

November 15, 2017

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

Dear Sir/Madam:

Re: Invitation to the 16th Disaster Prevention Subcommittee Meeting

Hyogo Prefecture will host a Disaster Prevention Subcommittee Meeting from March 5 (Mon.) through 8 (Thu.), 2018 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, December 15, 2017. 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 the next year onwards.

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

Sincerely,

Shiro Matsuhisa  
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

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

**【Contact Information】**

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Hyogo 650-8567 Japan

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E-mail: shinsuke\_tsukuda@pref.hyogo.lg.jp

## Outline of the 16th Disaster Prevention Subcommittee Meeting

**A. Participants:** Officials overseeing disaster management efforts in 77 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 5 (Mon.) – March 8 (Thu.), 2018

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

**D. Contents (tentative):**

Lecture, discussion

- Information systems on disaster risk reduction (DRR) and disaster resilience

Hyogo study tour

- Disaster Reduction and Human Renovation Institution (DRI)
- Hyogo Prefectural Disaster Management Center
- Hyogo Prefectural Emergency Management & Training Center
- Himeji Castle

**E. Schedule (tentative):**

Date	Venue	Program
Mar. 5 (Mon)	Kobe	Arrival in Hyogo 19:00-20:30 Welcome Reception
Mar. 6 (Tue)	Kobe	10:00 Study tour at DRI 14:00 Lecture “Information systems on DRR and disaster resilience” 16:00 Presentation of case examples of participating countries; exchange of opinions
Mar. 7 (Wed)	Miki Himeji	10:30 Study tour at the Hyogo Prefectural Emergency Management and Training Center (Fire Fighters’ Training Institute), earthquake simulation, etc. 14:00 Visit to Himeji Castle
Mar. 8 (Thu)	Kobe	Departure from Hyogo

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

**F. Languages:**

The conference and training 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

<https://www.jica.go.jp/kansai/english/office/about/index.html>

[https://www.jica.go.jp/english/about/organization/domestic/pdf/kansai\\_facilities.pdf](https://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 5–8) 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 5–8)  
\*Participants will use buses and trains.
4. Fees for the welcome reception (the night of March 5), breakfast on March 6–8 and lunch on March 6–7

Participants' home regions shall cover:

1. Travel expenses between Hyogo and participants' home regions
2. Dinner on March 6 and 7
3. Lodging expenses for any participant before and after the session
4. Any other miscellaneous costs

## **I. Schedule:**

December 15, 2017:	Application deadline (Submission of list of participants, travel information, and itineraries)
Mid-January 2018:	Guarantees and Invitation Letters for visa applications will be issued and sent to participating regions (except for South Korea)
Late February 2018:	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 16th 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, December 15, 2017. Please write in English unless otherwise specified.

E-mail: shinsuke\_tsukuda@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 related information if you have any plane changes or layovers in your home country and/or 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 5, 2018 (Mon.)			Mr. Shinsuke Tsukuda 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 6, 2018 (Tue.)			Mr. Shinsuke Tsukuda 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 7, 2018 (Wed.)			Mr. Shinsuke Tsukuda 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, 2018 (Thu.)			Mr. Shinsuke Tsukuda International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	

\* If you have your own plans before and after the 16th 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	Time	Schedule	Contact Information	Accommodation
March 5, 2018 (Mon.)	07:45-12:05	Flight from Ulan Bator to Incheon (OM301)	Mr. Shinsuke Tsukuda 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
	14:10-15:50	Flight from Incheon to Kansai International Airport (KIX) (OZ114)		
		KIX to accommodation (90 minutes by car)		
	19:00	Welcome Reception		
March 6, 2018 (Tue.)	All day	Training and study tours	Mr. Shinsuke Tsukuda 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 7, 2018 (Wed.)	All day	Training and study tours	Mr. Shinsuke Tsukuda 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, 2018 (Thu.)	(by 10:00)	Check-out Kobe to KIX (60 minutes by car)	Mr. Shinsuke Tsukuda International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	
	09:20-11:20	Flight from KIX to Incheon (OZ115)		
	13:20-16:05	Flight from Incheon to Ulan Bator (OM302)		

(Example)

**Attachment 3: Itinerary**  
**【Russia Model Course】**

Date	Time	Schedule	Contact Information	Accommodation
March 4, 2018 (Sun.)		Russia to Incheon	Mr. Shinsuke Tsukuda International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	Accommodation facility in Korea (Participants are responsible for this arrangement)
March 5, 2018 (Mon.)	09:00-10:45 11:05-12:50 14:10-15:50  19:00	Flight from Incheon to Kansai International Airport (KIX): (KE723) or (KE727) or (OZ114)  KIX to accommodation (90 minutes by car)  Welcome Reception	Mr. Shinsuke Tsukuda 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 6, 2018 (Tue.)	All day	Training and study tours	Mr. Shinsuke Tsukuda 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 7, 2018 (Wed.)	All day	Training and study tours	Mr. Shinsuke Tsukuda 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, 2018 (Thu.)	(by 10:00)  10:50-12:50 11:55-13:55	Check-out Kobe to KIX (60 minutes by car)  Flight from KIX to Incheon (OZ111) or (KE724)  Change planes in Incheon and return to Russia	Mr. Shinsuke Tsukuda International Relations Division Hyogo Prefecture Tel. +81-78-362-9017	