)

The reporting session is conducted and facilitated by JPYs for the purpose of presenting the result of SWY 2021.

3.3 Criteria and selection

A) Qualification for JPYs

- a) Those who have Japanese nationality.
- b) Those whose age of approximately 18 to 30 as of April 1, 2021.
- c) Those who are in good mental and physical health, cooperative enough and who can behave in a disciplined way according to the SWY program.
- d) Those who have enough knowledge of Japanese society and culture.
- e) Those who are interested in and understand the participating countries.
- f) Those who have ability to engage in the activities such as discussions in English.
- g) Those who can participate in all activities throughout the SWY 2021; i.e. the exchange program and preparatory and reporting session.
- h) Those who are expected to engage in the social activities, after completion of the program, making good use of his/her experience obtained from the SWY 2021.
- i) Those who can bear the expenses for preparing the equipment required for the on-line exchange i.e. PC and the Internet access device.

B) Selection of JPYs

- a) The candidates for JPYs applying through publicly available channels are screened by the application and the interview in general. Then the final determination is made by the Director General of the Cabinet Office.

However, the determination may be cancelled in the case a JPYs cannot meet the qualification described in (i), A), Paragraph 3.3 of this document; i.e. the JPYs shall participate in all activities throughout the SWY 2021.

- b) The Director General retains the right to disqualify a participant if he/she is regarded as inappropriate to be a member of the SWY 2021 or the person cannot continue the SWY 2021 by unavoidable reasons such as death of relatives, own illness etc.

C) Qualification for OPYs

- a) Those whose age of between around 18 and around 30 as of April 1, 2021.
- b) Those who reside in participating countries
- c) Those who are in good mental and physical health, cooperative enough and who can behave in a disciplined way according to the SWY program.
- c) Those who are interested in Japan and are expected to be in charge of expanding the exchange and facilitating the friendship between his/her own country and Japan.
- e) Those who have enough knowledge of his/her society and culture.
- f) Those who are interested in and understand the participating countries.
- g) Those who have ability to engage in the activities such as discussions in English at the college level.
- g) Those who can participate in all activities throughout the SWY 2021 with the JPYs.
- h) Those who can bear the expenses for preparing the equipment required for the on-line exchange i.e. PC and the Internet access device.

D) Selection of OPYs

The Director General will request the governments of the PYS' countries to recommend candidates for the SWY 2021 through the Ministry of Foreign Affairs and diplomatic offices.

Each government shall recommend candidates of the participating youths who meet the requirements mentioned in C) Paragraph 3.3 to diplomatic offices and Ministry of Foreign Affairs or directly to the Cabinet Office. Upon consultations with the Japanese Embassies, each government shall submit the name list to the Japanese Embassies together with their designated application forms and identification paper copy.

The respective governments and the Japanese Embassies are also requested to consider the following conditions fully in selecting OPYs candidates. It is recommended to conduct an interview in addition to paper screening when selecting and nominating candidates. In addition, in a country that participated in the SWY, it is recommended to consult the SWY Alumni Association for their support and advice in selecting the candidates.

- a) OPYs candidates should be nominated from various fields such as universities, youth organizations, NGO/NPOs and companies in the country; for instance, avoid selecting only public officials or students.
- b) The Director General will determine the participating youths from the recommended PYS by each government, and will report the results to the respective governments.
- c) The Director General retains the right to disqualify a participant if he/she is regarded as inappropriate to be a member of the SWY 2021 or the person cannot continue the SWY 2021 by unavoidable reasons such as death of relatives, own illness etc.

E) Selection of Advisor for JPYs.

The Cabinet Office may outsource a part of operation or whole operation to conduct the SWY by establishing a sub-contract (Hereinafter "Contractor"). Selection of Advisor for JPYs shall meet the criteria. The Director for the International Youth Exchange (hereinafter "Director") shall decide the well-qualified person as among the persons who were recommended by the Contractor.

- ① The Director retains the right to disqualify an Advisor if he/she is regarded as inappropriate to be a staff of the SWY 2021 or the person cannot continue the SWY 2021 by unavoidable reasons such as death of relatives, own illness etc. Must hold a Japanese nationality and be in his/her thirties.
- ② Must be in good physical and mental condition, be able to lead JPYs, and accomplish the model behavior for JPYs.
- ③ Must have sufficient command of English to deal with dialog with PYs.
- ④ Must respect PYs and have ability to lead PYs.
- ⑤ Must be able to participate in the whole program.

F) Selection of Facilitators

Facilitators have to meet criteria as below and would be recommended by the contractor and be decided by Director as an appicate person for this program.

The Director retains the right to disqualify a facilitator if he/she is regarded as inappropriate to be a staff of the SWY 2021 or the person cannot continue the SWY 2021 by unavoidable reasons such as death of relatives, own illness etc.

- a) Must be familiar with selective themes and profoundly knowledgeable about the field.
- b) Must have the ability to promote the interaction among PYs in terms of research and discussion.
- c) Must hold enough ability of English to discuss.
- d) Must fully participate preparatory training to discuss and do preparation.

G) Notice of suspension of participation (including Advisors)

The Director General may issue a notice of suspension of participation of PYs and temporarily suspend his/her participation in the program of the below-mentioned (a) and (b).

- (a) When he/she expresses an intention to suspend his/her participation in the program owing to unavoidable reasons and the Director General duly approves it as an imperative case.
- (b) The government of his/her country express an intention to suspend participation of a PY and the Director General duly approves it as an imperative case.

H) Expenses

The PYs are not required to pay the participation fee for SWY 2021, in principal, with The Cabinet Office bearing the cost.

- ① Regarding the other expenses for activities such as workshop, the Cabinet Office shall bear them subject to the Cabinet Office recognizes the necessity.
- ② However, the PYs should pay for the cost to access the on-line system such as the equipment including PC and internet connection device, communication cost and other expenses required for the on-line international exchange.

4. Others

A) Planning of activities

When the plan and program are proposed by the Contractor, after the Director General hears the proposal, the Director General has to consider and decide the contents of activities.

B) Meeting for preparation of discussion program

To implement discussion smoothly and effectively, official of Japanese Cabinet Office and facilitators shall get together in advance of the program in order to share the recognition on the purpose and

operation.

a) Participant of meeting

Facilitators, officials of Japanese Cabinet Office, advisor for JPYs, and contractor.

b) Method of meeting and duration

2 days online

c) Contents of meeting

- ① Purpose and outline of SWY 2021
- ② The range of facilitator's duty in program
- ③ Purpose and outline in discussion program
- ④ Management for discussion program
- ⑤ Preparation of outline of discussion program
- ⑥ Others

C) Liability for Treatment in Cases of Illness or Accidents etc.

The PYs are to participate in SWY at their own risks and the Cabinet Office will not be liable for medical treatment for PYs during the SWY program. However, if in the Cabinet Office (including contractor in cases where business is consigned to it both entirely and partially), serious negligence happens, this shall not apply.

D) Special Measures in Case of Emergency

If the emergency happens, the Cabinet Office could change or cancel the schedule.

E) Language

English is to be used as the working language of the program. However, Japanese shall be accepted if it is considered to be necessary for smooth communication.

F) Privacy of PYs

All PYs are required to agree with the code of conduct for maintaining privacy, avoiding expressions that make others uncomfortable, and preventing various harassment such as sexual harassment, abusive conduct and intentional dissemination of false information, - to avoid inappropriate acts and take disciplined behavior.

G) Personal information

Personal information provided by applying for SWY would be only utilized for implementation of the program. The Cabinet Office may share it with government offices and contractor if necessary, but would not use for other purposes.

H) In addition to the above, the operational guidelines of the SWY 2021 will be separately prescribed by the Director for International Youth Exchange.