

(DRAFT)

Terms and Conditions for the Program in Japan, IDEAS 2022

1. IDEAS Training Program

IDE-JETRO shall invite a person who enrols in the IDEAS Program 2022, Course O-A (hereafter “the Fellow”) for the Training Program held in Japan. The Program runs from ****, ****, 2022 and continues until ****, ****, 2022.

2. Invitation and Acceptance

(1) Official invitation to participate in the Program shall be made by a letter of invitation from IDE-JETRO.

(2) The Fellow shall express his/her intention to accept the invitation by returning a signed copy of “Letter of Acceptance” to IDE-JETRO.

(3) IDE-JETRO will reserve round-trip economy class airline tickets after receiving the participant’s Letter of Acceptance.

(4) In order to prevent the spread of COVID-19, it is necessary for each Fellow to fully understand the provisions of the border measures set by the Government of Japan, and take necessary measures when traveling. In addition, during the period of stay in Japan, Fellows will be required to take actions in accordance with JETRO's policy regarding the prevention of the spread of infection.

<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

3. Services to be provided

(1) Round-trip economy-class airline tickets between the nearest international airport to the Fellow’s residence and Tokyo, Japan. (CHANGES NOT PERMITTED*)

*In case the Fellow changes the flight which IDE-JETRO arranges without IDE-JETRO's prior permission, the Fellow shall bear all expenses of the ticket concerned.

(2) Arrangement of designated accommodations. (CHANGES NOT PERMITTED)

(3) Arrangements for the Program-related transportation within Japan during the period of the Program. IDEAS will not arrange transportation for personal reasons.

(4) Lecture materials.

(5) An individual locker, desk and laptop computer with Internet access (only use inside IDE).

(6) Access to the IDE library.

4. Expenses

(1) IDE-JETRO shall bear the following expenses:

a. Round-trip airline tickets as stipulated in Article 3-(1).

IDE-JETRO shall not cover the cost for transportation within the Fellow's country.

b. Aviation and airport taxes and visa fee paid by the Fellow (to be reimbursed to the Fellow upon presentation to IDEAS of receipts for such taxes).

c. Transportation expenses as stipulated in Article 3-(3).

d. Monthly stipend of 320,000 yen.

(Stipend will be paid on a pro-rate basis in cases when the Fellow is not staying in Japan for the entire month. All the expenses, including accommodation*, transportation, cellular phone, meals, packing, etc., shall be paid directly by the Fellow from the stipend.

*Accommodation will cost around **,*** yen per night.

(2) Notwithstanding anything herein to the contrary, IDE-JETRO shall not bear the following expenses for the Fellow. If for any reason expenses are incurred, the Fellow shall assume the obligation to bear all costs without limitation:

a. Incidental or personal expenses, including but not limited to laundry service, mini bar service, food, alcoholic drinks, telephone calls, massage services, gifts and souvenirs, sports facility (exercise room), and postage charges.

(3) Any cost due to Fellow's cancellation or withdrawal from the Program, and the compensation to the accommodation facility for damages caused with intent or through negligence on the part of a Fellow shall be borne by the Fellow.

5. Overseas Travel Insurance

(1) IDE-JETRO shall obtain and pay for overseas travel insurance (through Tokyo Marine & Nichido Fire Insurance Co, Ltd.) for the Fellow, who shall be named beneficiary of such policy (or his/her legal heir). An outline of the coverage, including maximum payout amounts, is given below:

- a. Injury death: 50 million JPY
- b. Injury Permanent Disability: 50 million JPY
- c. Medical and Rescuer's Expenses: 30 million JPY
- d. Sickness Death: 20 million JPY
- e. Liability (Deductible ¥0): 60 million JPY
- f. Baggage (Deductible ¥0): 300,000 JPY

(2) The insurance shall be applicable only for the Program period (from the departure date from home country till the return date to home country). The Fellow is expected to obtain,

at his/her own expense, insurance for any periods outside of the invitation dates.

(3) IDE-JETRO shall not take any responsibility for any cases (i.e., injury, damage and/or cost of the Fellow and/or the third party that fall outside of the coverage area—except those clearly stipulated in the coverage—unforeseeable delays, etc). Moreover, IDE-JETRO shall not be held liable, without limitation, for any case that is beyond its reasonable control, such as natural disasters, acts of God, war, labor strikes, etc.

(4) IDE-JETRO shall not be responsible or financially compensate for medical conditions resulting from an undisclosed pre-existing condition, which may terminate the program.

6. Waiver of Liability

IDE-JETRO assumes no responsibility or liability for any injury, damage, additional expense, accidental delay or other irregularities suffered by the Fellow or any third party other than those which may be caused by the willful or negligent acts or omissions on the part of IDE-JETRO; and IDE-JETRO shall not be responsible or liable for consequences of natural calamities, labor strikes, acts of God, war or other factors beyond IDE-JETRO's reasonable control.

7. General Obligations

The Fellow shall not engage in the following:

- (1) Any act that damages the positions or reputation of JETRO and IDE-JETRO.
- (2) Any act that defames the names of JETRO and IDE-JETRO.
- (3) Provision of secrets or other confidential information of IDE-JETRO, or anyone related to IDE-JETRO, to a third person.

8. Additional Obligations

- (1) The Fellow is required to attend IDEAS classes and activities, or perform other tasks in keeping with the position as the Fellow.
- (2) The Fellow shall submit necessary documents when requested by IDE-JETRO for administrative reasons (eg. their boarding pass stubs to IDE-JETRO as soon as possible upon arriving in Japan and returning to the Fellow's home country).
- (3) While staying in Japan during the Program, the Fellow shall not bring family members to Japan, as per IDE-JETRO's regulations.
- (4) The Fellow shall not leave Japan or return home temporarily during the Program, except for the prior written request to IDE-JETRO of leaving Japan by the dispatched organization in case of an emergency.

9. Cancellation of Participation

IDE-JETRO may cancel the Fellow's participation in the Program at any time for reasons including:

- (1) The Fellow violates any provision of "Terms and Conditions."
- (2) IDE-JETRO judges that it would be difficult or inappropriate for the Fellow to continue participating in the Program for matters of personal health or other reasons, including cheating, deception or inappropriate behavior.
- (3) The Fellow requests said cancellation for personal reasons.

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