



*Promoting People to People Exchanges*

**YOUNG CORE LEADERS OF CIVIL SOCIETY DEVELOPMENT PROGRAM 2007,  
SPONSORED BY THE GOVERNMENT OF JAPAN**

**Guidelines and Application Process**

**1. Objective**

The Japanese Government offers an opportunity for leaders in the fields of care for/ conduct of programmes among the Aged, People with Disabilities and Youth, in order to build up a 'Cohesive Society', in which individuals actively participate in and contribute their skills to the community. To achieve such a society, Japan recognises a need for social activities driven by community members and nonprofit organizations to be enhanced. The importance of fostering the spirit of participation in social activities and the creation of a network amongst volunteers is also recognised, so that civil society groups in various fields are activated to cooperate and share experiences across their sectors. To this end, there is considered an urgent task in training leaders who can take pivotal roles in community groups.

The program aims to develop the skills and knowledge of young leaders of civil society groups, and to create a network among active participants in the voluntary sectors of selected countries by way of international exchange. In 2007/08 New Zealand has been invited to participate and Sister Cities New Zealand Inc. (SCNZ) is contracted to deliver the programme.

**2. Outline**

The programme comprises two parts, the '**Sending Program**' (mission from Japan) and the '**Invitation Program**' (mission to Japan). These Guidelines relate to the Invitation Programme only, which will comprise a New Zealand mission to visit Japan in early 2008.

i. Countries of origin of invitees:

United Kingdom, Sweden, New Zealand

ii. Number of personnel in each mission:

The mission from each country consists of thirteen invitees including one National Leader.

iii. Duration of programme:

15 days from Tuesday, February 5 to Tuesday, February 19, 2008

iv. Activities in Japan:

The mission members shall participate in various activities according to an itinerary planned by the Cabinet Office of the Government of Japan, outlined in Appendix I. These will include institutional visits to organisations with nationwide networks, participation in a Non Profit Organisation Forum in Tokyo, and a local programme including homestay and seminar. The primary objective of the NPO Forum is to discuss common issues surrounding the management and service delivery of the range of organisations represented, and the development of

nationwide activities across the specialised fields concerned. Discussions will be held between the members of the overseas missions and the Japanese participants engaged in the relative activities. During the local programme, the mission members are expected to participate in discussions on their specialised fields with their counterparts representing the local and regional organisations in Japan.

### **3. Criteria, Application & Selection Process, Responsibilities of Participants**

#### **1) Criteria**

Programme participants are required to:

- i. be between 23 and 40 years old as at April 1, 2007.
- ii. be fluent in English.
- iii. have at least three years' experience and demonstrate sufficient knowledge and skills in the management and delivery of policy and programmes in their specialised fields of Care for the Aged, People with Disabilities or Youth
- iv. be in good health and mature in outlook, have an ability to relate well to a wide range of people, and be capable of fully participating in structured group activities engaged in the programme.

The selected National Leader must be capable of taking a full leadership role in mission activities.

#### **2) Application Procedure**

- i. Applications shall be made to SCNZ's National Office on the prescribed form supplied by the Cabinet Office of the Government of Japan, as per Appendix II, accompanied by a covering letter of approximately 400 words that describes what the applicant can offer the programme in Japan, the professional development that participation is expected to provide, and how participation might improve people to people links between New Zealand and Japan.
- ii. Applications close **on 21 September 2007**.

#### **3) Selection Procedure**

- i. A panel representing the Board of SCNZ will consider applications in the first instance and make recommendations for selection to the Cabinet Office through the Embassy of Japan in New Zealand, allowing for:
  1. The ratio of male/female (they will be approximately even).
  2. Excluding the National Leader, the successful candidates shall comprise four people in each of the Care for the Aged, Care for People with Disabilities and Care for Youth sectors.
  3. The National Leader shall represent the Care for People with Disabilities sector.
- ii. The Embassy of Japan in New Zealand shall select the participants from SCNZ's recommendations, and inform the Japanese Government's Ministry of Foreign Affairs of its decisions by mid- October, 2007.
- iii. The Ministry of Foreign Affairs shall give final approval of the mission members and inform SCNZ through the Embassy of Japan **by early November, 2007**.
- iv. Following selection, either before or during the mission, where an invitee is found to be inappropriate as a participant, the Director General of the Ministry of Foreign Affairs reserves the right to cancel his/her admission and to return him/her to New Zealand immediately.

#### 4). **Tasks and Responsibilities**

- i. During the mission, participants shall be fully engaged in the activities outlined in Appendix I. The National Leader shall be the spokesperson and shall take overall responsibility for the group's attendance and full participation. All members of all three participating countries shall engage as one group in activities in Tokyo, then three groups shall be formed, consisting of the members in the same fields from the participating countries, to engage in the local programmes (refer Appendix I).
- ii. Following the mission to Japan, each member is required to submit a report to the Cabinet Office **by mid March 2008**. The report should contain a brief summary of what was experienced on the programme, and offer objective suggestions on action Japan might take to solve the social activity issues identified.

#### 4. **Expenses**

The Cabinet Office of the Government of Japan shall bear the cost of economy class round trip airfare (excluding excess baggage charge) between Auckland International Airport and Japan, and the expenses of staying in Japan, including accommodation and local transportation, according to the itinerary outlined in Appendix I.

Mission members shall bear the cost of medical treatments, travel insurance (mandatory), personal expenses, and the cost of returning to New Zealand when participation is cancelled as stipulated in 3 iv.

#### 5. **Other**

- 1) The Director General of the Cabinet Office shall determine the flights for the round trip and shall notify them before their departure through the Embassy of Japan and SCNZ. These flights are not subject to any negotiation.
- 2) Prior to the mission, every participant must obtain comprehensive travel insurance, including full cover for illness and accident, for the period of travel.
- 3) Contact addresses for this program are as follows;

The National Office  
Sister Cities New Zealand Inc.  
20 Singers Road  
Korokoro  
Lower Hutt

2<sup>nd</sup> International Youth Unit  
Office of the Director General for Policies on Cohesive Society,  
Cabinet Office of Japan  
Address: 3-1-1 Kasumigaseki, Chiyoda-ku, Tokyo 100-8970, Japan  
Tel: +81-3-3581-2196, FAX: +81-3-3581-1609

**Appendix I**

**Tentative Itinerary for the Mission to Japan**

| Date  | Schedule   | Remarks                |
|---|--|------------------------|
| Feb 5th (Tue)<br>6th (Wed)<br><br>7th (Thu)<br>8th (Fri)<br>9th (Sat)<br>10th (Sun)<br>11th (Mon) | Arrival at Tokyo<br>Orientation<br>Presentation by Japanese Government Officials<br>Welcome reception<br>Institutional visit<br>NPO Forum<br>Same as above<br>Same as above<br>AM: Orientation for local programmes<br>PM: Free research                           | <b>Tokyo</b>           |
| 12th (Tue)<br><br>13th (Wed)<br>14th (Thu)<br>15th (Fri)<br>16th (Sat)                            | Local programmes in three groups<br>·Care for the Aged → Fukui<br>·Care for People with Disabilities → Kumamoto<br>·Care for Youth → Osaka<br>Visit to local organizations, etc.<br>Same as above<br>PM: Homestay<br>AM: Return from homestay<br>PM: Local seminar | <b>Each Prefecture</b> |
| 17th (Sun)<br><br>18th (Mon)<br><br>19th (Tue)  | AM: Transfer to Tokyo<br>PM: Free research<br>AM: Free research<br>PM: Report and evaluation of the program<br>Farewell party<br>Departure from Tokyo  | <b>Tokyo</b>           |

This schedule may be subject to change.



