

EXPO2005 GUIDELINES
FOR
OFFICIAL PARTICIPANTS

GL2-2-3

Guidelines on Financial Support for Developing
Countries for the 2005 World Exposition,
Aichi, Japan
(Part 3)

(February 2005)



Japan Association for the 2005 World Exposition

The Japan Association for the 2005 World Exposition will issue guidelines for use by official participants for all aspects of the exposition, from preparation of module-based buildings to the operation of pavilions.

Guidelines will be numbered sequentially as follows: GL1-1, GL1-2, GL1-3...followed by GL2-1, GL2-2, GL2-3, etc, where each serial number is based on and derived from one of the Special Regulations of Expo 2005 Aichi, Japan, e.g., all guidelines headed with GL1 are based on Special Regulation No.1, those headed with GL2 on Special Regulation No.2, and so on.

Guidelines will be issued as needed rather than in numerical order. For example, GL4-1, **Design Guidelines on Modular Buildings for Official Participants**, will be issued as a first priority as it contains information required at an early stage for official participants to plan their respective exhibition projects. Official participants are requested to follow these guidelines in their preparations, and are invited to contact the following location for any inquiries or clarifications of the guidelines.

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Introduction

The Japan Association for the 2005 World Exposition has already informed official participants as to the details of the financial support program for developing countries that have announced their participation in the 2005 World Exposition, Aichi, Japan, by issuing GL2-2-1 “Guidelines on Financial Support for Developing Countries for the 2005 World Exposition, Aichi, Japan (Part 1)” and GL2-2-2 “Guidelines on Financial Support for Developing Countries for the 2005 World Exposition, Aichi Japan (Part 2).”

Of the items on the financial support menu provided in the above Guidelines, the following are covered by the present Guidelines: 1) items not described in detail in Part 1 and Part 2 (ix), and 2) items for which financial support will be increased (v, vii). These Guidelines provide information on the content of support and necessary application procedures to be followed by official participants wishing to receive such support. For details, please refer to the List of Japanese Government and Association Financial Supports for Developing Countries, on the following page.

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

(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	Upper Middle-Income Country (UMIC) *GNP of \$2,976-\$9,205	Joint pavilion participating countries *GNP level does not matter. International organizations (*) can only receive support items iii - xiii.
	Items eligible for financial support				
i	1. Module construction cost	○	○	○	○
ii	2. Support in exhibit planning (dispatch of specialists: one or two specialists per country)	○	○	×	○ Support for plan production etc.
iii	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	○ 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)	○ (Increased)	○ (Increased)	○ (Increased)	○ (Increased)
vi	6. Personnel cost for one post of Japanese attendant to be stationed on a full-time basis at the pavilion secretariat during the Expo	○ (Increased)	○ (Increased)	○ (Increased)	○ (Increased)
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
	(Travel expenses for journalists covering EXPO and designated by the applicant (Increased))	○ Not exceeding ¥1.05 million	○ Not exceeding ¥1.05 million	○ 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.	○ <u>Not exceeding ¥3.9 million</u>	×	×	○ Not exceeding ¥2.1 million (¥3.9 million for LDCs and LICs)
ix	9. Expenses for security control, cleaning, utilities, and liability insurance coverage necessary for pavilion operation during the Expo	○ (Increased)	○ (Increased) Only utility rates	○ (Increased) Only utility rates	○ Exemption of full amount
x	10. Pavilion dismantling and disposal costs after the Expo closes	○ Exemption of full amount	○ Exemption of full amount	○ Exemption of full amount	○ Exemption of full amount
xi	11. Expenses incurred for the stay in Japan of a head of delegation for National Day ceremonies (Notice: Round-trip airfare will not be covered.)	○	○	○	○
xii	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)
xiii	13. Travel and accommodation (for ten nights) costs for one person (curator) to take charge of the exhibition in an exchange program for the arts, such as sculpture and photography	○ Partial	×	×	○ Partial (only LDCs and LICs eligible)

*(1) Regarding item i, the content is explained in Special Regulation No. 4 and GL4-1.

(2) Regarding item ii, the Association will contact Participants individually in accordance with their exhibit plans.

(3) Regarding item iii, additional information will be given separately.

(4) Regarding items iv through x, the content is explained in GL2-2-1.

(5) Regarding item xi, the content has already been communicated.

(6) International organizations here refer to SICA Secretariat, PIF Secretariat and CAN Secretariat.

- v. **Increase in financial support for travel (economy class air fair) and accommodation costs for two persons to be stationed on a full-time basis at the pavilion secretariat during the preparation stage (1 month) and the Expo (6 months)**

Common to all countries eligible for support

1. Support Items

(1) Travel expenses in Japan

In the former Guidelines, travel support was for “travel expenses between Nagoya Station and ports of entry/departure at times of arrival and departure (proviso: using routes that are economical and generally the shortest).” “Nagoya Station” will be changed to “the station closest to the hotel.”

(2) Accommodation expenses

In addition to the daily allowance of 3,600 yen per day, general operating expenses of 15,000 yen per month (500 yen per day when paid by the day) will be paid according to the number of days of stay from April 1 to September 30, 2005.

2. Support Procedures

The method of daily allowance payment will be changed from the three-month lump-sum bank transfer, described in the former guidelines, to the following.

Allowance for March 1 to March 31, 2005	Transferred in February 2005
April 1 to June 30, 2005	Transferred in April 2005
July 1 to July 31, 2005	Transferred in June 2005
August 1 to August 31, 2005	Transferred in July 2005
September 1 to September 30, 2005	Transferred in August 2005

- * In the case of earlier departure, please return to JETRO any balance (unused amount) of allowance and general operating expenses.

3. Overseas Travel Accident Insurance

In response to the request of participants, the Association will purchase overseas travel accident insurance, which covers two persons, provided they use AOTS.

The insurance, attached to AOTS, includes a special contract for “cashless medical services,” which enables insured persons to obtain medical treatment without paying money.

The insurance payment is capped. Dental treatment is not covered. Also, the insurance covers only accidents that occur during the stay in Japan. It is recommended that supplementary measures be taken against illness/accidents in Japan.

vii. Increase in financial support for expenses pertaining to public relations to be paid in Japan before and during the Expo (including catalog production expenses)

Common to all countries eligible for support

1. Support Items

For wider recognition of the Expo in individual participant countries, the Association will disburse up to 1.05 million yen (including domestic taxes) per country in support of activities of journalists (to be designated by applicant) who report on the Expo. The support covers expenses in (1) to (3) below. There are three conditions for such support: (a) the period of stay should end by September 30, 2005. (b) The journalist's schedule should focus on reportage relating to the Expo. (c) The report results should be presented to the Association.

(1) Travel expenses

1) Round trip air fare

2) Travel expenses in Japan

3) Other necessary expenses, including:

- Exit tax and airport fee necessary for dispatch
Includes only expenses shown on air ticket

- Airport fee at Japanese airport (exit)

- Air ticket delivery expenses

* The following are not covered by the financial support:

- Visa application and attendant expenses necessary for dispatch

- Overweight baggage charge for television cameras etc.

(2) Accommodation expenses

(3) General operating expenses to be incurred in Japan

1) Aids (interpreters etc.) necessary for reporting

2) Other

* Applicants are requested to arrange their own reporting via the Association's media center (FAX:+81-561-61-2282).

2. Support Procedures

(1) Application

Fill out attached Application Form vii-702 for Financial Support of PR-related Expenses and submit it to JETRO, along with a copy of the journalist's passport (name page), by the deadline.

(Arrival)	(Deadline)
Up to March 31, 2005	March 10, 2005
From April 1 to September 25, 2005	1 month before departure

(2) Support method

Upon receipt of application, JETRO will provide support in the following manner.

1) Round-trip air ticket, domestic travel, accommodation, aids (interpreters etc.)

- ⇒ JETRO will make arrangements for the above.
- Air tickets will be sent directly.
- Other arrangement results will be communicated.

2) General operating expenses

- ⇒ Expenses will be paid up to the amount of the "Upper Limit minus (1 + Overseas Travel Accident Insurance Premium + Domestic Taxes)." JETRO will pay the amount directly, as soon as the journalist arrives at Nagoya. (The journalist will be asked to sign a receipt.)

(3) Changes in application details

If there are any changes in the application details, please so inform JETRO in writing as soon as possible. If there are many changes, please rewrite the Application Form and submit it to JETRO. Changes in expenses attendant on application changes will be adjusted on a priority basis in the amount paid.

3. Visa Application and Other Procedures

For visa application and other procedures required for dispatch, please refer to GL12-4 "Procedural Guidelines for Visas, Immigration and Alien Registration." The Association will issue the "certificate" on condition that the major purpose of travel is to report on the Expo.

4. Overseas Travel Accident Insurance

The journalists will be insured against illness/accidents while traveling and during their stay in Japan. The overseas travel accident insurance premiums will be disbursed from the financial support budget. Details will be communicated later, along with air ticket and accommodation arrangement results.

5. Presentation of Results

The journalists are requested to present to JETRO the results of their reportage, such as newspaper/magazine articles and radio/television programs.

本国スタッフ関連費申請様式 vii-702
 Application Form vii-702 for Financial
 Support of Personnel Expenses
 ジェトロ PR 招聘事務局宛
 To JETRO Logistics Support Centre
 for Press Activities
 FAX : +81-52-950-3370

受 付 欄/Receipt
第 (No.) 号
Date: ____年 ____月 ____日 (Y) (M) (D)

(この欄は記入しないで下さい。)
 (Do not write in * boxes.)

Date: ____年 ____月 ____日
(Y) (M) (D)

独立行政法人 日本貿易振興機構
 副理事長 塚本 弘 殿
 To Hiroshi Tsukamoto
 President, Japan External Trade Organization

陳列区域名 Name of Exhibition Area	
政府代表名 Name of Commissioner General of Section	
政府代表署名 Signature of Commissioner General of Section	

「愛・地球博」における取材を目的とした当国プレスを派遣しますので、支援を申請します。
 申請内容は、下記のとおりです。
 また、渡航者氏名、渡航日程は別紙データのとおりです。

We hereby apply for financial support of personnel expenses involved in dispatching journalists to report on Expo.

The following are the items of the financial support applied for.
 Journalist names and travel schedules are on separate sheet.

優先順位 Priority	支援内容 Item
	往復航空券 Round-trip air tickets
	日本国内宿泊 Accommodation
	国内交通 Travel in Japan
	通訳等取材活動に必要な補助要員 Aids (interpreters etc.) necessary for reporting
	その他 (以下のとおり) Other (Describe.)

支援内容に優先順位をつけて下さい。

* Prioritize items.

Press Data Sheet (Attachment)

Application date_____, 2005

Attach photograph (Passport size)	Name	First name			Gender
		Last name			
		Middle name			M F
	Nationality			Date of Birth	/ / (dd/mm/yy)
	Passport No.			Age	_____ years
Organization					
Address of organization				Tel.	
				Fax	
				e-mail	
Title					
Employment as press history	Period	Organization/company (department, position)			
Japanese Visa status	<input type="checkbox"/> already have (expiry date: / /) <input type="checkbox"/> under procedure <input type="checkbox"/> before application				
Travel plan (Itineraries can be attached.)	Preferred arrival date in Japan		/ /2005 (dd/mm/yy)		
	Preferred departure city (including transit points)				
	Preferred departure date from Japan		/ /2005 (dd/mm/yy)		
Schedule Japan	Day1				
	Day2				
	Day3				
	Day4				
	Day5				
Person to contact				Tel	
				Fax	
				e-mail	
Other details (Please specify the product of reporting, eg. newspaper, video, etc.)					

ix Increase in financial support for Expenses Pertaining to security control, cleaning, utilities and liability insurance coverage necessary for pavilion operation during the Expo

1. Increase in Support

- (1) Regarding the support (ix), the former guidelines contained a “not exceeding ¥6.3 million” support limit on total expenses for security control, cleaning, utilities and liability insurance coverage for LDCs and LICs. This limit will be removed to increase support. This results in the security control support described in 2 below.
- (2) The “not exceeding ¥2.1 million” limit on “only utility rates” support for LMICs and UMICs will also be removed.
There will be no support for the other three items (security control, cleaning and liability insurance). Participants have to bear those costs.
- (3) For joint pavilion participating countries, support will be extended for all four items: security control, cleaning, utilities and liability insurance coverage. Support will be given for security control expenses (regarding which the former guidelines said “information will be given separately.”) in the manner described in 2 below.

2. Support for Security Control Expenses during the Expo

LDC and LIC pavilions and joint pavilion

- (1) Scope of security control (including fire control)
Guarding and inspection of allotted area (pavilion). Includes control of queues at pavilion.
- (2) Standard security control
Place 1 security guard for 1 module of both types (national and joint) pavilion. Station standing security guards from 1 hour before pavilion opening to 30 minutes after closing. Station patrolling security guards or more effective alternative security control from 30 minutes after closing to 1 hour after opening (night time).
 - Opening 9:30 from March 25 to April 25, 2005
 9:00 from April 26 to September 26
 - Closing 20:30 from March 25 to April 25, 2005
 21:00 from April 26 to September 26
- (3) Support method
 - 1) The Association will select a security company in Japan for each Global Common. The security company will take charge of security control of pavilions. The security company, recipient country security officer (or representative of joint pavilion) and the Association will conclude a security agreement.

- 2) The security company will devise a security control plan (including firefighting plan) in consultation with the country concerned, and will keep guard on the basis of the plan.
- 3) The country may direct staff increase or overtime work if necessary on national days etc., provided the Association's approval is obtained in advance.
Regarding such approval, the Association will examine the appropriateness of the application.
- 4) The security company will prepare monthly security control track records and daily work track records, and will obtain the approval (signature) of the country concerned. On the basis of such track records, the company will present an invoice for fees, which the Association will pay.
- 5) Therefore, there is no need for recipient countries to pay pavilion security control fees, insofar as the scope of security control is approved by the Association. However, any extra security control costs for staff increases etc. that are not approved by the Association shall be paid by the country concerned.