

**Application Guidelines for the 2018 Mayors for Peace
Youth Exchange for Peace:
Support Program for “HIROSHIMA and PEACE”**

1. Purpose

This program is designed to provide opportunities to share the memories of the atomic bombings and the messages of A-bomb survivors with youth and future leaders from Mayors for Peace member cities around the world; to enhance the training of personnel to assist in the abolition of nuclear weapons and the creation of lasting world peace; and to strengthen our member city network through promoting exchanges.

This is a program which the Mayors for Peace Action Plan (2017-2020) specifies as among its high-priority action items.

2. Summary

The Mayors for Peace Secretariat (hereinafter referred to as “the Secretariat”) will provide financial support for youth in Mayors for Peace member cities (hereinafter referred to as “member cities”) to cover part of the expenses associated with participation in the “HIROSHIMA and PEACE” course at Hiroshima City University (hereinafter referred to as “HCU”). Successful applicants are required to submit a report after the conclusion of this support program to the member city in which they live, study or work and to the Secretariat. This report must include information about what the participant learned through this program, their own plans for peace activities, and concrete proposals for Mayors for Peace activities for nuclear weapons abolition. Member cities of successful applicants will consider implementing projects based on their youth participant’s ideas in order to facilitate the nuclear abolition goal of Mayors for Peace.

3. Exchange Period

July 31st (Tue.) to August 10th (Fri.), 2018

4. Exchange Activities Location

Hiroshima City (HCU Campus, Peace Memorial Park, etc.)

5. Support Program Applicant Requirements

- (1) Applicants must currently live, study or work in a member city other than Hiroshima City.
- (2) Applicants must have an interest in sharing the realities of the atomic bombings and in realizing nuclear weapons abolition and everlasting world peace, as well as be motivated to engage in activities toward the nuclear abolition goal of Mayors for Peace.
- (3) In principle, the age of an applicant must be under 40 years old as of the beginning of the course, on July 31st, 2018.
- (4) Applications must be submitted by the local government of a member city.
- (5) Applicants must fulfill the conditions* for the “HIROSHIMA and PEACE” course participants as required by HCU, and pass HCU’s screening of application materials.
 - *Conditions required by HCU:
 - i. Participants must have completed at least the first year of university/college education.
 - ii. Participants must be able to participate in discussions in English and understand the course’s English materials
- (6) Applicants must be able to write and speak in English, equivalent to TOEIC score 700 or higher.
 - *Applicants whose native language is not English are required to submit a certificate of English proficiency such as TOEIC score 700 or above, or other equivalent English test results obtained in the past two years if they have one.
- (7) Applicants must participate in all course activities unless unavoidable reasons, such as health problems, prevent participation.
- (8) Applicants may not receive financial support from any other organization.
- (9) Applicants must fulfill other requirements as stipulated by the Secretariat.

6. Selection of Support Recipients

- (1) HCU shall first select “HIROSHIMA and PEACE” course participants based on the submitted documents described in 12-(2)-i.
- (2) The Secretariat shall then, based on the year’s budget for the Youth Exchange for Peace Support Programs, extend offers of financial support to people among those whose applications performed best in HCU’s application screening process.
- (3) In principle, only one support recipient is accepted from a single member city.
- (4) The screening process used at HCU and the Secretariat shall, in principle, not be made public.

7. Number of Support Recipients

Approximately 8 persons (the planned number consists in principle of 6 from overseas member cities and 2 from Japanese member cities).

8. Support Details

(1) Expenses Covered by the Secretariat

The Secretariat shall cover the expenses stated in *i* to *iv* below.

i. Travel Expenses

Expenses from a major international airport located in the region of the applicant's member city to Hiroshima City. In the cases where a participant has, for personal reasons, changed their travel route or itinerary from the one the Secretariat suggested, the participant will need to cover the whole expenses for a one way trip or a round trip, depending on the change.

ii. Accommodations and Daily Allowance

Accommodations and a daily allowance is based on relevant Hiroshima City Ordinances according to the length of a recipient's travel. Maximum amounts are stated below. Participants shall bear any costs which exceed these amounts:

Accommodations/night: 8,700 yen

Breakfast/day: 700 yen

Lunch/day: 1,100 yen

Dinner/day: 1,500 yen

Other Expenses (transportation in Hiroshima, etc.)/day: 1,100 yen

Notes:

**Accommodations will generally be stays at hotels. However, participants from overseas member cities shall stay at a host family's home for a few days during this program with the aim of intercultural interaction, except in the case that a homestay cannot be arranged. Allowances for breakfast, dinner and accommodations will not be provided during homestays.*

** Regarding stays at hotels, actual room rate without meals will be provided up to the maximum amount above.*

**When meals are served as part of the support program (e.g. at the Welcome Reception), the allowance for that meal of the day shall not be provided.*

**The length of travel shall be the period stated in 3 above plus the number*

of days necessary for travel between a major international airport near the applicant's member city and Hiroshima City.

**In the case that a participant decides to change a suggested travel route or to extend an itinerary for personal purposes, such as for a visit to other cities before or after the support program period, the Secretariat shall not bear any expenses related to the change.*

- iii. HCU Tuition Fees
- iv. Course Material Expenses (only when purchase of course materials is required)

(2) Expenses Participants Must Bear

Participants must bear other expenses than those stated in 8-(1) above.

(3) Receipt of Support

The Secretariat shall book an airline ticket and provide a participant with an e-ticket. The rest of expenses in 8-(1)-i and -ii above shall, in general, be provided to participants in Japanese yen. As for 8-(1)-iii and iv, the Secretariat shall make the payments to HCU.

9. Support Program Contents

(1) HCU's "HIROSHIMA and PEACE" Course

Please refer to the website below:

(Outline) https://www.hiroshima-cu.ac.jp/hiroshima_and_peace/

(Schedule) https://www.hiroshima-cu.ac.jp/hiroshima_and_peace/scdl/

(2) Activities Related to Mayors for Peace

Activities are led by the Secretariat and include a briefing on the activities of Mayors for Peace, a meeting between support recipients and the Secretariat, and others.

*All the lectures and programs by HCU and Mayors for Peace are provided in English. Therefore, it is essential and mandatory for participants to understand them, make presentations, join discussions and write reports in English.

10. Responsibilities of Support Recipients

Support recipients must accommodate the following two requests after the Support Program. Reports submitted by the support recipients will be posted on the Mayors

for Peace webpage.

- (1) Submit a report by the end of September to the member city in which they live, study or work and to the Secretariat after the conclusion of the Mayors for Peace Youth Support Program. This report must include information about what the participant learned through this program, their own plans for peace activities, and concrete proposals for Mayors for Peace activities for nuclear weapons abolition.
- (2) Hold a meeting to share their study and experiences in Hiroshima at their university and/or community, and submit a report of the meeting to their member city and the Secretariat afterwards.

11. Responsibilities of Support Recipients' Member Cities

Member cities of support recipients shall be in close contact with their support recipients and supervise them after the support program as appropriate so that the recipients can accomplish their responsibilities in 10. In addition, the member cities shall consider implementing project(s) based on the ideas their participant suggests in their report (see 10-(1) above) in order to facilitate the nuclear abolition goal of Mayors for Peace, and offer as much support as possible to organize the meeting mentioned in 10-(2).

12. Application Details

- (1) Application Deadline

Friday, April 13, 2018, by 3pm in Japan Standard Time (UTC+9)

- (2) Required Application Documents

Please note that all the application materials below must be sent by an applicant's member city to the Mayors for Peace Secretariat.

- i. The following materials must be prepared by the youth applicant, then forwarded to their member city in separate attachments:
 - (i) A 2018 "HIROSHIMA and PEACE" course application
 - (ii) A Statement of Purpose (one, A4-sized page which includes a brief self-introduction and short essay on why the applicant wants to participate in this course)
 - (iii) Form 2: Application Form for the Youth Exchange for Peace: Support Program for "HIROSHIMA and PEACE"
 - (iv) A certificate of an English proficiency test score (Score holders only)

*The documents (i) and (ii) are used for HCU's consideration, while the documents (iii) and (iv) are for the Secretariat's reference and support.

- ii. The following form for the Youth Exchange for Peace Support Program must be completed by the applicant's member city and submitted along with the materials above to the Secretariat:

Form 1: Application Form for the Youth Exchange for Peace:
Support Program for "HIROSHIMA and PEACE"

(3) Number of Applicants

One member city can submit up to three applications to the Secretariat. When a member city receives more than three applications, the city must select three from them.

*HCU will screen the applications, and create a list of top successful applicants based on the principle of one recipient from one member city. Support recipients will be then decided in accordance with the year's budget for the Mayors for Peace Youth Exchange for Peace: Support Program for "HIROSHIMA and PEACE."

(4) How to Apply

Member cities with support program applicants shall submit all the documents described in 12-(2)-i. and -ii. via email attachment to the Secretariat.

(5) Send Application Materials to:

mayorcon@pcf.city.hiroshima.jp

13. Notes

Applicants must agree to the following before applying for this Support Program:

- (1) To share the application materials, the certificate of credits of the "HIROSHIMA and PEACE," the application for homestay, and other private information concerning the implementation of the Support Program with the Secretariat and HCU.
- (2) To provide the information on the support recipients, such as their names, affiliations, and ages, for press and media purposes.
- (3) To share photographs taken during the Support Program and reports submitted by the support recipients on the websites of Mayors for Peace and the Hiroshima

Peace Culture Foundation.

14. Contact

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