

Introduction

In October 2003 the Japanese government and the Japan Association for the 2005 World Exposition (hereinafter referred to as “the Association”) decided that financial support would be extended to developing countries that have announced their participation in the 2005 World Exposition, Aichi, Japan (hereinafter referred to as “the Expo”) so that exhibitions befitting the Expo’s theme of “Nature’s Wisdom” can be shown and to facilitate the smooth operation of National Days and other events and the management of pavilions during the period of the Exposition. Eligible countries have been notified of this basic policy through diplomatic channels.

The present Guidelines (hereinafter referred to as “the Guidelines”) provide information on the content of support for the items listed below from the financial support menu, the necessary application procedures for developing countries that are official participants to make use of these financial support items, and so on. Information on other financial support items is given separately. (Please refer to items 1, 2, 3, 11, 12, and 13 in the table on page 5.)

Financial Support Items

- iv Expenses incurred for standard pavilion interior and exterior construction (including works required for air-conditioning, water supply and drainage, and electric power supply), for exhibition display and choreography works, and for relevant facilities and equipment
- v Travel (economy class) and domestic accommodations (in Japan) for two persons to work full-time at the pavilion secretariat during the preparation period (one month) and during the Expo (six months)
- vi Personnel cost for one Japanese attendant to be stationed on a full-time basis at the pavilion secretariat during the Expo
- vii Expenses for public relations to be paid in Japan before and during the Expo
- viii Custom clearance, transportation, and storage costs inside Japan for exhibits to be displayed at the Expo (round-trip cost between the Expo site and the Port of Nagoya, etc.) However, costs for commercial products are not included.
- ix Expenses for security control, cleaning, utilities, and liability insurance coverage necessary for pavilion operation during the Expo
- x The dismantling and disposal costs for the pavilion after the Expo closes

Terminology

<i>The Association:</i>	Japan Association for the 2005 World Exposition (the organization supporting all official participants as the Organizer of the Expo)
<i>Participant:</i>	Official participants (as stipulated in Article 9 of the General Regulations)
<i>Pavilion:</i>	Modular building belonging to the section of the participant
<i>JETRO:</i>	Japan External Trade Organization
<i>Pavilion staff:</i>	Staff dispatched by the participant for work relating to the Expo

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CHAPTER 1

Role Sharing of Developing Country Participant and the Organizer

I. The participant shall formulate its own exhibit project and independently implement it.

The main actors in the Expo are the participants. Each participant will play a part in realizing the Grand Intercultural Symphony at the Expo by displaying its own unique know-how and culture in tune with the Expo's theme of "Nature's Wisdom." Accordingly, decisions on exhibit concepts and projects must be made by the participants themselves. The following is an explanation of the procedures that participants must follow in preparing their exhibits.

The Association, which is the Organizer of the Expo, will construct the pavilions that will serve as the exhibit space for all official participants and lease them free of charge. The pavilions will be modules measuring 18 meters in width, 18 meters in length, and 9 meters in height. It is possible to use one module jointly with other participants. The Association will allot exhibit space and notify each participant. After that, each participant shall conclude a participation contract, plan and design its exhibit, commence the production and procurement of exhibit items, undertake interior and exterior construction work on the pavilion, transport and install exhibit items, and make other preparations for the management of the pavilion in line with the rules and procedures stipulated in the General Regulations and the Special Regulations.

For details concerning aspects that will serve as the premise of the participant's exhibit design, such as the pavilion structural frame, the supply of electricity, gas, telecommunications, water, and drainage to the pavilion, a technical outline of facilities, the date of pavilion handover (September 15, 2004), and so on, please refer to the Special Regulation No. 4 and the Design Guidelines on Modular Buildings for Official Participants GL4-1.

II. The Japanese government and the Association shall provide financial support to developing country participants.

1. Countries eligible for assistance

- (1) Countries designated least developed among the developing countries designated by UN resolution, and those with per capita GNP of US\$745 or less in the 2001 World Bank Social Indicators of Development (least developed countries, or LDCs, low-income countries, or LICs respectively). (Hereinafter, these countries are referred to as LDCs, LICs.)
- (2) Countries with per capita GNP of US\$746 to US\$2,975 in the 2001 World Bank Social

Indicators of Development. (Hereinafter, these countries are referred to as low middle-income countries or LMICs.)

- (3) Countries that exhibit in joint pavilions proposed by the Association (even if they do not meet the conditions stipulated in (1) and (2) above, countries exhibiting in joint pavilions are eligible for support to a certain extent) and international organizations arranging joint pavilions (SICA Secretariat, PIF Secretariat, CAN Secretariat). (Hereinafter, these entities are referred to as joint pavilion participating countries.)

2. Conditions for support

- (1) The participant must submit to the Association an exhibit project befitting the Expo's theme of "Nature's Wisdom" on the basis of Special Regulation No. 1.
- (2) The participant must conclude a participation contract with the Association on the basis of Special Regulation No. 2.
- (3) The exhibit scale of the participant must be one module or less. (Even if a participating country is eligible for support according to the GNP criterion, if it wishes to have a single pavilion exhibit exceeding one module, it becomes ineligible for support.)
- (4) In response to the financial support menu for developing countries notified by the Japanese government through diplomatic channels in writing, the participant must make a request for support through diplomatic channels in writing.
- (5) The participant must abide by the General Regulations, the Special Regulations, the related laws and ordinances of Japan, and supplementary regulations and guidelines stipulated by the Association on the basis of the General Regulations and Special Regulations and follow the procedures for financial support as stipulated in the Guidelines.

3. Content of support

- (1) The content of support is divided into three categories according to the classification explained in 1 above. The scope of financial support (support items and amount) differs for each category.
- (2) After receiving an official and specific request from an eligible participant, the Japanese government and the Association will decide on financial support items and scale for that participant within the scope of Attachment 1. Please note that the financial support amounts described in the Guidelines are increased by 5% from those indicated in the basic policy of financial support announced in October 2003, in order to cover the Japanese consumption tax.
- (3) Costs that exceed the upper limit of support, production costs for exhibits, transportation costs for shipping exhibit items to Japan, transportation costs for shipping items from Japan after the Expo, and all expenses related to commercial activities are not eligible for support. In other words, these expenses should be borne by the participant itself.

III. Contacts relating to the Guidelines

1. Official Participation Group of the Association

- (1) Financial support policy
- (2) Inquiries concerning the following matters: Expenses for security control; cleaning; utilities; comprehensive liability insurance; costs for dismantling and disposal of pavilion after the Expo closes; and customs clearance, transportation, and handling of cargo expenses in Japan

Contact:

Official Participation Group
International Affairs and Finance Department
Japan Association for the 2005 World Exposition
Nagoya Daiya II Bldg. 4F
3-15-1 Meieki, Nakamura-ku
Nagoya, Aichi 450-0002, JAPAN
Tel.: +81-52-569-2108
Fax: +81-52-569-2114
E-mail: kokusai@expo2005.or.jp
URL: <http://www.expo2005.or.jp/ofipat>

2. JETRO

Inquiries concerning the following matters: Pavilion construction expenses (interior and exterior construction, exhibition display and choreography works) and facilities and equipment expenses*; travel and accommodations for two Pavilion staff; personnel cost for one Japanese attendant; and PR expenses

*However, for the content of support for the construction of pavilion facilities (see page 10), please address inquiries to the Association.

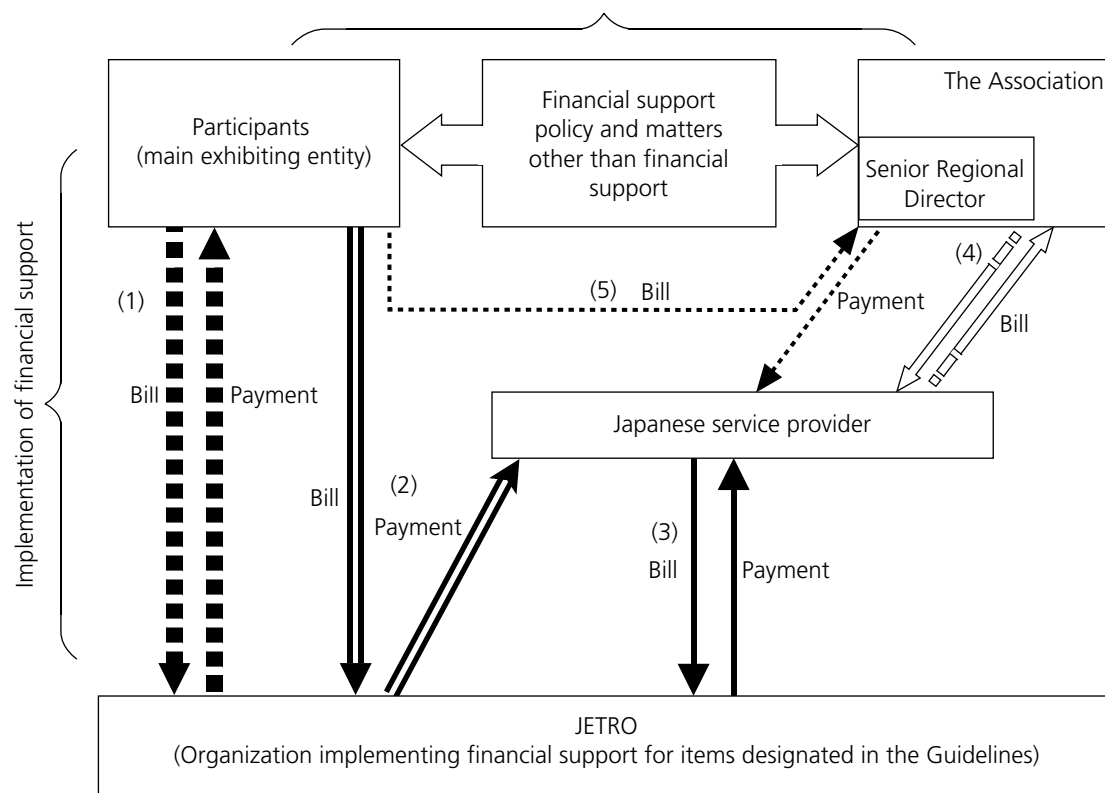
All application forms in the Guidelines are detachable and composed of original sheets to be sent to JETRO and carbon copy sheets to be kept at your end. After filling out the forms, be sure to send the original sheets to JETRO both by fax and air mail.

Contact:

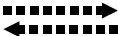
Expo 2005 Aichi Team, Trade Fair Department
Japan External Trade Organization (JETRO)
2-2-5 Toranomon, Minato-ku, Tokyo 105-8466, JAPAN
Tel.: +81-3-3582-5315
Fax: +81-3-3505-0450
E-mail: FAJ@jetro.go.jp

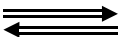
Relationship Between Participants, the Association, and JETRO in Financial Support for Developing Countries


Basic liaison and coordination route between participant and Organizer




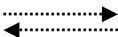
Five Patterns of Financial Support

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(1) The case where JETRO pays expenses to the participant:
Daily allowance and domestic travel expenses for Pavilion staff; PR expenses
- 

(2) The case where JETRO pays expenses to a Japanese service provider receiving an order from the participant on behalf of the participant:
Construction expenses (interior and exterior design, exhibit staging) and equipment and material expenses
- 

(3) The case where JETRO places the order with a Japanese service provider and pays expenses on behalf of the participant:
Expenses related to hiring Japanese attendants; accommodation expenses and flight expenses of Pavilion staff
- 

(4) The case where the Association places the order with a Japanese service provider and pays expenses on behalf of the participant:
Module construction expenses; pavilion construction expenses; pavilion dismantling expenses; waste disposal expenses; liability insurance fees; cleaning expenses; utility rates; (for least developed countries in the case where the upper limit on financial support has not been reached) security control expenses, and (for joint pavilion participants) security control expenses
- 

(5) The case where the Association pays expenses to a Japanese service provider receiving an order from the participant on behalf of the participant:
Customs clearance, transportation, and handling of cargo expenses in Japan

List of Financial Support for Developing Countries by the Japanese Government and the Association

(The financial support amount includes consumption tax.)

	Category of countries eligible for support	Least developed countries (LDCs) and low-income countries (LICs) *GNP of less than \$745	Low middle-income countries (LMICs) *GNP of \$746–\$2,975	Joint pavilion participating countries *GNP level does not matter. International organizations can only receive support items iii–xiii.
	Items eligible for financial support			
*	1. Module construction cost	○	○	○
	2. Support in exhibit planning (dispatch of specialists: one or two specialists per country)	○	○	Support for plan production, etc.
	3. Preliminary staffing training for pavilion operation, etc. (acceptance of trainees: one or two persons per country)	○	○	○
iv	4. Expenses incurred for standard pavilion interior and exterior construction (including works required for air-conditioning, water supply and drainage, and electric power supply), for exhibition display and choreography works, and for relevant facilities and equipment	Not exceeding ¥26.25 million	Not exceeding ¥21 million	Full amount under conditions stipulated separately
v	5. Travel (economy class) and accommodations for two persons to work full-time at the pavilion secretariat during the preparation period (one month) and during the Expo (six months)	○	○	○
vi	6. Personnel cost for one Japanese attendant to be stationed on full-time basis at the pavilion secretariat during the Expo	○	○	○
vii	7. Expenses for public relations to be paid in Japan before and during the Expo (including catalog production expenses)	Not exceeding ¥1.05 million	×	Not exceeding ¥1.05 million
viii	8. Customs clearance, transportation, and storage costs inside Japan for exhibits to be displayed at the Expo (round-trip cost between the Expo site and the Port of Nagoya, etc.). However, costs for commercial products are not included.	Not exceeding ¥2.1 million	×	Not exceeding ¥2.1 million
ix	9. Expenses for security control, cleaning, utilities, and liability insurance coverage necessary for pavilion operation during the Expo	Not exceeding ¥6.3 million	Only utility rates; not exceeding ¥2.1 million	Full amount under conditions stipulated separately
x	10. The dismantling and disposal costs of the pavilion after the Expo closes	Exemption of full amount	Exemption of full amount	Exemption of full amount
*	11. Expenses incurred for the stay in Japan of a head of delegation for National Day ceremonies (Note: Round-trip airfare will not be covered.)	○	○	○
	12. Expenses incurred for special events, such as National Days, to be held during the Expo (This includes expenses for travel and accommodations for ten nights for a maximum of ten persons appearing in the ceremonies or shows for entertainment, etc.)	Partial	×	Partial (only LDCs and LICs eligible)
	13. Travel and accommodations (for ten nights), cost for one person (curator) to take charge of the exhibition in an exchange program for the arts, such as sculpture and photography, as well as partial assistance for inland transportation in Japan of exhibits	Partial	×	Partial (only LDCs and LICs eligible)

*Besides the Guidelines, see the following information:

1: This content is already explained in Special Regulation No. 4 and GL4-1.

2: The Association will contact participants individually in accordance with their exhibit plan.

3, 11, 12, 13: Besides the Guidelines, information on this support will be given again separately.

Schedule for Participants Receiving Financial Support

Remarks:		2003												2004												2005												2006											
Application procedure required of all participants																																																	
Application procedure required of participants eligible for financial support																																																	
Exhibition project		Jan 25 Application Form for Preliminary Approval of Exhibition Project <GL4-1 Form No. 002>												May 25 Exhibition project official application <GL4-1 Form No. 003/004>												Mar. 25 Period of Exposition												Sep. 25											
Developing country support	Request sheet	Dec. 31 Request for financial support																																															
iv Module, pavilion	GL4-1 Notification of Design and Construction Supervisor GL4-1 Report of Changes in Exhibition Project GL4-2 Temporary Structure Approval Standards Checklist GL4-2 Building Standard Law Provisions Checklist GL4-2 Checklist for Fire Fighting and Prevention Facilities, Etc. GL4-2 Checklist for Windowless Floor Calculation GL4-6 Construction Material Utilization Plan/Report GL4-6 Plan/Report on Greenhouse Gas Emission Estimate													Sep. 15 Module handover Sep. 15 Application for construction expense support												Feb. 10 Alteration and completion of pavilion interior Mar. 10 Installation of exhibits												Oct. 25 Module return											
v Transportation and accommodation of Pavilion staff	Accreditation													Apr. 1 Application for accommodation by participants Sep. 15 Submission of application form for expenses relating to Pavilion staff																																			
vi Japanese attendants														Jun. 30 Submission of Japanese attendant credentials and hearing form																																			
vii PR	GL2-1 Application for Use Authorization of Logos													Oct. 1 Application for PR support												Mar. 31 Apr. 1 Oct. 14																							
viii Customs clearance, transportation, and handling of cargo (▲: as necessary)	GL7-1 EXPO '05 Exhibit Declaration (six copies) EXPO '05 Declaration of Entry into Hozei Display Area GL7-1 Invoice and Packing List (five copies) GL7-1 Application for Removal of Cargo to Another Location (three copies) ▲ GL7-1 Application for Carrying Out Samples (three copies) ▲													Mar. 10 EXPO 2005 Customs Declaration (exhibit, etc. approval procedures) Jan. 14 Submission of documents related to customs and transportation expense support												Oct. 31 Deadline for receiving financial support applications																							

Schedule for Participants Receiving Financial Support

Remarks:
Application procedure required of all participants ----->
Application procedure required of participants eligible for financial support ----->

	Application documents that are included in the Guidelines but for which no deadline is given and documents that will be necessary from now on	2003					2004												2005												2006																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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Chapter 2

Financial Support for Developing Countries by the Japanese Government and the Association

I. Common rules for the financial support menu in general

Details related to the financial support items taken up in the Guidelines will be explained for each item in section II. In this section, the common rules for all items in the financial support menu are explained.

1. The patterns of financial support are classified into five types, as shown in the diagram on page 4 on the “Relationship Between Participants, the Association, and JETRO in Financial Support for Developing Countries.” Please refer to this diagram for details.

2. Consolidation of financial support procedures for joint pavilions

The country or international organization that coordinates a joint pavilion shall be able to consolidate the financial support procedures for the joint pavilion by enclosing letters of attorney received from the joint pavilion participants (an official document giving evidence that the procedures relating to financial support have been entrusted to the proxy).

3. Conditions of application documents

- (1) The expenses must have arisen in Japan as the result of an order placed with a corporate entity registered in Japan and must be expenses that are eligible for support (excluding daily allowances and domestic travel expenses for Pavilion staff).
- (2) Vouchers proving payment record
 - (a) Bill
 - (b) Receipt
 - (c) Statement of delivery (if the order was for a service, a work consignment contract and work completion report)
 - *If there are any produced items as a result (PR materials, such as pin badges or pamphlets, etc.), enclose three samples.
 - *If more than one payment was made, enclose the above vouchers for each case of payment.
 - *Enclose the original vouchers; copies will not be accepted.
 - *Vouchers on which the financial amount has been amended are invalid.
- (3) Application documents must ensure the following time consistency (A \Rightarrow B: B after A)
 - (a) Prior bill (construction expenses [interior and exterior construction, exhibit staging], equipment and material expenses)

- Participant's financial support application form and enclosed documents → notice of approval from JETRO → bill (from implementing company) and enclosed documents
- (b) Ex post facto bill (PR expenses, security control expenses)
- Work consignment contract → statement of delivery, work completion report → bill → receipt → financial support application form

- (4) The application documents must bear an official seal (or corresponding signature) as guarantee of the validity of issue, receipt, or contract.
- (5) The application deadlines indicate the date on which JETRO/the Association receives the documents. When following the application procedures, participants should give themselves a time margin so as to meet these deadlines.

4. Screening

JETRO will examine whether the content of the participant's application conforms with the regulations stipulated in the Guidelines, give its approval or rejection of financial support, and notify the participant of the result, including the reason in the case that financial support is rejected.

5. Method of payment

Payment shall be made in Japanese yen into a bank account in Japan. (JETRO shall pay the bank handling fees.) In the case where JETRO pays expenses directly to the participant, it will pay into a bank account in Japan designated by the participant's Commissioner General.

6. Exemption clause

The Japanese government, the Association, and JETRO shall bear no responsibility whatsoever for any injury, damage, additional expense, accidental delay, or illegal act suffered by parties eligible for financial support as stipulated in the Guidelines or third parties as a direct result of arrangements based on the Guidelines, with the exception of cases occurring as a result of deliberate acts, gross negligence, or nonperformance by the Japanese government, the Association, or JETRO (or the company consigned to undertake the work). In addition, the Association shall bear no responsibility whatsoever for incidents that transcend its legal competency, such as natural disasters, labor strikes, terrorist acts, force majeure, and war.

II. Explanation of financial support items

iv Expenses incurred for standard pavilion interior and exterior construction (including works required for air-conditioning, water supply and drainage, and electric power supply), for exhibition display and choreography works, and for relevant facilities and equipment

Common for all participants eligible for support

1. Content of support

Regarding standard interior and exterior construction for modular buildings (including construction of air-conditioning, water supply and drainage, electricity, and other facilities), exhibit and other staging, and related equipment and materials, support shall be provided for expenses paid in Japan as follows:

(1) Upper limit of support

(a) LDCs and LICs:

Financial support shall be not more than ¥13.125 million per participant for expenses incurred for facility construction and not more than ¥13.125 million per participant for expenses incurred for interior and exterior construction work and exhibition display and choreography work.

(b) LMICs:

Financial support shall be not more than ¥10.5 million per participant for expenses incurred for facility construction and not more than ¥10.5 million per participant for expenses incurred for interior and exterior construction work and exhibition display and choreography work.

(c) Joint pavilion participating countries:

Financial support shall cover the whole amount according to the definitions in (2) below.

(2) Definitions

(a) Among the items of standard interior and exterior construction, facility construction based on facility design plans

This covers the following items classified in “Work B” in facility construction included in “IV Facilities” of Guideline 4-1 “Design Guidelines on Modular Building for Official Participants.” (Please refer to Guideline 4-1 for modular building handover conditions and detailed specifications for each construction work.)

- Water supply and related facilities
- Sewage and drainage facilities
- Gas pipes and related facilities
- Cool-water pipes for air-conditioning and related facilities

- Ventilation facilities
 - Electric power supply, lighting, and related facilities
 - Telephone lines, data communication lines, and related facilities
- (b) Other interior and exterior construction, exhibit and staging construction, and related facilities, equipment, and materials beside (a) above

Items NOT eligible for support:

- Expenses incurred for design work
 - Expenses incurred for design or construction plan production
 - Maintenance expenses
 - Construction work relating to commercial activities (ex., construction of sales counter and eating and drinking facilities for sales)
- (3) Facility and interior/exterior construction work that is eligible for support must all be based on construction design plans approved by the Association. (Please refer to Guideline 4-1 for approval application procedures.)

2. Application procedures

- (1) Participants who wish to receive support must fill out Form iv-401 (“Application Form for Financial Support of Facility, Interior and Exterior Construction”) and Form iv-402 (“Application Form for Financial Support of Construction/Supervision Work”) and submit them, with documents stipulated by the forms, to JETRO by September 15 (Wednesday), 2004. The total amount of support that is applied for must be less than the upper limit for support. (Please refer to Figure iv-1 on page 12.)

After examining the application, JETRO will send the approval of support in writing to the participant and the constructor(s). Usually the approval documents will be given within two weeks of the application, however it may take longer depending on the content of the application.

- (2) After the receipt of abovementioned approval documents the constructor(s) will be able to send invoices to JETRO and/or the Association for the same amount shown in the documents explained in (1) above. (Please refer to Figure iv-2 on page 12.)
- (3) Upon receiving the invoices from the constructor(s), after confirmation of accuracy by checking the content of the invoices with the approval documents, JETRO and/or the Association will pay the expenses directly to the constructor(s).

3. Change in application content

- (1) If any change arises in the content of an application for financial support of facility and interior and exterior construction after it has been submitted, the participant must promptly notify JETRO by submitting Form iv-403 (“Report of Changes in Application of Financial Support of Facility, Interior and Exterior Construction.”)

- (2) After examining the content of the application, JETRO will notify the participant and the constructor of the approved change in writing. Usually the reply will be given within two weeks of the application, but it may take longer depending on the content of the application.
- (3) JETRO will not make payment for invoices from constructors that include different content and/or amounts from the application for financial support without any report on changes to the constructions.

Figure iv-1 Submission of Request for Support from Participant to JETRO and Approval After Examination

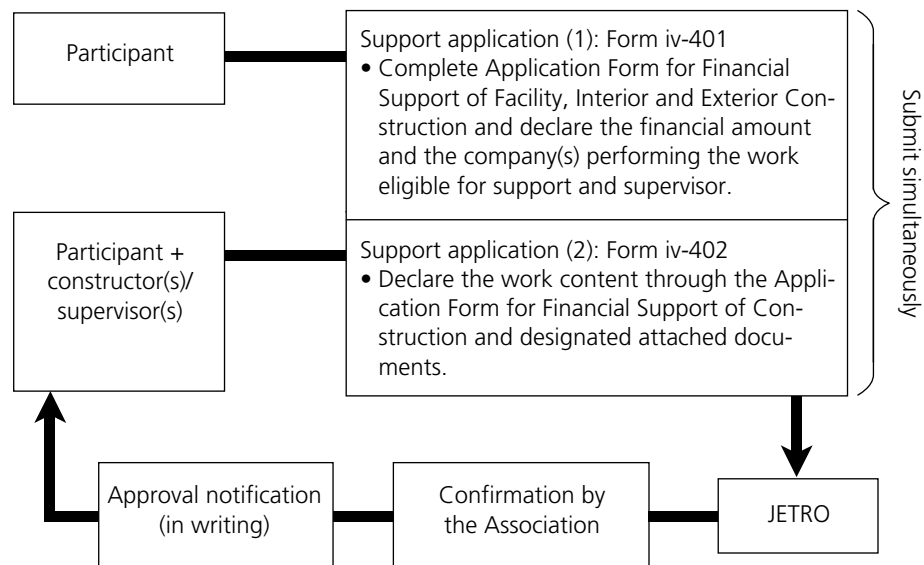
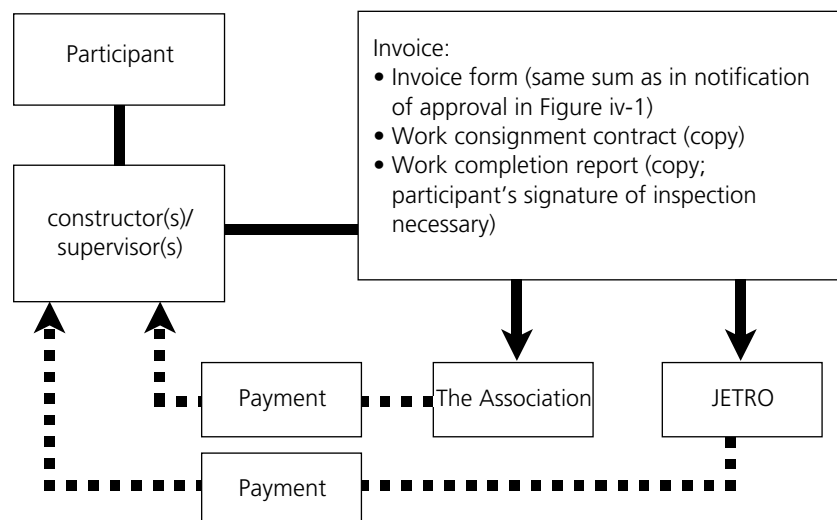


Figure iv-2 Payment for Invoice(s) from Companies Designated by Participant in Accordance with the Guidelines



v Travel (economy class) and domestic accommodations (in Japan) for two persons to work full-time at the pavilion secretariat during the preparation period (one month) and during the Expo (six months)

Common for all participants eligible for support

1. Content of support

(1) Qualifications for Pavilion staff

- (a) Pavilion staff shall be stationed at the pavilion secretariat throughout the period of support (seven months)
- (b) Pavilion staff shall be able to communicate either in Japanese or English

(2) Travel expenses (2 persons, 1 round trip per participant)

- (a) Economy class round-trip air tickets, domestic travel expenses between Nagoya Station and ports of entry/departure at the time of arrival and departure (proviso: using routes that are economical and generally the shortest)
- (b) Airport usage fee for departure from Japan

Note: Expenses other than those listed in (a) and (b) above are not eligible for financial support.

Examples of expenses to be borne by the participant:

- Travel expenses for replacement of Pavilion staff
- Expenses relating to visa applications
- Departure taxes and airport usage fee incurred by staff departing for Japan

(3) Accommodation expenses (2 persons, 7 months [March 1, 2005 to September 30, 2005] per participant)

- (a) Daily allowance: ¥3,600 per day (flat rate, credited directly into bank accounts)
- (b) Accommodation: Chubu Kenshu Center (CKC), c/o Association for Overseas Technical Scholarship (AOTS)
(Location) in Toyoda City, Aichi Prefecture (10 minutes' walk from the Aichi Loop Line)
 - Rooms: Single, 18m², all rooms with bath, toilet, and television
 - Free services: PC corner (with Internet access), laundry room, gym facilities, transfers to local shopping center, etc.
 - Restaurant (charges apply)URL for further information:
<http://www.aots.or.jp/eng/center-e.html>
- (c) Shuttle bus service: AOTS will provide a free shuttle bus to the Expo site at designated times from March 1, 2005 to September 30, 2005.

Note: AOTS will provide orientations and training for Pavilion staff at CKC. Information about the content and schedule, etc., will be provided later. The orientations will include guidance on life in Japan and operational activities. Pavilion staff are recommended to participate actively in this program to improve their knowledge of the Japanese language and Japanese culture and society.

Note: Those wishing to use CKC before March 1, 2005, or after September 30, 2005, shall apply according to the Accommodation Guidelines GL6-1, which will be provided by the Association. Please note that expenses will be borne by the participant.

2. Application procedures

(1) Applications

Participants should complete the attached Form v-501 ("Application Form for Financial Support of Pavilion Staff Expenses") and submit it to JETRO by September 15, 2004.

(2) Assistance method

(a) Based on the aforementioned applications, JETRO will provide the following financial support to participants.

- Air tickets, accommodation in Japan

⇒ Arrangements to be made by JETRO on behalf of participants

JETRO or an organization in Japan nominated by JETRO will contact participants and Pavilion staff eligible for support.

- Domestic travel expenses at time of arrival in/departure from Japan, and daily allowance

⇒ To be credited to the participant's Commissioner General's designated bank account in Japan

It is the responsibility of the participant's Commissioner General to disburse these funds to supported Pavilion staff.

(Time of credit)

March 1, 2005-March 31, 2005: Payment during February 2005

April 1, 2005-June 30, 2005: Payment during March 2005

July 1, 2005-September 30, 2005: Payment during June 2005

(b) Change in application content

- Please notify JETRO of any changes. (If there are many changes, a new application form should be completed and submitted to JETRO.)

- JETRO cannot make payment adjustments resulting from changes to application content.

Examples:

- Additional daily allowance payments due to an extension of stay in Japan
- Accommodation payments other than CKC

(3) Travel procedures

The Association will advise participants at a later date concerning Exposition visa applications and other matters concerning Pavilion staff to be sent to Japan.

3. Overseas Travel Insurance

Pavilion staff are advised to obtain overseas travel insurance, at their own responsibility, to cover them against illness or accidents while traveling or in Japan.

vi Personnel cost for one Japanese attendant to be stationed on a full-time basis at the pavilion secretariat during the Expo

Common for all participants eligible for support

1. Content of support

(1) Countries participating as an independent pavilion

One attendant will be assigned exclusively to each participant with an independent pavilion. However, the Japanese attendant will not be on duty at all times (Note [a]). Following are the working conditions for the Japanese attendant.

- 5 days on, 2 days off
- 8 hours duty per day (7 hours at work, 1 hour of rest time)

(2) Countries participating in joint pavilions

More than one attendant will be assigned to each joint pavilion. The minimum number of positions required (Note [b]) will be determined for each joint pavilion. We recommend the establishment of a shift system so that attendants can be on duty at all times (Note [a]) during the period of the Expo.

Note [a]: On duty at all times

This means that an attendant would be present at all times when the pavilion is open. To achieve full-time coverage of a position it would be necessary to organize 3-4 attendants on a two-shift system.

Note [b]: Number of attendant positions in a joint pavilion

This will be determined according to the size of the pavilion (number of modules, number of participants) and languages, etc.

2. Application procedures

- (1) Participants should complete the attached Form vi-601 ("Application Form for Financial Support of Japanese Attendant Expenses") and submit it to JETRO by June 30, 2004. This application delegates responsibility for employment management of Japanese attendants to JETRO.
- (2) After checking the content of applications from participants, JETRO will place a bulk order with a service provider in Japan covering employment management operations (recruitment, appointment, training, and management) for Japanese attendants.
- (3) If a participant wishes to recommend a candidate for a pavilion attendant position for which financial support is available, an application should be submitted to JETRO by June 30, 2004, using the attached Form vi-602 ("Pavilion Attendant Recommendation Form.") If JETRO judges that the application can be accepted, it will assign the recommended person to the par-

participant's pavilion through the aforementioned service provider in Japan, because of the need to ensure proper labor management. Participants are only able to recommend candidates who can fulfill the requirements listed under (4) below.

3. Japanese Attendants

(1) Tasks

Japanese attendants will help Pavilion staff to run pavilions in such areas as visitor reception and assistance (explanation and demonstration of exhibits, distribution of pamphlets)

Note: Japanese attendants cannot assume tasks relating to commercial activities or any tasks involving the handling of cash.

E.g. Restaurant work, sale and management of goods, handling of cash, etc.

(2) Language proficiency

Japanese attendants will normally be bilingual (Japanese and English).

Participants should ensure that they assign Pavilion staff who are able to understand English or Japanese.

(3) Chain of command

Participant \Leftrightarrow JETRO and service provider in Japan \Leftrightarrow Japanese attendants

(a) JETRO and the service provider in Japan will establish a secretariat at the Expo site for use in the administration of Japanese attendants.

(b) If there are any questions about the administration of Japanese attendants, such as overtime involving payments in excess of the financial support provided, these should be directed first to the secretariat, not to the individual attendant.

(4) Working conditions

(a) Employment period

- March 25, 2005–September 25, 2005

(b) Working hours

- 5 days on, 2 days off
- 8 hours duty per day (7 hours at work, 1 hour of rest time)

Note: The participant will be responsible for any costs relating to tasks that exceed the work covered by financial support, such as overtime or attendance on holidays.

(c) Working location

Within the Expo site (normally within the pavilion)

(d) Allocation

This will be coordinated by the service provider in Japan.

(5) Requirements for participants

(a) In individual pavilions, there will be days and times when the Japanese attendant is not on duty. The participants concerned should consider beforehand how they will cope

during times when the Japanese attendant is not present. (For example, a shift scheme based on two Pavilion staff members and one Japanese attendant should be considered.)

- (b) The participant must provide a locker room for the Japanese attendant in its pavilion.
- (c) A common uniform for Japanese attendants cannot be provided.

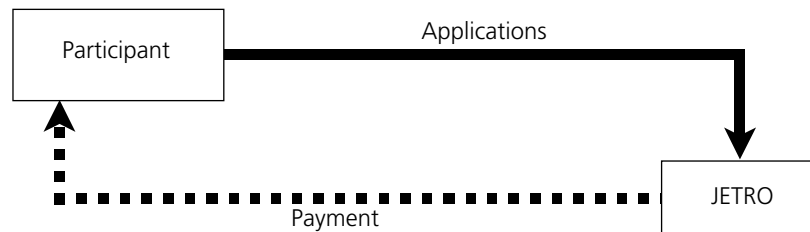
vii Expenses for public relations to be paid in Japan before and during the Expo

For LDCs, LICs, and joint pavilion participants

1. Content of support

- (1) Support will be provided up to a limit of ¥1.05 million for PR-related expenses (excluding expenses for commercial purposes) pertaining to exhibits at the Expo.
- (2) Support will be available for PR-related expenses paid to service providers that are corporations registered in Japan prior or during the period of the Expo (October 1, 2004-September 25, 2005).

2. Application procedures



(1) Applications

Participants should complete the attached Form vii-701 (“Application Form for Financial Support of PR-related Expenses”) and submit it to JETRO, together with documentary proof of payment to service providers in Japan (please refer to Chapter 2-I 3 on page 8), during the following application periods.

There will be two application periods, depending on when the expenses are incurred.

Period 1: October 1, 2004-March 31, 2005

Period 2: April 1, 2005-October 14, 2005

(2) Payment

JETRO will examine documents submitted by participants. If an application is deemed to be appropriate, it will provide funds to cover the expenses (by bank transfer). Listed below are some examples of expenses. Participants should check with JETRO about the nature of expenses before submitting applications.

Reference: Examples of PR-related expenses for which payment will be approved.

- Production costs for publicity goods to be distributed free of charge (e.g. pins, postcards)
- Production costs for posters describing the participant

- Expenses relating to reproduction of publicity materials from the participant's own country held by diplomatic offices in Japan, etc. (e.g. costs for additional printing pamphlets, re-editing of publicity videos)
- Costs relating to photography and videotaping on National Days or during VIP visits
- Media advertising in Japan
- Production costs for uniforms to be worn by pavilion attendants

viii Custom clearance, transportation, and storage costs inside Japan for exhibits to be displayed at the Expo (round-trip cost between the Expo site and the Port of Nagoya, etc.) However, costs for commercial products are not included.

For LDCs, LICs, and joint pavilion participants

1. Content of support

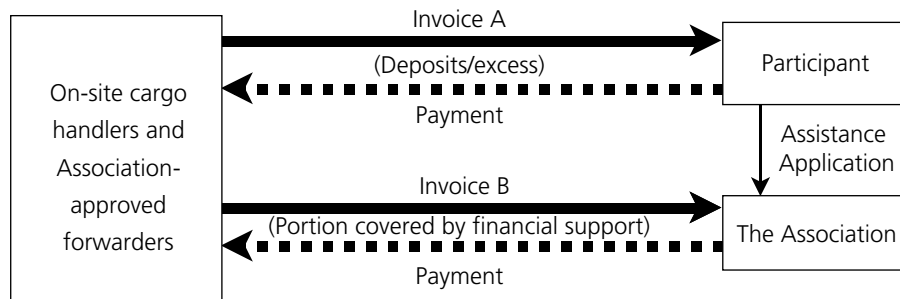
- (1) Support will be provided for customs clearance, transportation, and storage costs inside Japan for exhibits to be displayed at the Expo (round-trip cost between the Expo site and the Port of Nagoya, etc.), in total amount not exceeding ¥2.1 million.
- (2) The following expenses are not eligible for support.
 - (a) Deposits paid when signing contracts with designated on-site cargo handlers, Association-approved forwarders, and other service providers in Japan, and similar expenses.
 - (b) Document preparation expenses, inspection charges, and similar expenses, in the case that an inspection in Japan becomes necessary due to improper preparation of shipping documents.
 - (c) Expenses for cargo fumigation or disinfecting, etc.
- (3) Exhibits and merchandise for sale or consumption should not be consolidated as instructed in GL7-1. If this procedure is not followed, contents will have to be re-stored and appropriated forms filled in, which will mean a waste of time and money, and moreover, may cause a delay in customs procedures.
- (4) If exhibit items and commercial goods are consolidated, costs will be apportioned on the basis of net weights as stated on packing lists.

2. Application procedures

- (1) Participants should forward copies of documents relating to transportation, customs clearance, and handling of cargo (e.g. invoices, packing lists, shipping documents, etc.) to the Association through the “official representative” as defined in Paragraph 3, Article 4 of Special Regulation No. 7.
- (2) When contracting transportation services with a company in their own countries, participants must list both their on-site cargo handlers and forwarders in Japan under “Notify Party,” as stated in Guidelines for Cargo Handling GL7-2.
- (3) Participants must sign direct contracts with on-site cargo handlers and Association-approved forwarders in Japan as stated in Guidelines for Cargo Handling GL7-2. Details should be

entered on the Form viii-801 (“Application Form for Financial Support of Transportation, Custom Clearance, and Handling of Cargo Expenses”), which must be submitted to the Association by January 14, 2005.

- (4) Freight to Japan should be prepaid in the country of origin, not payable at destination in Japan.
- (5) Financial support will be provided under the following rules when exhibit items are procured in Japan.
 - (a) Participants seeking domestic transportation of exhibit items purchased in Japan should designate one of the Association-approved forwarders listed in Guidelines for Cargo Handling GL7-2.
 - (b) The participant should submit a packing list to the Association at least 15 days before the intended date of shipment.
 - (c) The Association will deem the packing list to be an application and will determine whether or not support can be provided.
 - (d) No support will be provided under any circumstances if no packing list is submitted.
 - (e) After examining the documents, the Association will notify the applicant of its decision without delay.
- (6) The flow of invoices and payments is as follows.



Invoice A: To participant (portion payable by participant), copy to the Association
 Invoice B: To the Association (portion covered by financial support), copy to participant

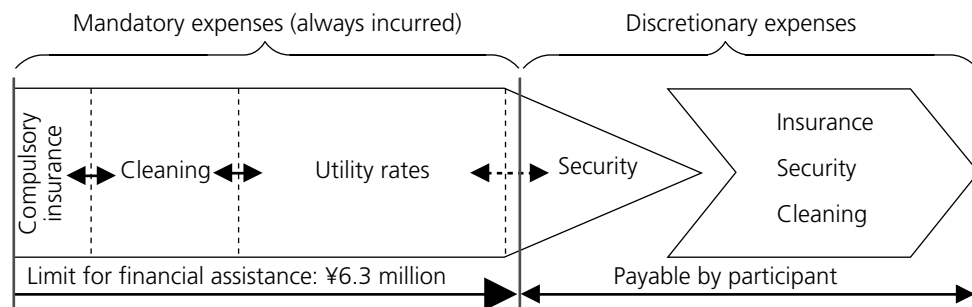
- (7) Deadline for support applications: October 31, 2005

ix Expenses for security control, cleaning, utilities, and liability insurance coverage necessary for pavilion operation during the Expo

For LDCs and LICs

1. Content of support

- (1) Support will be provided for expenses amounting to an aggregate of ¥6.3 million for the four categories of insurance, cleaning, utilities, and security, according to the following priorities.
- (a) The Association will make arrangements on behalf of participants and meet expenses up to the limit for support for the following expenses that are clearly deemed to be necessary or relate to mandatory requirements on participants, such as required under the General Regulations.
- Insurance required under the General Regulations (hereinafter referred to as “compulsory insurance”). This excludes insurance on works of art valued at ¥1 million (including tax) or more for a single item, or goods to be used in commercial activities. Insurance required under the General Regulations consists of comprehensive liability insurance, fire insurance, and insurance for exhibits and items of fine art. For details concerning insurance, refer to Articles 10 to 12 of the Special Regulation No. 8 and GL8-1-2 to 8-1-4.
 - Minimal required cleaning
 - Utility rates for the section (excluding areas used for commercial activities)
- (b) If the cumulative total of support provided under the provision of (a) above is less than the maximum amount of financial support, the balance can be applied to the cost of security arranged by the participant.



Indicative estimate

Upper limit for financial support	Estimate				Difference = Security expenses
	Total	Compulsory insurance	Cleaning	Utility rates	
¥6,300,000	¥6,230,139	¥582,490	¥1,321,677	¥4,325,972	¥69,861

(2) Definition of items eligible for support

(a) Insurance premiums

Support will be provided for compulsory insurance; comprehensive liability insurance, fire insurance (fire insurance for buildings; interior decorations, fixtures, facilities, and equipment; and exhibits, fittings, furnishing, and other movables, excluding goods for use in commercial activities), and movable comprehensive insurance for exhibits and fine art (excluding art works valued at ¥1 million (including tax) or more per single item, and goods for use in commercial activities).

(b) Cleaning expenses

- As stated in Article 9 of Chapter 2, Part 1 of Special Regulation No. 10, participants are required to provide cleaning during the period of the Exposition at their own responsibility and expense. The Association will designate Japanese service providers to provide cleaning services for each Global Common (basically excluding inside the pavilions).

- The Association will, however, contract the following cleaning services in the pavilion to the designated service providers for each Global Common.

Daily cleaning of toilets in the pavilions, daily collection of garbage from the pavilions eligible for support

Note: “Garbage collection” consists of the collection of garbage sorted into the categories stipulated by the Association, and the transportation of garbage to the substockyards. Individual participants are responsible for other tasks, such as the sorting and putting out of waste, and the cleaning of floors. Participants must procure disposables, including garbage bags and toilet paper.

- The cleaning services to be arranged by the Association are limited to the items described above. If these are judged to be insufficient, participants must make their own arrangements for cleaning services. To facilitate the division of operations with the designated cleaning contractor for each Common, it is strongly recommended that orders for additional cleaning services arranged by participants be placed with the same contractors. (The Guidelines to be published by the Association will include information about designated service providers.)

(c) Utility rates

Support for utility rates incurred in the section other than those used for commercial purposes will be provided within the limits for support.

(d) Other items (security expenses)

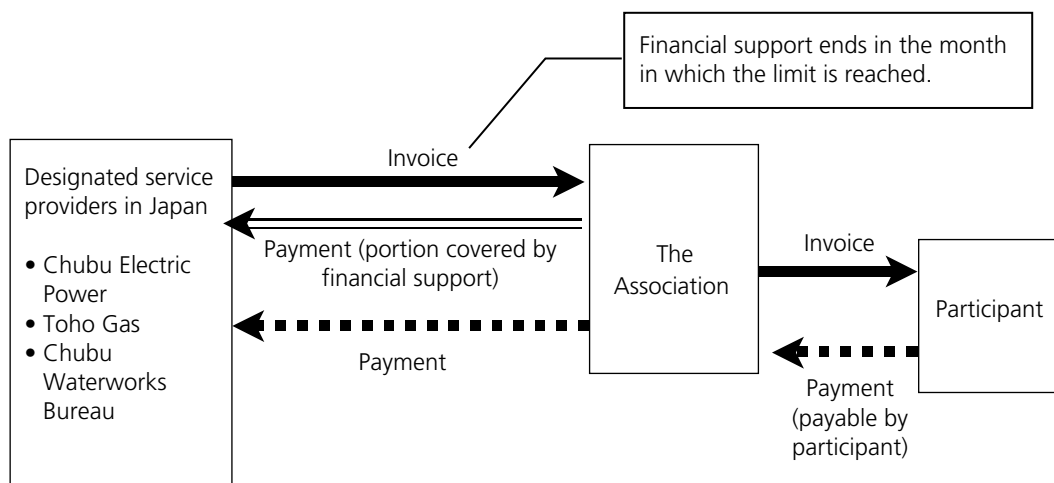
- The Association will determine the scope of responsibility for security within the site and appoint a service provider in Japan to take charge of this task within each area of responsibility as the Organizer Security Unit. As stipulated in Article 14 of Chapter 3 of Special Regulation No. 10, participants are responsible for the provision of security and surveillance in their allocated spaces and facilities at their own expense during the period of the Expo.
- Participants can choose to obtain services under contract from a security company, or to provide security themselves by stationing staff permanently in their pavilions. However, as stipulated below, if services are obtained under contract from a security

company, participants will be responsible for the costs themselves when the support limit has been reached.

- As stipulated in above (1), if funds remain after the provision of support for compulsory insurance, cleaning, and utility rates, the Association will provide support to meet part of the cost of security services obtained under contract by participants. Please consult the list of security companies that will be included in the Guidelines to be published by the Association. A general indication of expenses for permanently stationed security personnel is provided in “Reference Information on Expenses” in the “Participation Guide for Official Participants 2nd Edition” issued in November 2003.

2. Application procedures

- (1) The Association will provide support under the policies defined in Section 1 above. Applications from participants are not required, except in the situations defined in (2) and (3) below.
- (2) Participants will be responsible for additional costs after the limit for financial support for utility rates has been reached.



- (3) Applying for support for security expenses
 - (a) In early September 2005 the Association will notify participants of the cumulative total of financial support provided for insurance premiums, cleaning expenses, and utility rates (March 25, 2005-August 31, 2005).
 - (b) Participants can apply to the Association for support with security expenses. The limit for such support will be the difference between the maximum support amount (¥6.3 million) and the cumulative amount of support provided (as notified). Information about application procedures will be provided separately.

For LMICs

1. Content of support

Support will be provided up to a limit of ¥2.1 million to cover utility rates in the section other than areas used for commercial activities.

2. Procedures relating to support

- (1) Participants are not required to complete application procedures.
- (2) Support will be available during the period of the Exposition (March 25, 2005-September 25, 2005). Participants will be responsible for any expenses incurred before or after the Exposition period.
- (3) Participants will be responsible for any additional expenses incurred after the limit for financial support has been reached. Figure (2) on page 25 shows the flowchart for invoicing and payment.

For joint pavilions participants

1. Content of support

Support will be provided as follows for security, cleaning, utility rates, and insurance required for the operation of pavilions during the period of the Exposition.

- (1) Insurance premiums
Support will be provided for some types of compulsory insurance; comprehensive liability insurance, fire insurance (fire insurance for buildings; interior decorations, fixtures, facilities, and equipment; and exhibits, fittings, furnishing, and other movables, excluding goods for use in commercial activities), and movable comprehensive insurance for exhibits and fine art, excluding goods for use in commercial activities.
- (2) Cleaning expenses
Same as for LDCs (see ix.1. (2)(b) on page 24)
- (3) Utility rates
The full amount of utility rates incurred in the section other than areas used for commercial activities

(4) Security expenses

- (a) As stipulated in Article 14 of Chapter 3 of Special Regulation No. 10, participants are responsible for the provision of security and surveillance in their allocated spaces and facilities at their own expense during the period of the Expo.
- (b) If participants contract with a security company to provide these services, the Association will provide support, within the scope of support to be defined later, to cover the cost of security control in pavilions (joint pavilions) that are eligible for support.
- (c) Participants can choose to obtain security services beyond the scope of support by contracting with a security company, or by providing security themselves by stationing staff permanently in their pavilions.
- (d) The names of security companies will be listed in the Guidelines to be published by the Association. Participants intending to procure services should refer to this list.

2. Application procedures

- (1) With the exception of security expenses, participants are not required to complete application procedures. Participants will be notified separately concerning security expenses.
- (2) Support will be available during the period of the Exposition (March 25, 2005-September 25, 2005). Participants will be responsible for any expenses incurred before or after the Exposition period.

x The dismantling and disposal costs for the pavilion after the Expo closes

Applicable to all participants eligible for support

Support will be provided to cover the full amount of costs relating to the dismantlement of pavilions and the disposal of waste materials after the completion of the Expo. Detailed information will be provided in or after May 2004 in “Guidelines for Disposal and Removal of Exhibit Items, Etc.” (provisional name).

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