

December 16, 2015

Director in charge of Disaster Management
Member Region of the Association of
North East Asia Regional Governments

Dear Sir/Madam:

Re: Invitation to the 14th Disaster Prevention Subcommittee Meeting

Hyogo Prefecture will host a Disaster Prevention Subcommittee Meeting from March 7 (Mon.) through 10 (Thu.), 2016 and wishes to invite NEAR member regions to this event.

If your region is able to participate, please return the attached Application Form to us via e-mail or fax no later than Friday, January 15, 2016. If it is undecided exactly who will participate, please let us know the number of participants.

While we receive many applications every year, please kindly note that we may be unable to accept all applications due to the limited capacity on site. In order to provide equal opportunities to every region, the number of participants per region is limited to two. Please also note that if your region cancels participation without prior notice, we may decline your application from next year onwards.

We thank you for your consideration on this matter and look forward to your reply.

Sincerely,

Yoshitaka Fujiwara
Coordinator for Disaster Prevention Subcommittee
Director of the Disaster Management Project Planning Division
Disaster Management & Planning Bureau
Civil Policy Planning & Administration Department
Hyogo Prefectural Government

Katsunori Ishida
Director of the International Relations Division
International Affairs Bureau
Industry, Employment & International Affairs Department
Hyogo Prefectural Government



【Contact Information】

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Outline of the 14th Disaster Prevention Subcommittee Meeting

A. Participants: Officials overseeing disaster management efforts in 73 NEAR member regions in 6 countries, limited to two persons per region

* Please kindly note that we may be unable to accept all applications due to the limited capacity on site.

B. Dates: March 7 (Mon.) – March 10 (Thu.), 2016

C. Host: Disaster Prevention Subcommittee, NEAR (Hyogo Prefectural Government)

D. Contents (tentative):

- Presentation: Hyogo's policies on disaster risk reduction (DRR) and sharing lessons learned from the earthquake
- Exchange of opinions with personnel from international organizations involved in DRR
 - The Asian Disaster Reduction Center (ADRC), the International Recovery Platform (IRP), etc.
- Rescue drills for citizens provided by the Hyogo Prefectural Emergency Management and Training Center on the theme of "improvement of local disaster management skills" (Participants from administrative divisions shall also take part in the drills.)
- Hyogo Study Tour (tentative)
 - Disaster Reduction and Human Renovation Institution (a museum to share the lessons learned from the 1995 earthquake with the world)
 - Kobe City Crisis Management Center
 (Contents are subject to change.)

E. Schedule (tentative):

Date	Venue	Program
Mar. 7 (Mon)	Kobe	Arrival in Hyogo 19:00-20:30 Welcome Reception
Mar. 8 (Tue)	Kobe	09:50 Study tour of the Disaster Reduction and Human Renovation Institution 12:40 Presentation: Hyogo's policies on DRR and sharing lessons learned from the earthquake Exchange of opinions with personnel from international organizations involved in DRR
Mar. 9 (Wed)	Miki Kobe	10:30 Study tour at the Hyogo Prefectural Emergency Management and Training Center (Fire Fighters' Training Institute), simulated experience of earthquakes, etc. 14:30 Visit to the Kobe City Crisis Management Center
Mar. 10 (Thu)	Kobe	Departure from Hyogo

***This schedule is subject to change.**

F. Languages:

The conference and study tours will be carried out in Japanese, with consecutive interpretation into Chinese, Korean, and Russian (Russian will be provided 1 day out of the 4 days). Please kindly note that interpretation into Mongolian is not available.

G. Accommodation:

JICA Kansai

Address: 1-5-2, Wakinohama Kaigan-dori, Chuo-ku, Kobe, Hyogo 651-0073, JAPAN

Tel: +81-78-261-0341 Fax: +81-78-261-0465

<http://www.jica.go.jp/english/about/organization/domestic/map/kansai.html>

http://www.jica.go.jp/english/about/organization/domestic/pdf/kansai_facilities.pdf

H. Expenses:

Hyogo Prefecture will provide the following:

1. Lodging expenses within Hyogo for up to 2 people per region for 3 nights and 4 days (March 7-10) including breakfast
2. Transportation between the airports (Kansai International Airport, Osaka Itami Airport and Kobe Airport) and accommodation
*If your flight to Hyogo is changed without prior notice, we may not be able to provide transportation to your accommodation.
3. Transportation within the Prefecture associated with the designated events (March 7-10)
4. Fees for the welcome reception (the night of March 7), breakfast on March 8-10 and lunch on March 8-9

Participants' home regions shall cover:

1. Travel expenses between Hyogo and participants' home regions
2. Dinner on March 8 and 9
3. Lodging expenses for any participant before and after the session
4. Any other miscellaneous costs

I. Schedule:

January 15, 2016:	Application deadline (Submission of list of participants, travel information, and itineraries)
End of January 2016:	Guarantees and Invitation Letters for visa applications will be issued and sent to participating regions (except for South Korea)
End of February 2016:	Detailed information will be sent to participating regions via e-mail

J. Others:

1. Due to the limited capacity on site, we are only able to accept a certain number of participants. In the event that we cannot accept all applicants, participants shall be selected by lottery.
2. In order to provide equal opportunities to every region, the number of participants per region is limited to two.
3. All participants shall take part in the disaster drills. Please prepare comfortable clothes in which you can move easily.

Application Form

The 14th Disaster Prevention Subcommittee Meeting

Please fill out this and the attached forms (list of participants, travel information, and itineraries) and return them via e-mail or fax by Friday, January 15, 2016. Please write in English unless otherwise specified.

E-mail: Shousuke_Matsuura@pref.hyogo.lg.jp

Fax: +81-78-362-3961

1. Information about your region and contact person

Name of the region:

Address for receiving the Invitation Letter (including postal code):

Name of the contact person:

Phone:

Fax:

E-mail:

2. Request for visa application:

Our region needs Guarantees/Invitation Letters for visa application procedures.

Yes

No

*Guarantees and Invitation Letters for visa applications are required for participants from China, Russia, and Mongolia. Since issuing these documents takes more than a month, please make sure to submit the attached forms via e-mail or fax before the deadline: list of participants, travel information, and itineraries (please refer to sample itineraries).

*We will send copies of the Guarantees and the Invitation Letters by fax as soon as we prepare them. Original documents will be mailed via EMS at a later date.

Attachment 1: List of Participants

1	Name	Native Language			Nationality			
		English	(Mr. / Ms. /)		Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
		*Chinese Characters			Date of Birth			
	Organization and Title	Native Language			Phone			
		English			Fax			
		*Chinese Characters						
	Foreign language competency	Japanese	Listening			Speaking		
		English	Listening			Speaking		
		Listening	1. To be able to understand business conversation 2. To be able to understand daily conversation					
		Speaking	1. To be able to speak in business conversation 2. To be able to speak in daily conversation					
Experience	<input type="checkbox"/> Clerical work concerning disaster management <input type="checkbox"/> Rescue <input type="checkbox"/> Firefighting <input type="checkbox"/> Emergency life-saving <input type="checkbox"/> Others ()							
E-mail (required)								
Room Preference	Smoking () Non-smoking ()							
2	Name	Native Language			Nationality			
		English	(Mr. / Ms. /)		Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
		*Chinese Characters			Date of Birth			
	Organization and Title	Native Language			Phone			
		English			Fax			
		*Chinese Characters						
	Foreign language competency	Japanese	Listening			Speaking		
		English	Listening			Speaking		
		Listening	1. To be able to understand business conversation 2. To be able to understand daily conversation					
		Speaking	1. To be able to speak in business conversation 2. To be able to speak in daily conversation					
Experience	<input type="checkbox"/> Clerical work concerning disaster management <input type="checkbox"/> Rescue <input type="checkbox"/> Firefighting <input type="checkbox"/> Emergency life-saving <input type="checkbox"/> Others ()							
E-mail (required)								
Room Preference	Smoking () Non-smoking ()							

*Only participants from South Korea need to fill in the "Chinese Characters" sections, if applicable.

*The number of participants per region is limited to two.

*Due to the limited number of rooms, we may not be able to accommodate your room preference (smoking/non-smoking).

Attachment 2: Travel Information

	Name of Airport	Flight Number	Date & Time
Departure from home country			
Arrival in Japan			
Departure from Japan			
Arrival in home country			

*Please fill in all the information if you change planes in your home country and in Japan.

*Please ask the airline yourself whether or not reconfirmation of your plane tickets is necessary, and take due procedures.

Attachment 3: Itinerary

The following is an itinerary for (name) _____ and his/her companion.

Date	Time	Schedule	Contact Information	Accommodation
March 7, 2016 (Mon.)			Mr. Shosuke Matsuura International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	JICA Kansai Accommodation Facility 1-5-2 Wakino-hama Kaigan-dori, Chuo-ku, Kobe Tel. +81-78-261-0341
March 8, 2016 (Tue.)			Mr. Shosuke Matsuura International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	JICA Kansai Accommodation Facility 1-5-2 Wakino-hama Kaigan-dori, Chuo-ku, Kobe Tel. +81-78-261-0341
March 9, 2016 (Wed.)			Mr. Shosuke Matsuura International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	JICA Kansai Accommodation Facility 1-5-2 Wakino-hama Kaigan-dori, Chuo-ku, Kobe Tel. +81-78-261-0341
March 10, 2016 (Thu.)			Mr. Shosuke Matsuura International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	

* If you have your own plans before and after the 14th Disaster Prevention Subcommittee Meeting, please add rows and fill in the necessary information (date, schedule, contact address and accommodation).

* This document is required to receive the Guarantees and Invitation Letters for the visa application procedure.

* Participants from South Korea are also required to submit an itinerary, since the information is necessary for transportation services.

(Example)

Attachment 3: Itinerary
【Mongolia Model Course】

Date	Arrival Time	Schedule (Departure Time)	Contact Information	Accommodation
March 7, 2016 (Mon.)	12:05 15:50 19:00-	Flight from Ulan Bator to Incheon OM301 (07:40) Flight from Incheon to Kansai International Airport (KIX) OZ114 (14:10) KIX to the accommodation (90 minutes by car) Welcome Reception	Mr. Shosuke Matsuura International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	JICA Kansai Accommodation Facility 1-5-2 Wakinohama Kaigan-dori, Chuo-ku, Kobe Tel. +81-78-261-0341
March 8, 2016 (Tue.)	All day	Training and Observation	Mr. Shosuke Matsuura International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	JICA Kansai Accommodation Facility 1-5-2 Wakinohama Kaigan-dori, Chuo-ku, Kobe Tel. +81-78-261-0341
March 9, 2016 (Wed.)	All day	Training and Observation	Mr. Shosuke Matsuura International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	JICA Kansai Accommodation Facility 1-5-2 Wakinohama Kaigan-dori, Chuo-ku, Kobe Tel. +81-78-261-0341
March 10, 2016 (Thu.)	-10:00 11:20 16:05	Check-out Kobe to KIX (60 minutes by car) Flight from KIX to Incheon OZ115 (9:20) Flight from Incheon to Ulan Bator OM302 (13:20)	Mr. Shosuke Matsuura International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	

(Example)

Attachment 3: Itinerary
【Russia Model Course】

Date	Arrival Time	Schedule (Departure Time)	Contact Information	Accommodation
March 6, 2016 (Sun.)		Russia to Incheon	Mr. Shosuke Matsuura International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	Accommodation facility in Korea (Participants are responsible for this arrangement)
March 7, 2016 (Mon.)	10:45 12:50 15:50 19:00-	Flights from Incheon to Kansai International Airport (KIX): KE723 (9:00) KE727 (11:05) OZ114 (14:10) KIX to the accommodation (90 minutes by car) Welcome Reception	Mr. Shosuke Matsuura International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	JICA Kansai Accommodation Facility 1-5-2 Wakinohama Kaigan-dori, Chuo-ku, Kobe Tel. +81-78-261-0341
March 8, 2016 (Tue.)	All day	Training and Observation	Mr. Shosuke Matsuura International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	JICA Kansai Accommodation Facility 1-5-2 Wakinohama Kaigan-dori, Chuo-ku, Kobe Tel. +81-78-261-0341
March 9, 2016 (Wed.)	All day	Training and Observation	Mr. Shosuke Matsuura International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	JICA Kansai Accommodation Facility 1-5-2 Wakinohama Kaigan-dori, Chuo-ku, Kobe Tel. +81-78-261-0341
March 10, 2016 (Thu.)	-10:00 12:50 13:55	Check-out Kobe to KIX (60 minutes by car) Flights from KIX to Incheon OZ111 (11:00) KE724 (11:55) Change planes in Incheon and return to Russia	Mr. Shosuke Matsuura International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	