

## Rules regarding safety management and role sharing among supervisors, and the escorts

### 1. Roles of Supervisors

Close cooperation among supervisors and JICE staff is highly expected and appreciated for smooth and safe operation of the programme, in order to promote mutual understanding and exchange between participants and the youth of both Japan and other countries.

The programme starts at the time when participants gather in their respective countries. We expect supervisors' responsible behavior as a leader of the youth.

NOTE: This programme does not include any free time for participants. Cash will not be provided; meals, transportation, and other expenses during the programme will be given in kind.

#### <Before arriving in and when returning from Japan>

Supervisors shall responsively lead the participants throughout the travel to Japan. Make sure no one is missing and everything is all right. If any trouble occurs, handle it in an appropriate manner.

Check the health condition and the body temperature of participants. If anyone has his / her body temperature at more than 37.5 °C or feels sick, please tell him / her that he / she cannot depart for Japan and is NOT ELIGIBLE to join in the Invitation Programme in Japan.

The day of departure for Japan	1. Confirm the number of participants gathered 2. Have a pre-travel health check of participants •Collect Medical Sheets filled by the participants and check at what they have written. •Check participants' body temperatures. (Anyone with a temperature over 37.5°C will not be allowed to travel.) 3. Collect the stubs of the boarding passes (if using any airline companies other than Japan Air Line(JAL)).
The day of return	Check the return route of each participant.
At the transit place	Help participants with the transit procedures, find the boarding gate, and confirm the number of participants.
At the time of arrival & departure from Japan	Lead the participants, and help them with entry/departure formalities.

#### <After arriving in Japan>

##### Group Management

	Supervisors	JICE Escorts
Basic Roles	1) Deal with problems	
	2) Confirm the number of participants and make them gather in a group before departure 3) Make sure participants bring necessary items 4) Make sure participants behave in a group 5) Inform participants of the meeting time 6) Give caution to misbehaving participants 7) Give advice on problems related to life-style, religion, etc. 8) Assist with evacuation guidance in case of an emergency	2) Guide participants 3) Inform participants of the meeting time 4) Inform or remind participants of the time schedule 5) Give advice on the life-style in Japan 6) Confirm the safety of participants in case of an emergency
At the hotel	1) Check the emergency route upon arrival at the hotel	
	2) Give permission for going out under Rules for Safety Management (Refer to the item 2). 3) Make sure before bedtime that: •Everyone is in his/her room •Everyone is quiet •No one is in trouble •Everyone is in good health.	2) For a smooth check out, tell supervisors and participants not to use any chargeable services (outside telephone line, pay TV, drinks in the refrigerator, etc.). 3) Inform supervisors and participants of rules of staying at the hotel.
★Health care (infection prevention): Make sure every one wash and disinfect their hands, take their body temperatures every morning, and wear a mask (if necessary).		
★If anyone gets sick, one of supervisors and the escorts take care of him/her.		

##### Greetings and others

	Supervisors	JICE Escorts
During the programme	1) Deliver short speeches on behalf of the group 2) Choose participants who will deliver speeches 3) Choose participants who will be interviewed by the press	1) Give briefings on the visits 2) Interpret during visits 3) Communicate with the organizations they are visiting

Supervisors are expected not only to supervise their own groups but also to cooperate with other supervisors to manage the whole batch when multiple groups gather as a batch.

## **2. Rules for Safety Management\***

In case of an emergency, supervisors and JICE escorts make an initial response by closely communicate with each other, and consult with the JICE headquarters and the head of delegates, if necessary.

- (1) All the participants should carry SOS Card (on which the emergency number=the number of the escorts' cell phone is described) with them.
- (2) The curfew is 10PM. Supervisors should make sure that everyone comes back to his/her room by the time. Let the escorts know, when trouble occurs.
- (3) When going out, participants have to get permission of the supervisor and let him/her know their destination and the time of return. Participants should not go out by him/herself.
- (4) During the homestay programme, participants are provided with a set of cell phone (one set for one host family).
- (5) When evacuation is needed, listen to the announcement before starting evacuation.
- (6) When evacuating, follow the instruction of the JICE escorts at the emergency exit.
- (7) The hotel staff check each room to make sure that everyone has evacuated.
- (8) Participants are given general information on earthquakes (a sort of information that is normally given at schools or seminars for citizens in Japan).