

**Application Guidelines for the 2020 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 their survivors with young future leaders from Mayors for Peace member cities around the world; to foster talent that will assist in the abolition of nuclear weapons and the creation of lasting world peace; and to strengthen our member city network through the promotion of exchange.

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, both 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 participant’s ideas in order to facilitate Mayors for Peace’s goal of nuclear weapons abolition.

For this year, it is planned that during the 10th General Conference of Mayors for Peace in Hiroshima from August 3 to August 6, a few participants in this support program will give presentations about youth-led activities carried out in collaboration with member cities in a session about the role of youth.

**3. Dates**

July 29 (Wed.) to August 8 (Sat.), 2020

**4. Locations**

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 be proactively engaged in their member cities' peace activities.
- (3) 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 actively work for Mayors for Peace's goal of nuclear weapons abolition.
- (4) In principle, the age of an applicant should be under 40 years old as of the beginning of the course on July 29, 2020.
- (5) Applications must be submitted by the local government of a member city.
- (6) Applicants must fulfill the conditions\* for the "HIROSHIMA and PEACE" course participants as set by HCU, and pass HCU's screening of application materials.  
\*Conditions set 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
- (7) 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 any.
- (8) Applicants must participate in all course activities unless unavoidable reasons, such as health problems, prevent participation.
- (9) Applicants may not receive financial support from any other organization.
- (10) 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 will be 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 9 people depending on budget availability (the planned number consists in principle of 6 from overseas member cities and 3 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 bear the cost of all travel for their outward journey, return journey, or both, depending on the change.

#### ii. Accommodation and Daily Allowances

Accommodation costs are covered and daily allowances provided according to the length of a recipient's travel based on relevant City of Hiroshima ordinances. Maximum amounts are stated below. Participants shall bear any costs which exceed these amounts:

Accommodation: 8,700 yen/night

Breakfast: 700 yen/day

Lunch: 1,100 yen/day

Dinner: 1,500 yen/day

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

#### Notes:

*\*Accommodation will generally be at a hotel. For hotel stays in Hiroshima, the Secretariat will arrange participants' accommodation and pay the hotel directly (meals not included).*

*\* In the case that the hotel arranged by the Secretariat does not offer a stay without meals, and that their room rates cannot be separated from the cost of meals, the Secretariat will pay the inclusive room rate to the hotel.*

*\* During this program, participants from overseas member cities shall stay at a host family's home for a few days with the aim of intercultural exchange, except in the cases that a homestay cannot be arranged, or that the Secretariat recognizes a good reason for a participant's not being able to stay at a host family's. Allowances for breakfast, dinner*

*and accommodation will not be provided during homestays.*

*\*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 expenses other than those stated in 8-(1) above.

#### (3) Receipt of Support

The Secretariat shall book an airline ticket and provide each participant with an e-ticket. Other expenses in 8-(1)-i and 8-(1)-ii above shall, in general, be provided to participants in Japanese yen. However, the hotel room rates during participants' stay in Hiroshima in 8-(1)-ii shall be paid to the hotel by the Secretariat. As for 8-(1)-iii and 8-(1)-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/](https://www.hiroshima-cu.ac.jp/hiroshima_and_peace/)

(Schedule) [https://www.hiroshima-cu.ac.jp/hiroshima\\_and\\_peace/scdl/](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 participating in the General Conference of Mayors for Peace.

\*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 complete the following two tasks 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 at their university and/or in their community to share what they have learned and experienced in Hiroshima, and submit a report of the meeting to their member city and the Secretariat afterwards.

## **11. Responsibilities of Support Recipients' Member Cities**

Member cities shall keep close contact with their support recipients and supervise them as appropriate after the support program has ended, 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 Mayors for Peace's goal of nuclear weapons abolition, and offer as much support as possible to organize the meeting mentioned in 10-(2).

## **12. Application Details**

- (1) Application Deadline

**Thursday, March 12, 2020, 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 2020 "HIROSHIMA and PEACE" course application form
  - (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 copy of an English proficiency test score certificate (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 documents containing personal information, such as their application  
materials, their transcript for “HIROSHIMA and PEACE,” and their application  
for homestay, with the Secretariat and HCU, for the purposes of the  
implementation of this program.

(2)To provide information such as their names, affiliations, and ages, for press and media purposes.

(3)That photographs taken during the Support Program and reports that they submit will be shared on the websites of Mayors for Peace and the Hiroshima Peace Culture Foundation.

#### **14. Contact**

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