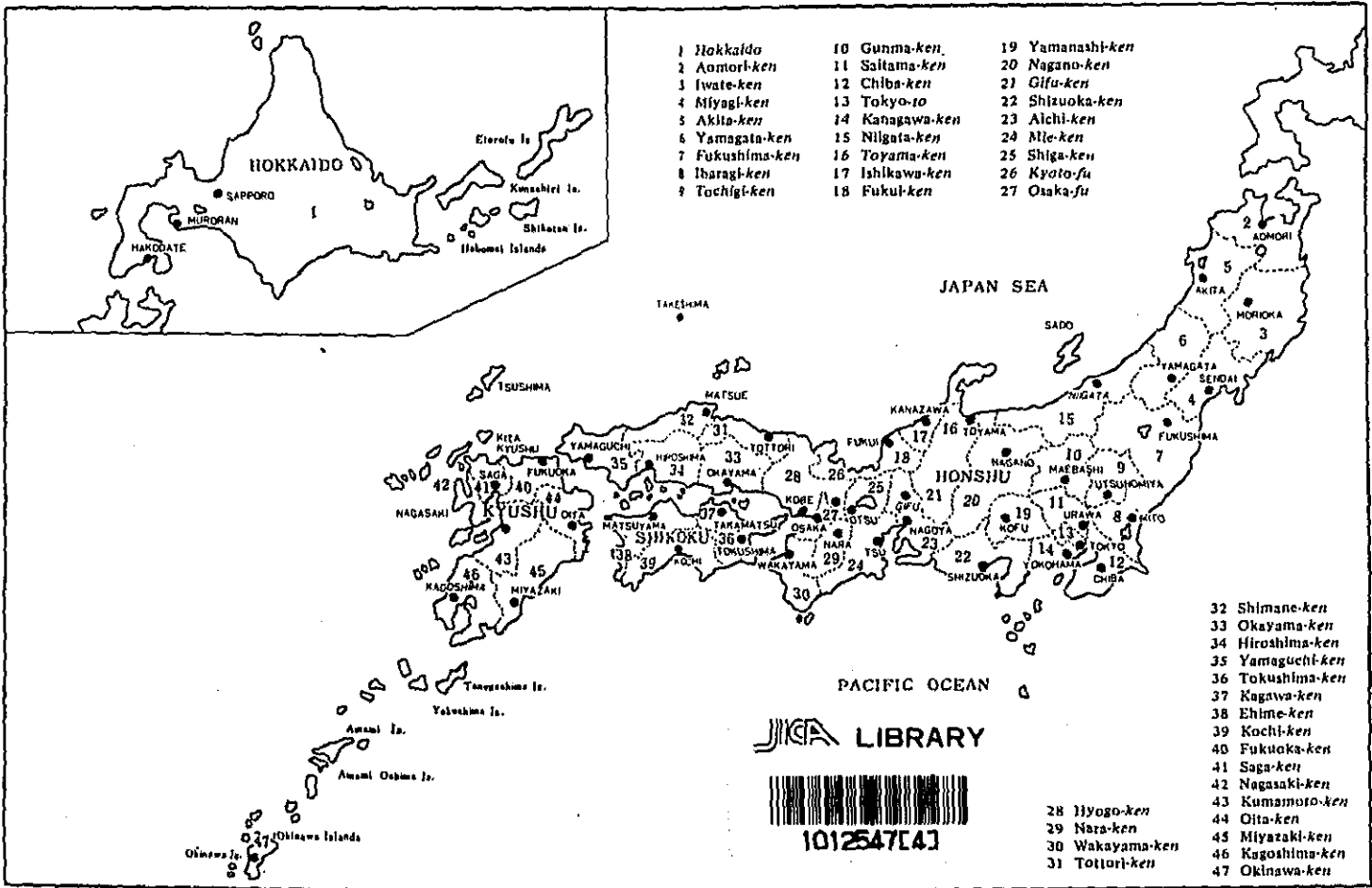


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INDIVIDUAL NOTE

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Name of Participant : 研修員の氏名	
Nationality : 国 籍	Date of Birth : 生 年 月 日
Passport No. 旅 券 番 号	Alien Registration No. : 外国人登録番号
Subject of Study : 研 修 科 目	
Project : 計 画	
Responsible Ministry : 担 当 省 庁	
Main Place(s) of Study : 主 な 研 修 先	
Name of Training Officer : 担 当 職 員	
Name of Training Co-ordinator : 担 当 研 修 監 理 員	
Duration of Study : 研 修 期 間	From To
Address in Japan : 日 本 で の 住 所	

この手帳の所持者は日本政府が海外から受入れた技術
研修員です。万一この手帳を拾われた方は下記へ御連
絡下さるようお願いいたします。

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国際協力事業団研修事業部

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KENSHU-IN HANDBOOK

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KENSHU-IN HANDBOOK

The handbook is issued for the purpose of providing, as precisely as possible, advice and counsel on administrative procedures, rules and regulations of JICA that relate to your training programme in Japan. These matters have no doubt been explained to you in orientation sessions. However, since they are numerous and complicated, they are presented here in written form for your reference.

Appendices to this handbook comprise various information which you will find useful as a foreigner staying in Japan.

This handbook is so compact that you can carry it always with you wherever you go in the country.

We welcome you! We hope that your study in Japan will be fruitful and that you will enjoy your stay with us.

August, 1975

Denro Yasaka
Director, Training Affairs Department,
Japan International Cooperation Agency

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I. JAPAN'S TECHNICAL COOPERATION

Japan's technical cooperation extended to the developing countries was initiated in 1952 when her first contribution was made to the Expanded Programme of Technical Assistance of the United Nations.

In 1954, Japan's technical cooperation for developing countries marked a historic step when she became, for the first time, a member of the Technical Cooperation Scheme in South and South-East Asia, or the Colombo Plan. Since then her technical cooperation with the countries in this region has expanded remarkably both in its scale and scope. Meanwhile, the Government of Japan has also initiated new schemes extending its technical cooperation to other parts of the world other than South and South-East Asia, namely, Near and Middle East, Africa (initiation in 1958), Latin America (initiation in 1958), and North-East Asia (initiation in 1960). Moreover Japanese Government also initiated Japan Overseas Cooperation Volunteers Scheme in 1965. In addition to the above, the Japanese Government cooperates, as a donor, with those technical assistance programmes which are sponsored by the United Nations and its specialized agencies. They are as follows:

1) The United Nations Development Programme

- 2) The International Atomic Energy Agency's Technical Cooperation Programme for the Peaceful Uses of Atomic Energy.
- 3) Other UN Fellowship Programmes (ILO, FAO, ITU, WHO, etc.)
- 4) Others

Besides the above, there is other fellowship scheme based upon the government-to-government agreement which we call G-G based technical cooperation programme.

Japan's technical cooperation is under the jurisdiction of the Ministry of Foreign Affairs. Though started later than the other developed nations, it has rapidly been expanding, and the developing countries of the world are increasing their requests for assistance from Japan.

II. THE JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)

1. Duties

The Japan International Cooperation Agency (hereinafter referred to as JICA) was officially launched on August 1st, 1974 under a special legislation to broaden the scope and scale of Japan's economic and technical cooperation activities to the Developing Countries. JICA is fully entrusted by the Government of Japan to execute international cooperation activities on a government basis. The work of JICA consists of those tasks hitherto carried out by the former Overseas Technical Cooperation Agency (OTCA), Japan Emigration Service (JEMIS) and other related international cooperation organizations and new business. The work of JICA inherited from OTCA includes;

- (1) to implement various training programmes and seminars for persons who come from Developing Countries under the fellowship approval of the Government of Japan and JICA.
- (2) to dispatch Japanese technical experts to those Countries where they are needed.
- (3) to provide Japanese equipment and machinery needed in the Developing Countries.
- (4) to cooperate in establishing the technical training centers in the various regions of the Developing Countries.

- (5) to perform such preliminary surveys or research works as are requested by Developing Countries.
- (6) to dispatch junior experts under the program of Japan Overseas Cooperation Volunteers to those Countries where they are needed.
- (7) to collect and disseminate information related to technical cooperation in Japan.

The work of JICA inherited from JEMIS includes;

- (8) to handle Japanese emigration affairs to Central and South America and other areas through the basis of bilateral agreement.

The work of JICA inherited partly from other related international cooperation organizations and new business includes;

- (9) to provide financing and technical assistance etc., required for social development as well as development cooperation activities in the field of agriculture, forestry, industry and mining in the Developing Countries.

Through these cooperation activities and contribution above-mentioned, JICA tries to extend her best efforts towards the further promotion of socio-economic-industrial development in the Developing Countries and also tries to contribute greatly to the attainment of everlasting amity with the countries of the world.

2. Organization

The Japan International Cooperation Agency adopts a Department system in the earnest designs of conducting her assigned duties in a more effective way. There are nearly 20 Departments as referred to the organization chart in Appendix 1. Among these departments, the Training Affairs Department is closely related to the matters of participants in general. The most important part of this Department is to take charge of implementing the training programmes for the participants coming from the Developing Countries.

3. Training Affairs Department

The Training Affairs Department has the following four divisions:

- 1) Administration Division
- 2) First Training Division
- 3) Second Training Division
- 4) Third Training Division

The summary of duties of each division is as follows:

- 1) Administration Division:
 - a) to set up the disbursement plan of budget for each training programme;
 - b) to maintain and administer JICA's international training centres;
 - c) to make reservations for accommodations for the

- participants;
- d) to arrange for participants' journey to and from Japan;
 - e) to execute general administrative affairs of the Department.
- 2) First Training Division:
- a) to plan and perform the programme of study in consultation with the relevant government and/or private organizations;
 - b) to brief the participants on the programme of study as well as regulations and facilities which concern participants' interest.
- 3) Second Training Division:
- a) to organize general orientation programmes;
 - b) to organize Japanese language courses;
 - c) to organize and manage recreational activities and welfare;
 - d) to conduct evaluation of training course or seminar;
 - e) to perform information services concerning participants;
 - f) to extend follow-up services to ex-participants.
- 4) Third Training Division:
- a) to perform co-ordination services in training programmes;
 - b) to perform interpretational services in training programmes;
 - c) to perform other necessary services supplemental to

the co-ordination services.

III. TERMS AND CONDITIONS OF FELLOWSHIPS

1. Terms

The Government of Japan has authorized the Japan International Cooperation Agency (JICA) to provide training and technical information to the peoples of the Developing Countries in Asia, Africa, Middle East and Latin America and supported their untiring efforts for the economic and social development of the Countries. Therefore, the holders of the fellowship sponsored by the Government of Japan are entrusted with great expectations to broaden the knowledge and experiences here and devote fully through the active participation to their national development programmes after returning to respective home countries.

Since you are a fellowship holder, you are required to keep the above in constant memory and conduct yourself at all times in a manner compatible with your status as a nominee of your Government and as a representative of your Country.

2. Conditions of Training Award

Every participant coming to Japan undertakes, in the statement which he signs in his Nomination Form, to;

- 1) carry out and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of his course of

training;

- 2) follow the course of study or training, and abide by the rules of the institutions or other establishments where he studies or undergoes training;
- 3) refrain from engaging in political activities, or any form of employment for profit or gain;
- 4) submit progress and final report;
- 5) return to his country at the end of his course of study or training.

Failure to honour these undertakings may lead to his training award being terminated. The Japanese Government will also consider termination of a training award in the following cases:

- a) repeated failure in studies;
- b) illness or incapacity that cannot be remedied;
- c) serious misconduct;
- d) at the request of the participant's Government;
- e) grave illness or death of near relatives;
- f) inability to comprehend the language of instruction (English or Japanese) which is beyond any remedy.

When it is decided that an award should be terminated, both the participant and his government will be informed of the decision and arrangements will be made for the participant's return to his country. No participant whose award has been terminated may remain in Japan without the permission of the Government of Japan as well as that

of his country.

3. Your Family

You are strongly urged not to bring your family to Japan. You should consider that, in the course of your training, you are sometimes required to travel under circumstances where it may be difficult or impossible for your family to accompany you. Moreover, the living allowance you receive in Japan is sufficient only to cover the living cost for one person.

4. Alien Registration

The authentic period of your stay in Japan is indicated in your passport. According to the Alien Registration Law of Japan, a foreigner who stays more than 2 months in the country must register with the mayor of the city, or headman of the ward (KU), town or village, within 60 days of your entry. If your stay in Japan is less than 60 days, you are exempt from registration. If you are to stay more than 60 days in this country, you have to report in person to the office of the mayor or headman and submit an application together with your passport and three copies of your own photograph taken within the last six months. Your registration will be effected immediately, and your Alien Certificate which you should always carry in lieu of your passport will be issued free of charge. If and when you move from the city, ward, town or village where you have been registered as an alien to another place, you must also report in person to the office of the mayor or headman

there and register your change of residence within 14 days.

The period of stay specified in your Alien Registration Certificate must strictly be observed.

5. Accommodation Facilities

As a participant you are required to stay at the accommodation facilities arranged by JICA. To make your stay in this country as comfortable and convenient as possible, JICA maintains six international training centres of its own, located in Tokyo, Osaka, Nagoya, Uchiyama (Ibaraki Pref.), Kanagawa and Hyogo. Each centre is used as a place of training as well as hostel for those participants who study in the area involved. Information on these six centres are shown in Appendix 2.

If your programme of training obliges you to stay away from these centres, JICA will find alternative accommodation facilities to stay for you.

6. Tokyo International Centre (TIC)

Of the six international training centres, the Tokyo International Centre (TIC) is the largest one and it is, in principle, the place where every participant is taken from the Tokyo International Airport, regardless of where he may stay later. Usually, the opening and closing ceremonies of group training courses and seminars undertaken in Tokyo, general orientation programmes and evaluation meetings for these courses and seminars are held at TIC.

7. Training Officer

A training officer of the First Training Division is

assigned to each course. He arranges the programme of training in collaboration with the relevant government and/or private organization before the commencement of training.

8. Training Coordinator

A training coordinator of the Third Training Division is assigned to each course. He is the officer in charge of coordinating the execution of training in collaboration with the relevant government and/or private organization.

9. Programme of Study/Training

The programme of a group training course or seminar is worked out in advance, and the programme of study/training for individual training is arranged in accordance with the specific requests made by the government of the participant. In both cases, therefore, JICA can neither change your programme of study/training at your individual or personal request nor extend your period of training.

******* ALLOWANCE *******

10. Outfit Allowance

JICA will pay you an Outfit Allowance, the amount of which varies as specified below with the recognized duration of your training in Japan:

- Less than one month..... 10,000 yen
- One month or more but
less than three months 20,000 yen
- Three months or more..... 30,000 yen

The Allowance is to be spent in purchasing necessary materials which the change in location and climate may require. In addition to the above, JICA will pay a Winter Allowance of 10,000 yen to only those who stay in Japan for more than one month during the period from the 1st of December to the end of February. Regardless of the length of your official stay in Japan, this Winter Allowance is paid only for once.

11. Book Allowance

JICA will pay you a Book Allowance, the amount of which varies as specified below with the recognized duration of your training in Japan:

Less than four months.....	5,000 yen
Four months or more but less than six months.....	10,000 yen
six months or more	15,000 yen

The Allowance is to be spent in purchasing technical books and literatures for your training.

12. Literature-Shipping Allowance

JICA classifies your countries into various regions under the basis of universal postal region classification system. This aims to stipulate the different amount of a Literature-Shipping Allowance for participants from different countries. The classification table of your country, its region and allowance amount is shown in Appendix 12. The Allowance in this item is to be spent in shipping to your country literatures and documents

concerning your training subjects.

The above-mentioned Allowance in item 10, 11, and 12, will be paid simultaneously at the first payment of your Living Allowance. The amount of these Allowances shall not be changed even though your training duration in Japan is shortened or extended officially.

13. Living Allowance

JICA will pay you a Living Allowance in accordance with the following regulations.

- 1) For participants staying at JICA Training Centres, 2,900 yen per diem is provided for your lunch, dinner and daily requirements.
- 2) For participants staying at accommodation facilities (See item 5) other than JICA Training Centres, 3,300 yen is provided for your breakfast, lunch, dinner and other daily requirements.
- 3) In case a participant is hospitalized in Japan, 2,900 yen per diem is provided.

14. Accommodation Allowance

- 1) For participants staying at JICA Training Centres, free room and breakfast are provided.
- 2) For participants staying at accommodation facilities other than JICA Training Centres, the amount to cover room charge is provided.

The system of payment for your Living and Accommodation Allowances is as follows:

- 1) Upon your arrival in Japan, certain amount of yen cash

(maximum 20,000 yen) will be handed to you in advance by JICA-designated travel agent, hotel or Training Centre's cashier. This amount to be spent for your temporary requirements and be adjusted later from your Allowance. The first payment is done in cash within 5 days from your arrival date. Excepting this case, your living and Accommodation Allowances will be remitted to you through the bank appointed by JICA (Shown in Appendix 3) on the fifth of every month, as far as the fifth of the said month does not fall on Sunday.

- 2) As for procedure of opening your account with the bank, you are required to fill out a form of application provided by the bank immediately upon your arrival in Japan.
- 3) For your information, banks in Japan are open from 9 A.M. to 3 P.M. but are closed on Saturday afternoons, Sundays and national holidays.

Every participant must pay attention to the following regulation.

In the case you leave Japan prior to the completion of your technical training, the Living and Accommodation Allowances for the remaining days already received should be reimbursed to JICA through your training officer or your training coordinator.

15. Transportation Fare and Travel Allowance

Most probably your training programme includes officially-arranged study tours to various parts of the

country. They are necessary to gain fresh knowledge about Japan as well as technical matters related to your training. Necessary arrangements for the tour are made by your training officer. In this connection, you are required in following the tour schedule since any change of it lead to complications and delays in many regards.

JICA stipulates that the one-way distance of study tour should cover more than 30 km and the period of staying at one place should be less than nine nights.

JICA will pay you the amount of the first class Transportation Fare for your training tour. If necessary, an air flight may be used and needed expense is paid by JICA.

The amount of Travel Allowance is regulated as follows:

- 1) For the participants staying at JICA Training Centres, a Travel Allowance will be paid at the rate of 3,800 yen per night in addition to a Living Allowance already received.
- 2) For participants staying at accommodation facilities other than JICA Training Centres, 6,700 yen is the criterion. Your daily Living and Accommodation Allowances are used as part of a Travel Allowance in time of official study tour. When your present Living and Accommodation Allowances per diem exceeds 6,700 yen, an excess over 6,700 yen shall be reimbursed to JICA. If not, JICA will pay the balance so that the amount comes to be 6,700 yen.
- 3) You will stay at various accommodation facilities

including JICA Training Centres during your study tour. You are requested to pay the room charge in cash to the cashier of these facilities.

16. Commutation Allowance

In case you have to make use of any transportation means to commute the same training place for more than 15 days a month, the expense equal to the fare of the commutation ticket is paid by JICA.

.....

17. Orientation

Before the course of training begins, JICA will give you a course of orientation for about a week. Through this session, JICA envisages to help you become briefly intimate with your programme of study as well as rules and regulations of JICA and other relevant authorities with which you are concerned. During this period a series of lectures to introduce general aspects of Japan will also be given.

18. Japanese Language Course

Two types of Japanese language courses are organized by JICA for the benefit of the participants. One is the intensive course, organized as part of the training programme, for those participants who need the language for their study. The other is the general course organized in the evening for those participants who are interested in learning the language. If your stay in this country is not too short, it may be worthwhile to take such lessons. These

language courses are organized at the Tokyo International Centre as well as other centres of JICA and your applications to the language courses will be accepted at the office of the respective centres. JICA has compiled a series of textbooks on Japanese conversation, which will be used in the language courses.

19. Receptions

For the purpose of making your stay in Japan more enjoyable, JICA or its international centres organize from time to time such recreational activities as social functions, sight-seeing bus tours and other activities some of which are of our indigenous traditions.

By providing these activities, we expect you to see as much of the country as possible and also to meet many Japanese in different ways to feel at home and to enable you to understand this country and its people.

20. Medical Benefits

Your training officer will give you an 'Identification Card' concerning medical care. You will fill in the form and submit it with your photograph to your training officer. The card will be returned to you immediately after having been registered.

If you fall ill during your stay in Japan, you should inform without hesitation your training officer or your training coordinator, or an officer of the centre where you stay, and he will help you consult with a physician at a hospital or clinic. If you present your Medical Card to the

physician, you can obtain the necessary examination and treatment, free of charge, subject to rules and regulations of JICA.

In rural areas where private practitioners are sometimes not yet familiar with JICA, it may happen that they will not accept the Card. In such a case, you should pay the medical charge yourself and obtain a receipt from the physician with his statement. The amount you have paid will be reimbursed by JICA, upon your presentation of the receipt to the office.

In consulting a doctor for medical care, you are required to take particular note on the following:

- 1) In principle you should inform in advance your training officer of JICA of it before consulting a doctor.
- 2) No expenses for such services as having false teeth put in or buying corrective eye glasses will be borne by JICA.
- 3) No payment will be made by JICA in connection with corrective surgery or the continuance or resumption of a normal course of remedial treatment related to an established and pre-existing condition as of the date of taking up the training award.
- 4) JICA will not consider the treatment, at its own cost, of diseases with which you become infected under circumstances in which your conduct was not in keeping with your duties or obligations under the JICA's training award.

21. Information Services

Information on various activities in which you might be interested, such as sight-seeing excursions, Japanese language courses and social functions, is posted in advance either on the bulletin board of the international centre where you stay or conveyed through your training officer or your training coordinator.

22. Reports

There are two kinds of report that a participant is required to submit to JICA.

1) Progress Report

You are required to submit a progress report to JICA when requested. It is to keep JICA informed of the progress of your training in details. Therefore, you are expected to write each report as precisely and specifically as possible.

2) Final Report

You are also required to submit a final report towards the end of your training. This report, which should naturally be more comprehensive than the progress reports, is an important material for evaluating your training and will be examined carefully before the 'Evaluation Meeting'. You are requested, therefore, to submit the report not later than the date designated by JICA, in order to give the office sufficient time to peruse it.

There are two kinds of form used for writing reports, and they will be given to you either by your training officer or your training coordinator. All the reports should be

typed or written in black ink so that JICA can make copies of them, when necessary.

23. Evaluation

After completion of your training, evaluation, as a rule, will be made both on the effectiveness of your training course and on your achievement in it, through analysis and assessment of the progress reports, the final report submitted by you and the findings of evaluation meetings which may be called from time to time according to necessity.

At such evaluation meetings, you are requested to express your frank opinions about the course in which you have taken part.

The outcome of the evaluation will be used for the improvement of future courses of the same kind.

24. Certificate

Upon successful completion of your training, you will be given a Certificate of Training issued by JICA.

25 Preparation for Leaving

When you return home, the travel arrangements will be made for you by JICA. In preparing yourself for returning home, you are requested to take a particular note of the followings.

a) Designation of departure date

You are to leave Japan for home on the date designated by JICA upon completion of your training.

This date is specified in the "GENERAL INFORMATION" for each group training course or seminar. In case you have participated in an individual training course, the date of departure will be determined in accordance with the termination date of training notified to your Government through diplomatic channels. In case flight is not available on the date designated, JICA will designate another earliest and appropriate date for your departure.

- b) **Flight arrangement**
Your flight schedule will be fixed at least 40 days prior to your departure by consulting with JICA-designated travel agent, or your training officer or your training coordinator. In case your training is two months or less, the flight arrangement for your departure will be made soon after your arrival in Japan.
- c) **Stopover en route and change of flight route**
In general, you are requested to fly directly home. However, when you want to change your flight route or stopover en route for your personal reason, you should submit the designated form to the Director of the Training Affairs Dept. with the approval of your Government.
- d) **If your departure date is altered due to flight schedule or training programme after you have received your final Living and Accommodation Allowances, the amount of your Allowance will be adjusted by JICA. However, in case you wish to postpone your departure**

date by less than a week for your personal reason, you must submit a letter of request to JICA for approval. But the necessary living and lodging expenses caused by the delay have to be borne by yourself. In case you wish to postpone your departure date for a period exceeding one week, you are required to take other steps as directed by JICA.

- e) Free baggage to which you are entitled as an economy class passenger is limited to 20 kilogrammes.
- f) On the day when you leave from Japan, you will be taken to the airport by a JICA-designated travel agent.
- g) For your customs clearance at the airport, you are required to carry the Alien Registration Card with you.

Vaccination

Before your departure you may be vaccinated or revaccinated.

26. Follow-Up Services

JICA wishes to maintain close contact with you even after your return to your country. As an ex-participant you will receive, free of charge, JICA's periodical, 'KENSHU-IN'. The periodical is a quarterly bulletin issued for the JICA ex-participants. This material will be sent to your home or official address by mail. You are requested, therefore, not to fail to inform JICA when your mailing address is changed. For any change of this kind, kindly write to the attention of Head, Second Training Division, Training Affairs Department. Your writing to JICA, even a

few lines, after returning to your country will always be highly appreciated. If you write an article on your work in your country, JICA will be glad to introduce it in 'KENSU-IN', provided the editor recognizes that it would be of interest to other participants.

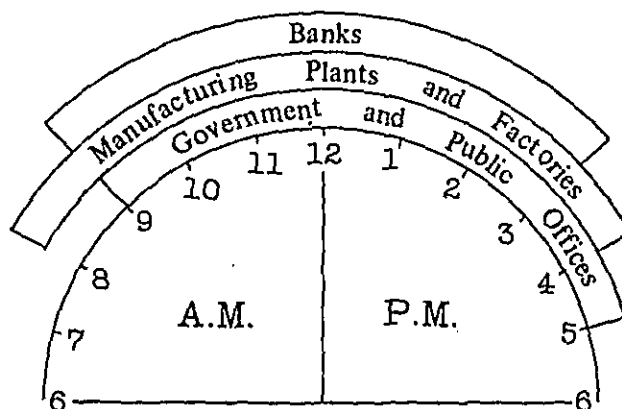
The text of such article may be sent either directly to JICA or through the Japanese diplomatic mission in your country.

IV. SOME INFORMATION AND Suggestions

1. Working Hours and Holidays

The normal working hours for government offices, banks and private corporations differ slightly, as shown below. The working hours of JICA are the same as those of any other government offices.

NORMAL WORKING HOURS



All government and public offices as well as educational institutions are closed on Saturday afternoons,

Sundays and national holidays which are also observed by JICA. (The Japanese national holidays will be shown in Appendix 4) In addition to these, there are also other holidays which extend from towards the end of the year into the beginning of the new year. All educational institutions have a long summer vacation which is longer for universities than for schools.

2. Postal Services

When you want to send a letter to your country, you can post it into any mail box in the street or you can bring it to the nearest post office directly. But in case of sending your parcel, you should carry it to the local central post office.

In order to receive the letter from your country without any fail you should inform your family and any others of your name and mailing address clearly and correctly.

Part of postal charges, including mail and parcels, both by sea and air, are shown in Appendix 5.

3. Overseas Telegraph

In case you want to send a telegram to your home or authorities, it can be arranged at any local Telegraph Office, all of which are open 24 hours a day. (Should you wish to send a telegram informing your family of your safe arrival,

it can be sent from the Ushigome Telegraph Office which is a few minutes walk from TIC).

Telegraph rates to different countries are shown in Appendix 6.

4. Telephone Service

Practically all telephones in Japan are of the dial type. You can make a call to virtually any place, both within the town and outside, by simply dialing the number. There are two types of public telephones which are extensively available in Japan: those in "booths" as in any other countries, and "bright red" and "pink" ones found in open retail shops and other places. Both can be used by putting a 10 yen coin into the slot every three minutes after taking up the receiver and then by dialing the number.
receiver and then by dialing the number.

If you want to make a long distance call, you should use a booth-type public telephone or a large-sized "bright-red" telephone or black-clored private telephone. If so, you can make a call in the same way as making a city call. Telephone directories printed in English are not easily available in Japan. If you do not know the name and address of the person or office in Japanese writing, you can find the telephone number by dialing the number of the English language service in Tokyo: the number is 248-9411.

International telephone calls are available. How to

make a call is explained in a pamphlet entitled "International Telephone Service" published by the KOKUSAI DENSHIN DENWA Co., Ltd. (K.D.D.), A copy of this pamphlet will be available at the JICA's centre where you stay.

5. Currency and Exchange Rates

The Unit of Japanese currency is YEN. The relative value in yen to the currency of your country, or of the money you may have brought in, will be shown in Appendix 7. Travellers cheques can be cashed at any bank, by presenting your passport.

The notes and coins now in circulation in Japan are shown in Appendix 8.

6. Visit to Diplomatic Mission

It is quite natural that one should wish to pay a visit to his embassy or consulate when he comes to a foreign country. The addresses and telephone numbers of diplomatic missions in Japan are shown in Appendix 9.

7. Defend Yourself From Traffic Danger

Along with the remarkable development of automobile transportation in Japan, the number of persons who were killed or injured by the traffic accidents has been increasing year after year. Only within the year of 1974, 11,432

persons were killed in this country. Such a serious traffic situation in Japan is called as "Traffic War". Many efforts are now being made on a nationwide scale to protect as many people as possible from the danger of the war and to put an end to the war itself.




The following pages are to provide the participants with some knowledge and information on the traffic laws and regulations practiced in Japan. However, you have to keep in your mind that any safety measure or facility cannot be perfect enough to defend yourself from the miserable war. It is yourself who have to take due care and defend yourself from the traffic danger.








Directions For Traffic Safety

- 1) walk on the footway which is separated from the roadway, except when you must cross the roadway or when you cannot take the footway because it is under construction.
- 2) Where the footway is not separated from the roadway, walk on the right-hand side of the street. When you walk with other persons in a group, don't walk side by side with them.
- 3) When you cross the roadway, it is the best way to use every safety facility available, such as a pedestrians' crossing zone, a pedestrians' bridge and an underground crossing.

- 4) If you find no facilities for traffic safety, cross an intersection near to you. If you find none of them, cross the roadway carefully in a pause of the automobile procession. In either case before you cross the roadway, you have to stop for a moment, pay attention to your right and left, especially to your right, because the automobiles are regulated to keep to the left in Japan and give a clear signal to the drivers by raising your hand toward them. See that it is a danger to run out suddenly into the roadway. Because the car can not stop immediately, especially when the surface of the road is wet or frozen.
- 5) Don't cross just before or behind a running car.
- 6) Don't cross the street where you find a road sign "PROHIBITED TO CROSS".
- 7) When a traffic policeman is controlling traffic, you have to cross the street in accordance with his hand signal.
- 8) When you cross the railway, stop for a moment to see if the train is coming up or not. Even after one train in one direction passed away, pay close attention to see if another train is coming in the other direction. Don't get into the crossing gate while it is being closed or while the alarm is ringing. Don't cross the crossing under the bars of the crossing gate.

Meanings of Traffic Signals

Varieties of Signals	Ways of Indication	Meanings of Signals
Proceed	 A Green Light or Letters of "PROCEED"	<ol style="list-style-type: none"> 1) Walkers can proceed. 2) Vehicles (cars, motorbicycles, trolley buses, street cars) can go straight or turn to the right and left. 3) Light vehicles (including bicycles, wagons and others) can go right on or turn to the left. Turning to the right, they can advance to the point to turn right.
Attention	 A Yellow Light or Letters of "ATTENTION"	<ol style="list-style-type: none"> 1) Walkers should not start crossing. Those, who are on their way to cross, must go over the crossing promptly, otherwise turnback immediately. 2) Vehicles ought to stop just before an intersection (the same at a walker's crossing or a railway crossing). 3) Vehicles must stop just before a traffic signal, excepting at an intersection and a railway crossing.
Stop	 A Red Light or Letters of "STOP"	<ol style="list-style-type: none"> 1) Walkers must not cross. 2) Vehicles ought to stop just before an intersection, a pedestrians' crossing and a railway crossing. 3) Cars and autobicycles can go forward on.

Varieties of Signals	Ways of Indication	Meanings of Signals
For Walkers Only		Walkers can proceed. Flickering of a green light indicates the end of a green light.
Proceed	 A Green Light	
Stop	 A Red Light	Walkers should not cross.
Vehicle Proceed	 A Green Arrow	Vehicles can proceed in the direction of this arrow regardless of "ATTENTION" or "STOP" signal.
Streetcar Proceed	 A Yellow Arrow	Streetcars can proceed in the direction of this arrow regardless of "ATTENTION" or "STOP" signal.
Proceed Carefully	 Flickering of A Yellow Light	Walkers and vehicles can proceed with care to other traffic.
Stop Temporarily	 Flickering of A Red Light	1) Walkers can proceed with care to other traffic. 2) Vehicles ought to stop for a while just before an intersection and pedestrian's crossing.

Road Signs for Pedestrian

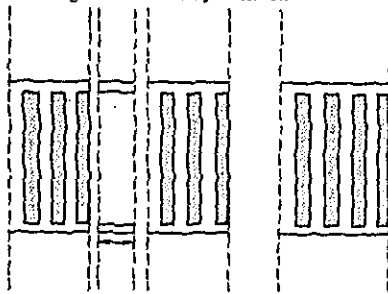
(ГОСТ Р 52290-2004) ГОСТ Р 52290-2004

Road Sign of Pedestrian's Crossing



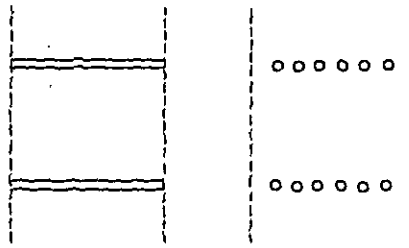
Road Sign of Pedestrian's Crossing

1. Close to an intersection without a traffic signal or far away from it.



2. Close to an intersection equipped with a traffic signal.

PROHIBITED TO CROSS

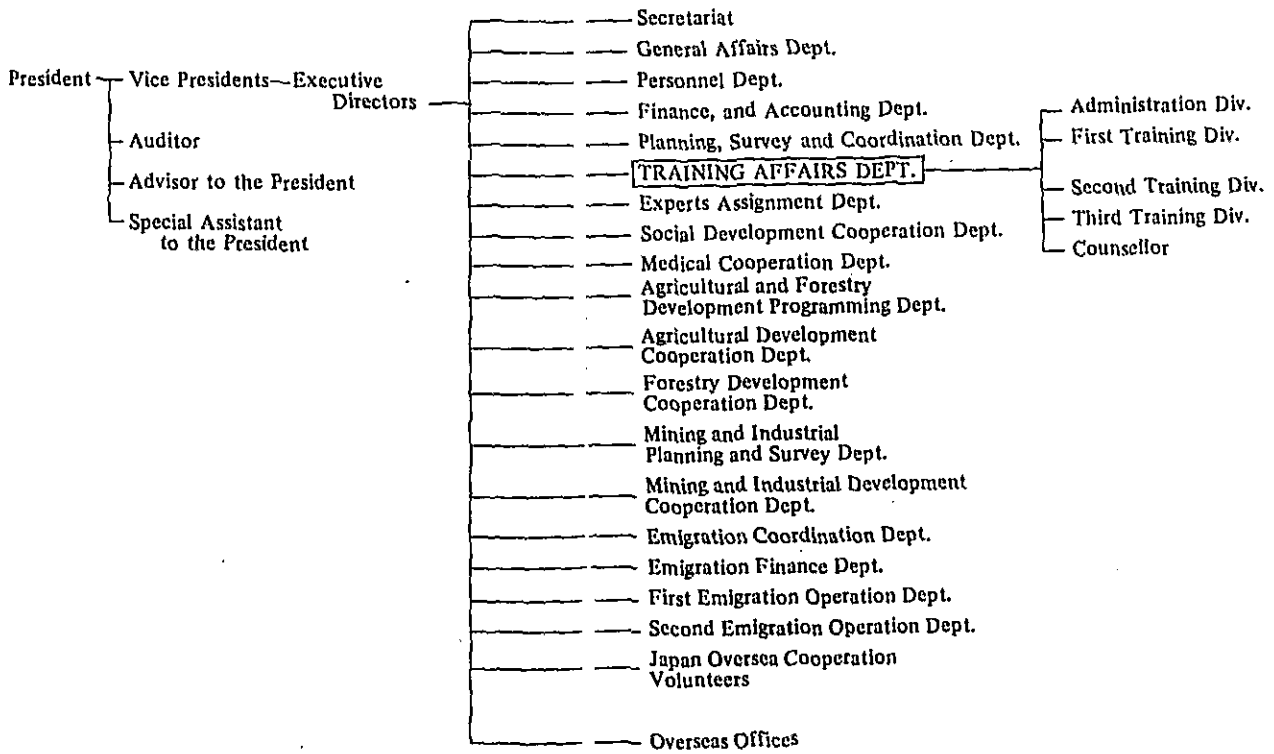


1) A painted one

2) A rivetted one and others

Appendix 1

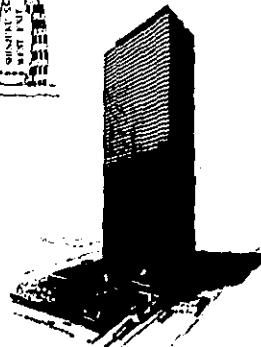
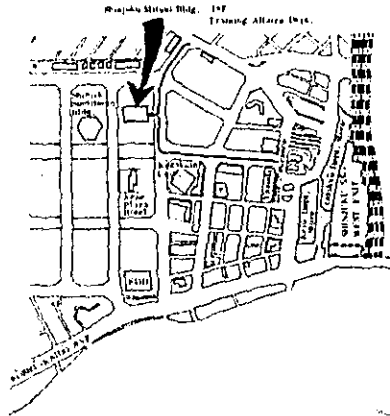
ORGANIZATION CHART OF J.F.L. Co., Ltd. (1974)



Appendix 2

**JAPAN INTERNATIONAL COOPERATION
AGENCY**

Address: 〒 160
P. O. Box 216,
Shinjuku Mitsui Bldg.
2-1, Nishi-Shinjuku, Shinjuku-ku, Tokyo,
Japan
Tel: (03) 346-5311



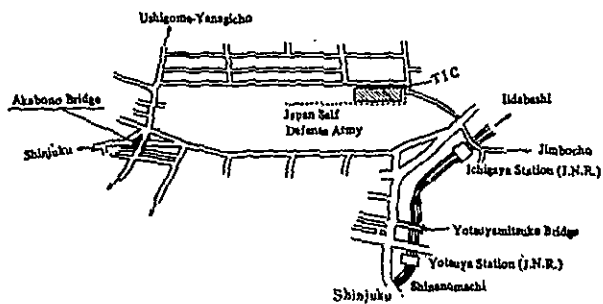
TOKYO INTERNATIONAL CENTRE

Accommodation and Facilities:

265 single rooms and 7 twin or triple rooms. Private and public showers. Cafeteria. 12 lecture rooms, and library. Auditorium. Lounge, lobby, recreation room and sports-room. Barber's shop and laundry.

Address: No 42-11, Honmura-cho, Ichigaya, Shinjuku-ku, Tokyo

TEL: 03 (267) 2311



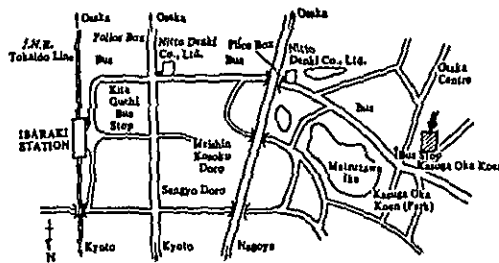
OSAKA INTERNATIONAL TRAINING CENTRE

Accommodation and facilities:

62 single rooms and 4 twin rooms. Private and public showers. Cafeteria. Lounge and lobby. 3 lecture rooms, language laboratories, and audio-visual room.

Address: No. 1-28, 5-chome, Minami-Kasugaoka,
Ibaraki-shi, Osaka-Fu.

TEL: (0726) (23) 0631-5



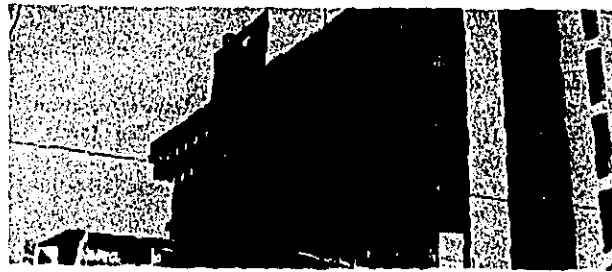
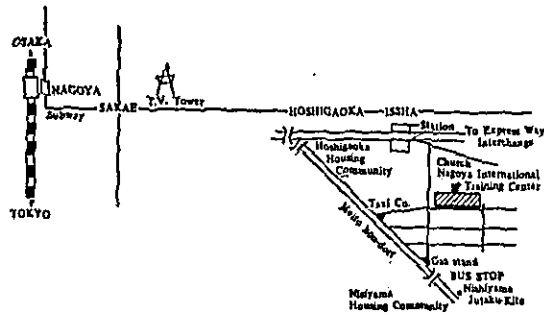
NAGOYA INTERNATIONAL TRAINING CENTRE

Accommodation and facilities:

92 single rooms, 4 twin rooms with shower, cafeteria,
lecture rooms, library and lobby.

Address: 2-73, Kamenoji, Chikusa-ku, Nagoya

TEL: (052) (702) 1391



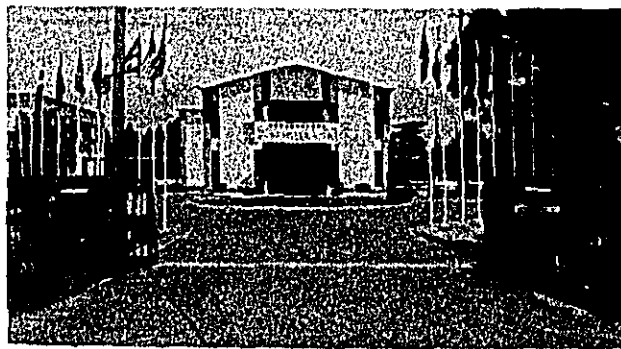
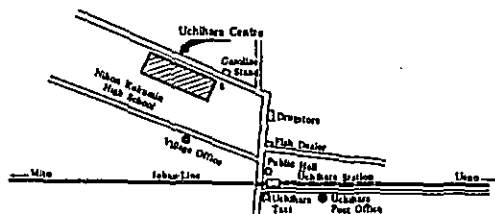
UCHIHARA INTERNATIONAL AGRI-CULTURAL TRAINING CENTRE

Accommodation and Facilities:

54 single rooms. Public shower. Cafeteria. Lecture rooms, laboratory, green house and training farms. Machinery work-shop, engine-study room.

Address: No. 1397, Uchihara, Uchihara-cho,
Higashi-Ibaraki-gun, Ibaraki-ken

TEL: (0292) (59) 2111



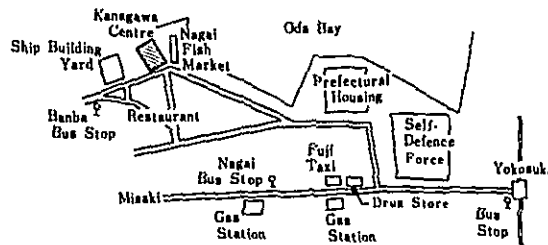
KANAGAWA INTERNATIONAL FISHERIES TRAINING CENTRE

Accommodation and Facilities:

33 single rooms. Public shower. Cafeteria. Lecture rooms and library. Auditorium and exhibition hall. Lounge and lobby. Practice rooms. 3 fishing boats

Address: No. 4500, Aza-Banba, Nagai-machi, Yokosuka-shi, Kanagawa-ken

Tel: (0468) 57-2251



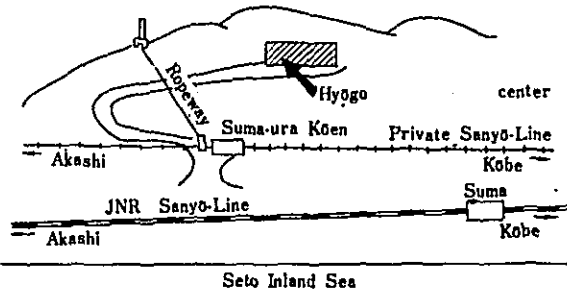
HYOGO INTERNATIONAL CENTRE

Accommodation and Facilities:

66 single rooms with bath. 4 twin rooms. Cafeteria. 4 lecture rooms, auditorium and lobby.

Address: No. 4-8-61, Ichinotani-machi, Suma-ku, Kobe-shi, Hyogo-ken

Tel: (078) 734-5171



Appendix 3

List of Banks Appointed by JICA

1. For participants staying at Tokyo International Centre and other accommodations in Tokyo area:
Ichigaya Branch, Sumitomo Bank
2. For participants staying at Osaka International Training Centre:
Ibaraki Branch, Daiwa Bank
3. For participants staying at Nagoya International Training Centre:
Nagoya Branch, Kyowa Bank
4. For participants staying at Uchihara Agricultural International Training Centre:
Mito Branch, Fuji Bank
5. For participants staying at Kanagawa International Fisheries Training Centre:
Yokosuka Branch, Kyowa Bank
6. For participants staying at Hyogo International Centre:
Kobe Branch, Tokyo Bank

Appendix 4

NATIONAL HOLIDAYS

January 1	New Year's Day
January 15	Adult's Day
February 11	Commemoration Day of the Founding of the Nation
March 21	Vernal Equinox Day
April 29	Emperor's Birthday
May 3	Constitution Day
May 5	Children's Day
September 15	Respect-for-the-Aged Day
September 24	Autumnal Equinox Day
October 10	Health-Sports Day
November 3	Culture Day
November 23	Labour Thanksgiving Day

In case National holidays happen to fall on Sundays, the following Mondays come to be substituted holidays.

Appendix 5

POSTAL CHARGE

1. Postage Rates of Foreign Mail

1) Air Mail		(in Yen)		
Zone	Asia and others	North America and others	Europe, Africa, Middle East, and others	
Letter				
Up to 10 grammes	60	80	100	
Each additional 10 grammes or fraction thereof	50	70	90	
Post card	35	45	55	
Printed Matter				
Up to 20 grammes	40	50	60	
Each additional 20 grammes or fraction thereof	30	40	50	
Small Packet				
Up to 80 grammes	130	170	210	
Each additional 20 grammes or fraction thereof	30	40	50	
(2) Sea Mail (All areas)		(in Yen)		
Letter				
Up to 20 grammes		50 (30)		

* Postal charges in parentheses are limited to the member nations of the Asian-Oceanic Postal Union (Australia, Korea, Laos, Philippines, Thailand, Indonesia and Newzealand).

Up to 50 grammes	90 (60)
Up to 100 grammes	120 (80)
Printed Matter	
Up to 20 grammes	30
Up to 50 grammes	40
Up to 100 grammes	55
Up to 250 grammes	90
Up to 500 grammes	145
Small Packet	
Up to 100 grammes	60
Up to 250 grammes	100
Up to 500 grammes	170

2. Postage Rates of Domestic Mail

(in Yen)		
Letter	Up to 25 grammes	20
	Up to 50 grammes	25
Post card		10
Non-Standard Sized Letter	Up to 50 grammes	40
	Up to 100 grammes	55
	Up to 150 grammes	70
	Up to 200 grammes	85
	Up to 300 grammes	115
Express mail	70 yen (up to 200 grammes) or 100 yen (up to 1,000 grammes) extra in addition to the ordinary postage.	
Special Mails	Registration for valuable or important mail, insurance and express delivery are available at extra fees.	

Appendix 6.

OVERSEAS TELEGRAPH CHARGE

(in yen per word)

Area:	Country:	Fare:	Area:	Country:	Fare:
ASIA	Afghanistan	164	AMERICA	Colombia	240
	Burma	116		Costa Rica	226
	Hong Kong	68		Cuba	206*
	India	132		Dominica	288*
	Indonesia	102		Ecuador	240*
	Iran	118		El Salvador	230
	Iraq	150		Honduras	226
	Israel	168		Mexico	180
	Jordan	160		Nicaragua	230
	Korea (South)	40		Panama	226
	Khmer	116		Paraguay	222
	Kuwait	160		Peru	222
	Laos	116		Uruguay	248*
	Lebanon	146		Venezuela	294
	Malaysia			Algeria	192
	Malaya	118		Cent. Africa	258
	Sabah	152		Congo	258
	Sarawak	158		Zaire	242
	Nepal	132		Ethiopia	176
	Pakistan	132		Ghana	330*
Philippines		Kenya	288		
(Manila)	70*	Libya	192		
Saudi Arabia	160*	Mauritius	300		
Singapore	118	Morocco	214		
Sri Lanka	144	Niger	222		
Syria	148	Nigeria	330		
Thailand	90	Rhodesia	234		
South		Ruwanda	260		
Viet-Nam	116	Sudan	198		
AMERICA	Argentina	202	Tanzania	288	
Bolivia	276*	Uganda	288		
Brazil	190	Arab			
Chile	222	Republic of			
		Egypt	176		

(*To the capital. Other places in the same country may be slightly higher.)

Appendix 7

CURRENCY EXCHANGE RATES

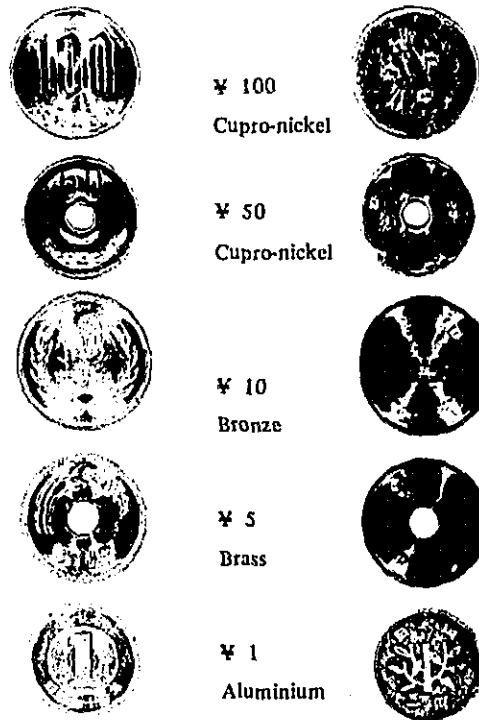
Country	Unit	Value in Yen*
Afghanistan	Afghani	6.67
Argentina	Peso	10.00
Bangladesh	Taka	26.32
Bolivia	Peso Boliviano	15.00
Brazil	Cruzeiro	37.83
Burma	Kyat	48.08
Chile	Escudo	0.07
Colombia	Peso	9.92
Costa Rica	Colon	35.01
Dominica	Peso	300.00
Ecuador	Sucre	12.00
Egypt	Pound	508.47
El Salvador	Colon	120.00
Ethiopia	Dollar	144.93
Ghana	New Cedi	260.87
Guatemala	Quetzal	300.00
Haiti	Gourde	60.00
Honduras	Lempira	150.00
India	Rupee	41.61
Indonesia	Rupiah	0.72
Iran	Rial	4.51
Iraq	Dinar	1000.00
Israel	Pound	49.02
Jordan	Dinar	937.50
Kenya	Shilling	42.02
Khmer	Riel	0.18
Korea	Won	0.62

Country	Unit	Value in Yen*
Kuwait	Dinar	1000.00
Laos	Kip	0.40
Lebanon	Pound	134.53
Libya	Dinar	1000.00
Malaysia	Dollar	118.11
Mexico	Peso	24.00
Morocco	Dirham	71.60
Nepal	Rupce	28.41
Nicaragua	Cordoba	42.86
Nigeria	Naira	454.55
Pakistan	Rupce	30.30
Panama	Balboa	300.00
Paraguay	Guarani	2.43
Peru	Sol	7.75
Philippines	Peso	42.98
Saudi Arabia	Riyal	84.51
Singapore	Dollar	118.11
Sri Lanka	Rupce	50.59
Syria	Pound	83.33
Tanzania	Shilling	42.02
Thailand	Baht or Tical	15.00
Tunisia	Dinar	681.82
Turkey	Lira or T. Pound	21.43
Uganda	Shilling	42.02
Uruguay	Peso	0.13
Venezuela	Bolívar	70.09
Viet Nam (South)	Piastre	0.40

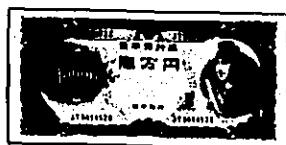
This list shows exchange rates as of June, 1975. But since Japan adopts floating rate system, the rate in the list is changeable.

Appendix 8

COINS AND NOTES IN CIRCULATION



(Also, ¥50 & ¥5 coins with older-type designs are still in circulation.)



¥ 10,000



¥ 5,000



¥ 1,000



¥ 500



¥ 100

Appendix 9

DIPLOMATIC MISSIONS IN JAPAN

Embassies (As of April 1, 1973)		
Country	Name and Address	Telephone
Afghanistan:	Royal Afghan Embassy Japan Room No. 503, Olympia Annex Bldg., 31-21, 6-chome, Jingumae, Shibuya-ku	400-7912 407-7900
Algeria:	Embassy of the Democratic and Popular Republic of Algeria in Japan Shibusawa Bldg., 1-21, Shiba-Koen, Minato-ku	431-7481/3
Argentina:	Embassy of the Argentina Republic in Japan House Chiyoda, Nagata-cho, 2-17-8, Chiyoda-ku	581-0321/3
Arab Republic of Egypt:	Embassy of the Arab Republic of Egypt in Japan 5-4, 1-chome, Aobadai, Meguro-ku	463-4564/5
Bangladesh:	Embassy of Bangladesh in Japan 9-15-1-chome, Minami Aoyama, Minato-ku	408-2233
Bolivia:	Embassy of the Republic of Bolivia in Japan House Daini, 13-9, Oi 7-chome, Shinagawa-ku	772-7294
Brazil:	Embassy of the Federative Republic of Brazil in Japan 3, 4th Fl., Aoyama Daiichi Mansion, 4-14, 8-chome, Akasaka, Minato-ku	404-5211

Burma:	Embassy of the Union of Burma in Japan 8-26, 4-chome, Kitashinagawa, Shinagawa-ku	441-9291/2
Central Africa:	Embassy of Central African Republic 11-43, 8-chome, Akasaka, Minato-ku	404-4650/9
Chile:	Embassy of the Republic of Chile in Japan 14-2, Shoto 1-chome, Shibuya-ku	467-7954
Colombia:	Embassy of Colombia in Japan 9-10, 5-chome, Minamiaoyama, Minato-ku	409-4289
Costa Rica:	Embassy of the Republic of Costa Rica in Japan 11-17, Nanpeidai, Shibuya-ku	461-6345
Cuba:	Embassy of the Republic of Cuba in Japan 6-2, Hiroo 2-chome, Shibuya-ku	409-6861
Dominican Republic:	Embassy of the Dominican Republic in Japan 2-28, 3-chome, Shiroganedai, Minato-ku	442-6137
Ecuador:	Embassy of Ecuador in Japan Room No. 101, Azabu Sky Mansion, 19-13, 3-chome, Minamiazabu, Minato-ku	442-6008
El Salvador:	Embassy of El Salvador in Japan Room No. 1019, Yurakucho Bldg., 10-1, 1-chome, Yuraku-cho, Chiyoda-ku	211-1587/9
Ethiopia:	Imperial Ethiopian Embassy in Japan 2-13, 8-chome, Akasaka, Minato-ku	401-3679 401-1705

Gabon:	Embassy of the Republic of Gabon in Japan 2-16-2, Hiroo, Shibuya-ku	409-5119
Ghana:	Embassy of the Republic of Ghana in Japan 15-2, 5-chome, Higashigotanda, Shinagawa-ku	445-4301/3
Guatemala:	Embassy of Guatemala in Japan 17-1, 1-chome, Shoto, Shibuya-ku	467-7276
Guinea:	Embassy of the Republic of Guinea in Japan 11-28, 1-chome, Nagata-cho, Chiyoda-ku	581-1880
Honduras:	Embassy of the Republic of Honduras in Japan 2-25, 4-chome, Minamiazabu, Minato-ku	443-8379
India:	Embassy of India In Japan 2-11, 2-chome, Kudanminami, Chiyoda-ku	262-2391/8
Indonesia:	Embassy of the Republic of Indonesia in Japan 2-9, 5-chome, Higashigotanda, Shinagawa-ku	441-4201/7
Iran:	Imperial Iranian Embassy in Japan 10-32, 3-chome, Minamiazabu, Minato-ku	473-4237/9
Iraq:	Embassy of the Republic of Iraq in Japan 1 and 5, Green leaves hill, 17-12, Sarugaku-cho, Shibuya-ku	464-6069
Israel:	Embassy of Israel in Japan 3, Niban-cho, Chiyoda-ku	264-0911/6

Ivory Coast: Embassy of the Republic of Ivory Coast in Japan 402-8371/3
 2nd Fl., Aoyama Tower Bldg.,
 24-15, 2-chome, Minamiaoyama, Minato-ku

Jordan: Embassy of the Hashemite Kingdom of Jordan in Japan 580-3036
 4A & 4B, Chiyoda House, 17-8,
 Nagata-cho 2-chome, Chiyoda-ku

Korea: Embassy of the Republic of Korea in Japan 452-7611
 2-5, 1-chome, Minamiazabu,
 Minato-ku

Khmer: Embassy of the Khmer Republic in Japan 401-0191/2
 401-6693
 6-9, 8-chome, Akasaka,
 Minato-ku

Kuwait: Embassy of the State of Kuwait in Japan 455-0361/3
 13-12, Mita 4-chome, Minato-ku

Laos: Royal Embassy of Laos in Japan 408-1166/7
 3-21, 3-chome, Nishiazabu,
 Minato-ku

Lebanon: Embassy of Lebanon in Japan 583-4248
 Room No. 95, Azabu Tokyu Apt.,
 47, Mamlana-cho, Azabu, Minato-ku

Liberia: Embassy of the Republic of Liberia in Japan 499-2451/3
 Odakyu Fudosan Minamiaoyama
 Bldg., 8-1, Minamiaoyama 7-chome,
 Minato-ku

Libya: Embassy of the Libyan Arab Republic in Japan 410-3261/2
 36-21, 5-chome, Shimouma,
 Setagaya-ku

Malaysia:	Embassy of Malaysia in Japan 20-16, Nanpeidai-cho, Shibuya-ku	463-0241/5
Mexico:	Embassy of United Mexican States in Japan 15-1, 2-chome, Nagata-cho, Chiyoda-ku	581-1131/5
Morocco:	Embassy of the Kingdom of Morocco in Japan Silver Kingdom Mansion 5th FL. & 6th FL., 16-3, Sendagaya 3-chome, Shibuya-ku	478-3271
Nepal:	Royal Nepalese Embassy in Japan 17-1, 5-chome, Higashi Gotanda, Shinagawa-ku	444-7303 444-7305
Nicaragua:	Embassy of Nicaragua in Japan 2-3, Roppongi 4-chome, Minato-ku	401-8677
Nigeria:	Embassy of the Federal Republic of Nigeria in Japan 19-7, 2-chome, Uehara, Shibuya-ku	468-5531/2
Pakistan:	Embassy of the Islamic Repub- lic of Pakistan in Japan 6, 7, 8th Fl., Kobayashi Bldg., 1-15, Shiba 3-chome, Minato-ku	454-4862/4
Panama:	Embassy of the Republic of Panama in Japan 8-6, Minamiazabu 3-chome, Minato-ku	444-2281/2
Paraguay:	Embassy of Paraguay in Japan 6-29, 2-chome, Hiroo, Shibuya-ku	407-3861
Peru:	Embassy of Peru in Japan 4-27, Higashi 4-chome, Shibuya-ku	406-4240

Madagascar: Embassy of the Malagasy Republic in Japan 446-7252/3
 3-23, 2-chome, Motoazabu, Minato-ku

Philippines: Embassy of the Philippines in Japan 583-4101/7
 6-15, 5-chome, Roppongi, Minato-ku

Qatar: Embassy of the State of Qatar in Japan 446-7561/3
 Hiroo Towers, 1-12, Minamiazabu 4-chome, Minato-ku

Saudi Arabia: Royal Embassy of Saudi Arabia in Japan 408-5158
 4-18, Moto-Azabu 3-chome, Minato-ku 408-5159
 404-6411

Singapore: Embassy of the Republic of Singapore in Japan 581-9631/3
 Room No. 1518, Kasumigaseki Bldg, 3-2-5, Kasumigaseki, Chiyoda-ku

Sri Lanka: Embassy of the Republic of Sri Lanka in Japan 585-7431/2
 1-14-1, Akasaka, Minato-ku

South Viet Nam: Embassy of the Republic of South Viet Nam in Japan 466-3311/5
 50-11, Motoyoyogi-cho, Shibuya-ku

Sudan: Embassy of the Democratic Republic of the Sudan in Japan 406-0811
 Yada Mansion, 6-20, Minamiaoyama 6-chome, Minato-ku

Tanzania: Embassy of the United Republic of Tanzania in Japan 425-4531/2
 21-9, 4-chome, Kamiyoga Setagaya-ku

Thailand:	Royal Thai Embassy in Japan 14-6, 3-chome, Kamiohsaki, Shinagawa-ku	442-6750 441-7352
the Mongolian People's Republic:	Embassy of the Mongolian People's Republic in Japan Shoto Pine crest Mansion, 21-4, Kamiyama-cho, Shibuya-ku	469-2088
the United Arab Emirates:	Embassy of the United Arab Emirates in Japan 7th Fl., Kotsu Anzen Kyoiku centre Bldg., 24-20, Nishiazabu 3-chome, Minato-ku	478-0650, 0659
Turkey:	Embassy of the Republic of Turkey in Japan 5th Fl., Yashika Bldg., 27-8 Jingumae 6-chome, Shibuya-ku	499-1041/3
Uganda:	Embassy of the Republic of Uganda in Japan 2-2, Shoto 2-chome, Shibuya-ku	469-3641/3
Uruguay:	Embassy of Uruguay in Japan Room No. 403, Akasakahaitu 5-26, 9-chome, Akasaka, Minato-ku	403-4725
Venezuela:	Embassy of Venezuela in Japan 11-23, 3-chome, Minamiazabu, Minato-ku	444-2447 444-7551/2
Yemen:	Embassy of the People's Democratic Republic of Yemen in Japan 12-12, Akasaka 8-chome, Minato-ku	402-6688
Zaire:	Embassy of the Republic of Zaire in Japan 5th Fl., Odakyu Minamiaoyama Bldg. 8-1, Minamiaoyama 7-chome, Minato-ku	406-4981

Consulates

Tonga: Honorary Consulate-General of 502-2371
the Kingdom of Tonga in ext. (246)
Tokyo
3rd Fl., Senpaku Shinko Bldg.,
35, Shiba Kotohira-cho, Minato-ku

Nauru: Consulate of the Republic of 403-9481
Nauru in Tokyo
10-22, Akasaka 8-chome, Minato-ku

Other representatives:

U.N.I.C.	United Nation Information Center 4-2 chome, Otemachi, Chiyoda-ku, Room No.450, Otemachi, Bldg.	211-1026/9
I.L.O.	International Labour Organization Tokyo Branch Office Room 2301, International Trade Center Bldg. 2-4-1, Hamamatsu-cho, Minato-ku	436-4461/3
Philippines:	Philippines Reparations Mission 11-24, Nampeidai, Shibuya-ku	463-4241/7
I.B.R.D.	Tokyo Office of the International Bank for reconstruction and International Development Association Room No. 908, Kokusai Bldg., 1-1-3 chome, Marunouchi, Chiyoda-ku	214-5001
A.P.O.	Asian Productivity Organization Room 102, Aoyama-Daichi Mansion 14-4, 8-chome, Akasaka, Minato-ku	408-7221

Appendix 10

**JAPANESE AND WESTERN
CALENDARS**

Meiji	1	1868	Meiji	26	1893
	2	1869		27	1894
	3	1870		28	1895
	4	1871		29	1896
	5	1872		30	1897
	6	1873		31	1898
	7	1874		32	1899
	8	1875		33	1900
	9	1876		34	1901
	10	1877		35	1902
	11	1878		36	1903
	12	1879		37	1904
	13	1880		38	1905
	14	1881		39	1906
	15	1882		40	1907
	16	1883		41	1908
	17	1884		42	1909
	18	1885		43	1910
	19	1886		44	1911
	20	1887		45 (Taisho 1)	1912
	21	1888	Taisho	2	1913
	22	1889		3	1914
	23	1890		4	1915
	24	1891		5	1916
	25	1892		6	1917

Taisho	7	1918	23	1948	
	8	1919	24	1949	
	9	1920	25	1950	
	10	1921	26	1951	
	11	1922	27	1952	
	12	1923	28	1953	
	13	1924	29	1954	
	14	1925	30	1955	
		15 (Showa 1)	1926	31	1956
	Showa	2	1927	32	1957
		3	1928	33	1958
		4	1929	34	1959
		5	1930	35	1960
		6	1931	36	1961
7		1932	37	1962	
8		1933	38	1963	
9		1934	39	1964	
10		1935	40	1965	
11		1936	41	1966	
12		1937	42	1967	
13		1938	43	1968	
14		1939	44	1969	
15	1940	45	1970		
16	1941	46	1971		
17	1942	47	1972		
18	1943	48	1973		
19	1944	49	1974		
20	1945	50	1975		
21	1946	51	1976		
22	1947				

Appendix 11

TEMPERATURE, RELATIVE HUMIDITY
& PRECIPITATION

Month	Sap- poro	Sen- dai	Nii- gata	Tokyo	Nago- ya	Osaka	Hiro- shima	Taka- matsu	Fuku- oka
Monthly mean temperature (C°)									
Jan.	- 5.5	0.1	1.7	3.7	2.9	4.5	4.2	4.8	5.1
Feb.	- 4.7	0.6	1.8	4.3	3.6	4.9	4.7	5.4	5.7
Mar.	- 1.0	3.5	4.8	7.6	7.1	8.0	7.6	7.9	8.7
Apr.	5.7	9.0	10.2	13.1	12.7	13.6	12.7	12.8	13.5
May	11.3	13.9	15.3	17.6	17.5	18.3	17.1	17.1	17.8
June	15.5	17.8	19.9	21.1	21.5	22.3	21.0	21.6	21.7
July	20.0	22.0	24.1	25.1	25.7	26.6	25.4	25.9	26.3
Aug.	21.7	23.8	25.8	26.4	26.6	27.8	26.6	26.6	26.8
Sep.	16.8	19.8	21.4	22.8	22.7	23.7	22.7	22.5	22.8
Oct.	10.4	13.8	15.5	16.7	16.5	17.4	16.7	16.6	16.9
Nov.	3.6	8.2	9.8	11.3	10.9	11.9	11.5	12.0	12.2
Dec.	- 2.6	2.9	4.7	6.1	5.6	7.0	6.9	7.5	7.6
Monthly mean relative humidity (%)									
Jan.	76	72	77	60	73	69	72	70	70
Feb.	75	80	76	60	70	69	71	71	71
Mar.	73	68	72	63	69	69	71	73	72
Apr.	69	68	71	68	71	69	72	75	75
May	72	75	75	73	74	70	75	78	77
June	78	83	79	79	79	74	80	79	80
July	82	87	82	80	81	76	82	83	81
Aug.	82	85	80	79	80	74	79	82	81
Sep.	80	82	79	79	82	76	80	83	82
Oct.	77	78	77	77	79	75	76	80	78
Nov.	74	74	76	71	76	75	75	77	76
Dec.	75	74	77	65	75	72	73	72	73
Monthly total precipitation (mm)									
Jan.	111	37	194	48	49	43	45	54	69
Feb.	83	44	126	73	64	58	70	60	73
Mar.	67	62	121	101	100	96	106	81	98
Apr.	66	95	104	135	137	127	158	98	129
May	59	100	95	131	145	122	154	120	127
June	65	155	127	182	204	193	249	163	270
July	100	167	193	146	178	177	250	197	253
Aug.	107	136	107	147	155	118	116	98	171
Sep.	145	191	177	217	212	171	216	185	244
Oct.	113	133	165	220	160	122	115	87	102
Nov.	112	61	171	101	86	81	67	62	80
Dec.	104	50	264	61	57	52	51	37	78

Appendix 12. Literature-Shipping Allowance by Country

Region	Literature-Shipping Allowance	Country
1	3,800 yen	Korea, Philippines, Hong Kong
2	6,000 yen	Viet Nam, Laos, Khmer, Thailand, Burma, Malaysia, Singapore, India, Pakistan, Nepal, Sri Lanka, Indonesia, Bangladesh, Afghanistan, Brunei
3	9,000 yen	Iran, Iraq, Saudi Arabia, Jordan, Turkey, Yemen, Kuwait, Israel, Lebanon, Syria, Cyprus, Aden, and the other Middle East countries, the other European countries, New Zealand, Fiji and the other Oceanian countries
4	14,000 yen	Arab Republic of Egypt, Libya, Algeria, Tunisia, Tanzania, Ethiopia, Ghana, Senegal, Zambia, and the other African countries
5	25,000 yen	Argentina, Chile, Uruguay, Peru, Ecuador, Venezuela, Panama, Mexico, Guatemala, Honduras, Guyana and the other Latin American (Middle and South American) countries

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