

Community Core Leaders Development Program 2019
Guideline

April 18, 2019

Director General for International Youth Exchange
Cabinet Office, Government of Japan

1. Aim

Community Core Leaders Development Program shall be implemented in accordance to this Guideline.

2. Objective

In order to build a ‘cohesive society’ community where each diverse individual puts one’s own abilities to good use, actively participates in society and supports each other, enrichment of endeavor by various actors such as resident, non-profit organization and administrative body is essential.

Community Core Leaders Development Program aims at development of practical operation and management capability necessary for non-profit organization management, coordination with related organizations and constructing human networks, by conducting sending and inviting programs for young professionals in those fields of older people, persons with disabilities and youth, encouraging to interact among those who try to solve similar issues in respective areas.

3. Outline

The program consists of “Sending Program of Japanese Youths” and “Invitation Program of Foreign Youths”

1) Sending Program of Japanese Youths

I. Countries to be Visited

Approximately 3 countries

II. Missions

Each mission consists of 1 Delegation Leader and 8 Japanese Youths, 9 in total, who have experience in the fields of older people, persons with disabilities and youth respectively. 3 Missions by fields shall be dispatched.

III. Duration of Program

Approximately 10 days

IV. Content of the Program

i. Training Sessions

Cabinet Office organizes Preparatory, Pre-Departure and Post-Program Training Sessions for the Japanese Participating Youths in Tokyo metropolitan area for the purpose of maximizing the outcome of the Sending Program.

A. Preparatory Training Session (Approximately 3 days in July):

The objective of this session is to deepen understanding of the purpose and content of the program as well as the basic knowledge of the country to be visited, and to ensure the Japanese Participating Youths conduct any necessary preparation with clearer purposes before participating in the Pre-Departure Session.

B. Pre-Departure Training Session (Approximately 2 days prior to dispatch):

The objective of this session is to conduct a final preparation for the activities in the country to be visited and to confirm the itinerary as well as the theme of each activity.

C. Post-Program Training Session (Approximately 6 days immediately after dispatch):

The objective of this session is to summarize achievements of the program and acquire skills to start various activities based on the learnings from the program (including NPO Management Forum).

ii. Activities in the Countries to be Visited

The missions shall visit facilities related with the activities that they specialize in and observe on-site activities, according to the itinerary prepared by the respective government or designated persons referred or assigned by the government (hereafter referred to as 'Respective Governments') based on the "Itinerary Arrangements in the Countries to be visited for the Sending Program".

V. Duty, Criteria and Selection Procedure of Delegation Leaders and Participating Youths of Japanese Missions (Sending Program)

i. Duty

- A. Delegation Leaders shall represent each mission, lead the Japanese Participating Youths to achieve the purpose of this program, and manage all activities.
- B. Participating Youths follow directions by Delegation Leaders and as a group of mission, participate in all activities of Preparatory, Pre-departure and Post-program Training Sessions and the Sending Program, taking responsibility assigned for the mission as a group.
- C. Delegation Leaders and Participating Youths participate all dates of the Training Sessions and Sending Program and actively take part and cooperate in the Invitation Program of Foreign Youth.
- D. Delegation Leaders and Participating Youths submit their activity report to the Cabinet Office which will serve as a reference source for the future Invitation Program and missions by date designated by the Cabinet Office.

ii. Criteria for the Selection of Japanese Delegation Leader and Participating Youth

A. Delegation Leader

- a. Japanese national
- b. Age 40 years old or older
- c. With sound mind and body with cooperative personality, capable of taking leadership in group activities of the Participating Youths in accordance with the scheduled itinerary and independently participate in the program based on reasonable accommodation
- d. More than 5 years of experience in social activities for older people, persons with disabilities or youth, sufficient knowledge or skills in specialized social activity
- e. Currently involved or experienced in managing non-profit organization which that undertakes social activities for older people, persons with disabilities or youth
- f. Take active role in hosting the Invitation Program invitees, has promising potential in future civil society participation after the Program utilizing the experience
- g. Interest and good understanding of the country to visit
- h. Full participation of all schedule of Sending Program, Preparatory, Pre-Departure and Post-Program Training Sessions

B. Participating Youth

- a. Japanese national
- b. Age between 23 and 40

- c. With sound mind and body with cooperative personality, capable of participating in a group activities under discipline throughout the program based on reasonable accommodation
- d. More than 3 years of experience in social activities for older people, persons with disabilities or youth, or sufficient knowledge or skills about specialized social activity
- e. Currently involved or expect to get involved in the management of non-profit organizations that undertake social activities for older people, persons with disabilities or youth in the future
- f. Take an active role in hosting the Invitation Program invitees and have promising potential in future civil society participation after the Program utilizing the experience
- g. Interest and good understanding of the country to visit
- h. Full participation of all schedule of Sending Program, Preparatory, Pre-Departure and Post-Program Training Sessions

iii. Selection Procedure for Japanese Delegation Leader and Participating Youth

- A. Delegation Leaders shall be appointed or commissioned by the Director General
- B. The Director General shall select and decide on the Participating Youths through the second selection among first selected by Prefectural Governors (or Superintendents of Education if the International Youth Exchange Divisions of the prefectures are under the Boards of Education) or nationwide youth organizations in principal. With regard to Participating Youth not participating in the Preparatory Training Session fully, the Director General may cancel the decision of participation of subject Youth.
- C. The Director General shall send the name lists of the missions to the Respective Governments through the Ministry of Foreign Affairs of Japan (hereafter referred to as ‘Ministry of Foreign Affairs’) and Embassies of Japan.
- D. In case a Participating Youth is found to be inappropriate as a member of the mission or for any reason to be dismissed due to family emergency such as death or his/her own illness before his/her departure, the Director General has an authority to cancel one’s participation. After a departure, the Delegation Leader is entitled to cancel one’s participation and send him/her back to Japan immediately.

VI. Making the Itinerary for the Japanese Missions (Sending Program)

- i. The Director General shall request the Respective Governments and/or related entities, through the Ministry of Foreign Affairs and the Embassies of Japan, to plan and arrange an itinerary in the respective countries.
- ii. In line with the provisions of “Itinerary Arrangements in the Countries to be visited for the Sending Program”, the Respective Governments shall arrange and coordinate with relevant facilities, submit a basic outline of the program in the respective countries to the Cabinet Office through the Embassies of Japan and the Ministry of Foreign Affairs.

The basic outline shall include the following items:

- A. Itinerary in two cities (the capital and another city) to be visited
- B. Information of officials or offices to be paid courtesy calls
- C. Institutions and organizations to be visited in respective cities
- D. Schedule for homestay or home visit

- iii. After receiving the basic outline of the program from the Respective Governments, the Cabinet Office shall

consult the detailed program activities, i.e. institutions to be visited, with the Respective Governments as well as the Embassies of Japan, taking the outcome of the Preparatory Training Session of Japanese missions into consideration.

- iv. Respective Government shall complete and submit a final plan of the itinerary to Cabinet Office, based on consultation with Embassies of Japan and Cabinet Office.

VII. Expense

- i. Cabinet Office shall bear the following expenses in principle.

- A. Economy class round trip airfare for the Delegation Leaders and Participating Youths (including surcharge, airport facility charge and required taxes, excluding excess baggage charges) between Japan and the countries to be visited
- B. Stay in the country to be visited such as accommodation (excluding subordinate costs at hotels, etc.) and local transportation according to the itinerary.
- C. Transportation fee to attend the Pre-Departure Training Session and go home after Post-program Training Session (excluding residents of Tokyo 23 wards).

- ii. Participating Youth shall also bear the following expenses:

- A. Partial expense of round trip airfare
- B. Expenses for accommodation, meal during the Preparatory, Pre-departure and Post-program Training Sessions
- C. Travel Insurance, immunization fee
- D. Round-trip transportation fee to attend Preparatory Training Session
- E. Passport issuance fee, visa fee
- F. Costs for Medical, surgical treatment, hospitalization, etc. during the Training Sessions and the duration of the activities in the country to be visited and cost to return to Japan from the country to be visited if one's participation is canceled due to disqualification as stipulated under V-iii-D of this Guideline.
Cabinet Office may bear full or partial cost when Cabinet Office acknowledges cases such as a Participating Youth's decision to discontinue his/her participation in the Program based on;
 - death or critical health condition of his/her family member
 - serious illness or injury of a Participating Youth to the point of no longer possible to continue his/her participation in the Program
 - Delegation Leader's decision to terminate his/her participation.
- G. Expense of Personal Assistant (PA) supporting Delegation Leader/Participating Youth
- H. Personal expenses such as excess baggage charge, subordinate costs at the hotels, etc.

2) Invitation Program of Foreign Youths

I. Countries of Invitees

The same 3 countries which receive the Japanese Missions during the same fiscal year in principle.

II. Number of Each Invited Mission

Mission from each country shall consist of 9 invitees including 1 Delegation Leader and 8 Foreign Participating Youths. Mission consists of youths who have experiences in fields of older people, persons with disabilities and youth respectively.

III. Duration of the Program

Approximately 15 days

IV. Activities in Japan

The invitees shall participate in various activities according to the itinerary prepared by the Cabinet Office based on the “Itinerary of Invitation Program to Japan”, conducting exchanges with Japanese youths. These include institutional visits and participation in the NPO Management Forum in Tokyo, as well as regional programs including homestays and seminars.

For institutional visits, the invitees will visit and observe related institutions with nationwide activities.

The primary objective of the Non-Profit Organization (hereafter referred to as `NPO`) Management Forum is to discuss common issues related to the organizational management and the development of the nationwide activities across specialized fields. These practical discussions will be held between the invitees and the Japanese Youths of Sending Program engaged in social activities to exchange beneficial information of the current situation of NPOs and examples of activities in each participating country, to develop skills of participants in managing non-profit organizations as well as nurture young core leaders who support social activities in each field.

At Local Seminars, the invitees are expected to hold discussions on specialized fields with those working for local organizations taking active roles in the area.

V. Duty, Criteria and Selection Procedure for Invitee of a Delegation Leader and foreign participants

i. Duty

- A. Delegation Leader represents the mission and manages activities of the mission.
- B. Foreign Participating Youths follow the guidance by Delegation Leader, participate in in activities in 2)IV of this Guideline and share delegation works.
- C. Delegation Leader and Foreign Participating Youths submit reports (English or Japanese) to the Cabinet Office including suggestions as to how to solve the challenges on social activities in Japan.

ii. Criteria

- A. Age between 23 and 40 years old (exception can be applied to a Delegation Leader);
- B. Fluent in English
- C. With sound mind and body with cooperative personality, capable of participating in group activities under discipline throughout the program based on reasonable accommodation
- D. More than 3 years of experience in social activities for older people, persons with disabilities or youth, or sufficient knowledge or skills in specialized social activity
- E. Currently involved or experienced in the management of non-profit organizations which undertake social activities for older people, persons with disabilities or youth
- F. Delegation Leader should be capable of taking leadership in group activities in accordance with the program itinerary.

iii. Selection Procedure

- A. Director General shall request the Respective Government to recommend candidates through the Ministry of Foreign Affairs and the relevant Embassies of Japan.
- B. Respective Government shall select candidates who meet qualification criteria and recommends them using “Resume of Invitee” and “Personal Report of Health” forms along with passport copies to the

Embassies of Japan.

The following items shall be taken into consideration for the selection:

- The ratio of male/female participants should be relatively balanced.
- 8 candidates (excluding the Delegation Leader) must have certain experiences in the fields of social activities for older people, persons with disabilities and youth. The number of candidates for each field must be 2 in the Delegation Leader's field, 3 in other two fields respectively, totaling 8.
- Country to which Japanese mission of field of older people visits selects a Delegation Leader candidate from the field of older people; country to which Japanese mission of field of persons with disabilities visits selects a Delegation Leader candidate from the field of persons with disabilities; and country to which Japanese mission of field of youth visits selects a Delegation Leader from the field of youth.

*Three discussion groups, consisting of members from the SAME fields from those 3 countries, shall be organized for the regional programs.

D. Embassies of Japan shall select the prospective invitees appropriate for this program from the candidates recommended by the Respective Governments and recommend to the Cabinet Office via the Ministry of Foreign Affairs.

E. Upon the recommendation by the Ministry of Foreign Affairs, the Director General gives final approval of the invitees and inform the Respective Governments through the Ministry of Foreign Affairs and the Embassies of Japan.

F. In case an invitee is found to be inappropriate as a member of the mission, the Director General has an authority to cancel his/her admission and send him/her back to his/her own country immediately.

VI. Expense

i. Cabinet Office shall bear the following expenses:

- A. Economy class round trip airfare for the invitees between the participating countries' international airports (to be determined by the Cabinet Office) and Japan (including fuel surcharge, airport facility charge, airport taxes. Excess baggage charge is excluded)
- B. Expenses of staying in Japan, including accommodation (excluding personal expenses at hotels) and local transportation according to the prescribed itinerary
- C. Insurance to cover foreign invitees' illness and accident during the program.

ii. Following expenses shall be borne by the invitees or the Respective Governments:

- A. Local transportation fee between the invitee's residence and the international airport designated by the Cabinet Office
- B. Passport issuance fee
- C. Visa fee
- D. Immunization cost;
- E. Expenses incurred in returning to his/her countries when one's participation is canceled due to disqualification under V.iii.F. of this Guideline when one is disqualified after his/her arrival to Japan. Cabinet Office may bear full or partial cost when Cabinet Office acknowledges cases such as a Participating Youth's decision to discontinue his/her participation in the Program based on;
 - death or critical health condition of his/her family member
 - serious illness or injury of a Participating Youth to the point of no longer possible to continue his/her participation in the Program

-Delegation Leader's decision to terminate his/her participation.

iii. Expense of Personal Assistant (PA) supporting Delegation Leader/Participating Youth

iv. Personal expenses such as excess baggage charge, subordinate costs at the hotels, etc.

4. **Others**

- 1) The Cabinet Office shall designate the flights of the round-trip travel of the Japanese Delegation Leaders and Japanese Participating Youths of the Sending Program and notifies before their departure. The designated flights are not subject to change.
- 2) The Japanese Delegation Leaders and Japanese Participating Youths must obtain a travel insurance to cover expenses in case of sickness or accident during the program (during Pre-Departure training, Sending program and Post-Training Program)
- 3) The Cabinet Office shall designate the flights of coming to and leaving from Japan for the invitees and notifies before their departure to the Embassies of Japan as well as respective governments, etc. The designated flights are not subject to change.
- 4) This Program shall be implemented by the Government of Japan upon budget approval of the 2019 fiscal year. Aside from the items stated in this Guideline, any matters required for implementation of the Community Core Leaders Program shall be determined by the Director for International Youth Exchange.

Itinerary Arrangements in the Countries to be visited for the Sending Program

1 Theme of the Activities in the Countries to be visited

Themes of Activities in the countries to be visited are as follows:

- Activities for Older People Course: Necessary cooperation for supporting independence of older people (Netherlands)
- Activities for Persons with Disabilities Course: Further enhancement of social participation of persons with disabilities in local community (Italy)
- Activities for Youth Course: Development of human resource to support growth of children and young people (Finland)

2 Basic Program Outline in the Countries to be visited

In coordination with the Cabinet Office and embassies of Japan in respective countries, Respective Governments are requested to arrange basic program outline/itinerary with following contents

- 1) Visiting cities (two cities-the capital and another city, transportation methods between two cities and the schedule)
- 2) Courtesy Calls
- 3) Organizations and institutions to visit
- 4) Plan of the homestay or home visit

3 Arrangements of Activity

Based on the Basic Program Outline, the Respective Governments are requested, through mutual consultation with the Japanese coordinating organizations (in charge of the Sending Program), to arrange following activities for the Program;

A Courtesy Calls

Courtesy Calls to ministries or departments of the Respective Governments as well as to the embassies of Japan shall be arranged. It is desired that lectures on organizational management of non-profit organizations and their relationships with government sectors of the countries to be visited be arranged by the Respective Governments, while the diplomatic relations with Japan be arranged by the embassies of Japan.

B Visit to non-profit organizations and institutions of each course, exchange with personnel

It is requested to arrange visits to several non-profit organizations and institutions of each course to learn and experience organizational management or implementation of activities in countries to be visited. During each visit, exchanges of ideas with the managers and persons-in-charge of activities shall be also arranged.

C Homestay or Home Visit

Homestay or home visit in the countries to be visited shall be arranged. Following standards shall be observed:

- a) Families are consisted of couples at appropriate ages.
- b) Each family accepts one (1) or two (2) participant(s). In case of the latter, two participants are of a same gender. However, this does not apply in case of home visit.
- c) It is desired that families have one (1) or few members who is/are involved in the social activities in respective fields.
- d) It is desired that families have one (1) or few members who understand(s) English or Japanese.

4 Others

- 1) Related issues for the activities in the countries to be visited shall be determined in coordination

between the Cabinet Office of Japan (Director General for International Youth Exchange) and the Respective Governments as well as the Embassies of Japan in respective countries.

- 2) Respective Governments are requested to arrange schedule with appropriate margin of time in transfer, in consideration of prevention of traffic accident and ease of strain on the Participating Youths.
- 3) It is requested that coordinator/officer-in-charge of the Respective Governments or coordinating organizations (local coordinators) and interpreter accompany the mission throughout the program, i.e. courtesy calls and institutional visits (except the duration of homestay).

The Cabinet Office shall bear the costs for coordinator/officer-in-charge and interpreter to accompany the mission.

< Example of activity schedule of the mission in the countries to be visited >

Date	Itinerary	
Friday, 15 November	Departure from Japan, arrival to the capital of the respective country	Capital
Saturday, 16 November	Orientation, Homestay (or home visit)	
Sunday, 17 November	Return from homestay Self-study	
Monday, 18 November	Visit to the embassy of Japan (lecture on relations between Japan and the visited country) Courtesy Call, Lecture on systems of the country, Welcome Reception	
Tuesday, 19 November	Institutional Visits Exchange of opinions with related organizations	
Wednesday, 20 November	Institutional Visits Exchange of opinions with related organizations Move to a regional city	Capital/Regional city
Thursday, 21 November	Institutional Visits Exchange of opinions with related organizations	Regional city
Friday, 22 November	Institutional Visits Exchange of opinions with related organizations Move back to the capital city,	Regional city/Capital
Saturday, 23 November	Evaluation Departure from the respective country	Tokyo
Sunday, 24 November	Arrival to Japan	

(Local time)

* This schedule above is an example to be referred when an itinerary is arranged. Itinerary can be adjusted accordingly to local conditions.

* Required information to arrange itinerary, i.e. list of Participating Youths and requests raised during the Preparatory Training Session, etc., shall be informed promptly according to the Tentative Schedule.

Tentative Schedule of Invitation Program to Japan

Date		Schedule	Remarks	
November	26	Tuesday	Arrival at Tokyo	Tokyo (Grouping is set across the nationalities and courses)
	27	Wednesday	NPO Management Forum (Opening Ceremony, Opening Remarks, Welcome Reception)	
	28	Thursday	NPO Management Forum (Institutional Visit, Discussion)	
	29	Friday	NPO Management Forum (Discussion)	
	30	Saturday	NPO Management Forum (Summary presentation, Evaluation)	
December	1	Sunday	Individual study, Japanese cultural experiences	
	2	Monday	Lectures by Cabinet Office officials, Regional Program Orientation	Region (by courses)
	3	Tuesday	Regional Program in three groups Courtesy call, Welcome Party	
	4	Wednesday	Institutional visits	
	5	Thursday	Institutional visits	
	6	Friday	Local Seminar	
	7	Saturday	Homestay	
	8	Sunday	Return from Homestay Farewell Party, Evaluation Return to Tokyo	
	9	Monday	Overall Presentation, Evaluation Completion Ceremony, Farewell Party	
	10	Tuesday	Departure from Tokyo	

The above schedule may be subject to change.

Your Responsibility		(200 words)	
Organization(s) you are involved with (besides your Occupation)		(200 words)	
Description of Organization (service, activity, mission, etc.) you involve (besides your Occupation)		(200 words)	
Highest Academic Achievement		Major	
Language	Mother Tongue		
	Other Language		
Religion			
Experience(s) of international exchange programs (country, detail, etc.)			
Special Skill			
Matter of interest about Japan			
Previous travel experience to Japan		<input type="checkbox"/> Yes <input type="checkbox"/> No (Date and purpose: _____)	
Nearest international airport			
Criminal record, etc.		<input type="checkbox"/> Yes <input type="checkbox"/> No Have you: ◆been convicted of a crime or offence in any country. ◆been sentenced to imprisonment for 1 year or more in any country. ◆been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation. ◆been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances. ◆engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution. ◆committed trafficking in persons or incited or aided another to commit such an offence. <u>*Under the Immigration Control and Refugee Recognition Act, a person who may be applicable to one of these items above cannot enter Japan in principle.</u> <u>If any of these items above is applicable, please consult the person in charge in your government as a special request may be necessary for entrance.</u> (These items are the same as the ones appear in an ordinary visa application.)	

*The information that you provide may be used for the selection and determination of the invitees.

As for the actual invitees, necessary information may be used for 1) the execution of the program and 2) the establishment and maintenance of the network of ex-participants. Further, information may be provided for; the other invitees and those who are concerned with the program for the purpose of 1) and the post-program activities organization (International Youth Exchange Organization of Japan (IYEO)) for the purpose of 2) respectively.

All data is securely held in accordance with 'Act for Protection of Personal Data Held by Administrative Organs.'

Q4. Do you have any allergy besides food allergy?

Yes → Please describe in detail in Q6.

Specify:

Cat Dust Pollen (hay fever)

Dog Penicillin Other ()

No

Q5. Do you smoke?

Yes

No

Q6. Please describe your allergy in detail if your answer is YES for Q3 and/or Q4.

Allergen	Symptom	Treatment if symptom occurs

Please describe any concerns of your health condition during your stay in Japan if any.

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The Fiscal Year 2019 Community Core Leaders Development Program (Tentative Schedule)

<u>April</u>	<u>Guideline for the Community Core Leaders Development Program shall be determined</u> Request of Cooperation Letter to respective countries from Director to be delivered: (CAO → MOFA → Embassies of Japan in respective countries → Respective Governments)
Early June	Delegation Leaders and Participating Youths of the mission to be determined
Monday, 1 July	Basic Program Outline/Itinerary in the visited countries to be prepared and submitted to the Embassies of Japan (Respective Governments and coordinating organizations (local coordinators)) → Embassies of Japan in respective countries → MOFA → CAO /Contractor: Japanese coordinating organization)
	Coordination with organizations and institutions to be visited (CAO / Contractor: Japanese coordinating organization ← → Embassies of Japan in respective countries ← → Respective governments / coordinating organizations (local coordinators))
<u>Mid July</u>	<u>List of the Japanese Mission and flight schedule to be sent to respective countries</u> (CAO → MOFA → Embassies of Japan in respective countries → Respective Governments / coordinating organizations (local coordinators))
	Coordination with institutions and facilities to be visited considering the outcomes of the Preparatory Session (CAO / Contractor: Japanese coordinating organization ← → Embassies of Japan in respective countries ← → Respective governments / coordinating organizations (local coordinators))
<u>Wednesday, 18 September,</u>	<u>Submission of resumes of the recommended invitees</u> (Respective governments / coordinating organizations (local coordinators) → Embassies of Japan in respective countries → MOFA → CAO)
<u>Friday, 20 September</u>	<u>Final draft of the Itinerary in visited countries to be sent</u> (Respective Governments / coordinating organizations (local coordinators) → Embassies of Japan in respective countries → MOFA → CAO)
<u>Mid October</u>	<u>Determination of the invitees</u> (CAO → MOFA → Embassies of Japan in respective countries → Respective Governments / coordinating organizations (local coordinators))
Early November	Flight schedule of the invitees and other documents to be delivered (CAO / Contractor: Japanese coordinating organization → Embassies of Japan in respective countries → Respective Governments / coordinating organizations (local coordinators)) Dispatch of air tickets to the invitees (travel agent to each invitee) Flight tickets to be delivered (Travel agent contractor → invitees)
<u>©15-24 November</u>	<u>Sending Program in respective countries</u> (13-14 November: Pre-Departure Training Session, 25-30 November: Post-Program Training Session including 27-30 November: NPO Management Forum)
<u>©26 November -10 December</u>	<u>Invitation Program in Japan</u>
<u>Monday, 20 January</u>	Deadline to submit reports by Japanese Delegation Leader and Participating Youths (Delegation Leaders and Participating Youths → CAO)
Monday, 27 January	Deadline to submit reports by the invitees (invitees → CAO)

*CAO: Cabinet Office, MOFA: Ministry of Foreign Affairs of Japan