

INDIVIDUAL NOTE		
お ぼ え		
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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		

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国際協力事業団研修事業部

## 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, 1974

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) 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.

In addition to the above-mentioned duties, this department implements the training programme for the participants who come to Japan under the reparation programme of the Japanese Government.

### **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. Accommodation**

As a participant you are required to stay at the accommodation 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 a 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 to stay for you.

### **4. 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.

**5. 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.

**6. Training Co-ordinator**

A training co-ordinator 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.

**7. 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.

**8. Outfit Allowance**

JICA will pay you an Outfit Allowance, amount of which varies according to the duration of your stay in

Japan as specified below:

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

(The allowance will be paid in the afternoon of the day following your arrival. It is to be spent for purchasing necessary materials which the change in location may make necessary.) In addition to the above, JICA will pay a winter allowance of 10,000 yen to those who stay in Japan for more than one calendar month during the period from the 1st of December to the end of February.

#### 9. Living and Travel Allowances

JICA will pay you living and travel allowances in accordance with the following regulations.

We believe from previous experience that these sums are adequate to cover your normal requirements. Some participants attempt to make sacrifices and save on their allowance.

However, you should live comfortably so that your entire physical and mental faculties can be devoted to your training programme.

We do not impose any specific instruction or regulation as to how you spend your allowance. This is your own responsibility.

We also suggest you to exercise caution in the safekeeping of your money.

- 1) For participants staying at JICA's training centres.
  - a) You will be paid at the rate of 2,400 yen per diem as your living allowance. However, there is no cost to them for room and breakfast charges as the cost is covered by JICA.
  - b) Travel allowance will be paid at the rate of 3,400 yen per night in addition to living allowance for officially arranged study tours, the distance of which is more than 30 km one way.
- 2) For participants staying at accommodations other than JICA training centres.
  - a) You will be paid the necessary amount to cover room and breakfast charges. In addition to this, you will be paid at the rate of 2,400 yen per diem for lunch, dinner and other daily requirements. Therefore, the total amount of living allowance paid will be fixed on a case by case basis depending upon accommodations.
  - b) For participants who receive living allowance at the rate of 5,800 yen or more per diem, travel allowance will not be paid for study

tours, and those who have received living allowance more than 5,800 yen per diem shall reimburse the amount in excess.

- 3) Participants who stay at JICA's training centres during tours shall pay the room and breakfast charges to the said training centres.
- 4) Travel allowance will not be paid to participants staying at one place for a period of eleven nights or more for study tour. However, living allowance will be paid in accordance with lodging place.
- 5) In case the fare for a commutation ticket is more than 2,000 yen per month, the amount in excess will be borne by JICA.

The system of payment for your living allowance is as follows:

- 1) Your living allowance will be deposited, as a rule, to the bank appointed by JICA (Shown in Appendix 3) on the sixth of the every other months. However, the initial payment will be made directly to you in cash by JICA's cashier on the following day of your arrival.
- 2) As for procedure of opening your account ( = living allowance) with the bank, you are required to fill out a form of application provided by the

bank immediately upon your arrival in Japan and then you are registered formally as a bank depositor.

- 3) When you wish to draw out a certain amount of money in cash from your account as you need, it is available at any time during office hours.

In the following case, part of your living allowance must be reimbursed to the JICA through your training officer or your training co-ordinator.

When you leave Japan prior to the maturity of your programme of training, the living allowance for the remaining days should be reimbursed.

#### **10. Book Allowance**

JICA will pay you Book Allowance, the amount of which varies according to the duration of your training as specified below:

Less than six calendar months .....¥ 5,000  
More than six calendar months .....¥10,000

The allowance is to be spent for purchasing technical books and literatures necessary for your training.

#### **11. 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.

#### **12. Medical Benefits**

Your training officer will give you an 'Identification Card' concerning medical care. You must 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 training

co-ordinator, 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.

#### **13. 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.

#### **14. 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 International Training Centres as well as other centres of JICA and your applica-

tions 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.

#### **15. Study Tours**

Most probably your training programme includes study tours of various parts of the country. They are necessary to gain fresh knowledge about Japan as well as technical matters which are helpful to comprehend the training itself.

Necessary arrangements for the tours are made by JICA's training officer in charge. In this connection, your cooperation is required in following the travel schedule closely since any change of it lead to complications and delays in many regards.

Particularly, when your study tours are undertaken in a group, it will be hardly possible to change the schedule on individual requests.

JICA will pay you the travel expenses to cover transportation fare between points on your schedule.

#### **16. 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 training co-ordinator. All the reports should be typed or written in black ink so that JICA can make copies of them, when necessary.

## **17. 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.

#### **18. Certificate**

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

#### **19. Recreations**

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. 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 training co-ordinator.

#### **21. Preparation for Leaving**

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

##### **1) By Air**

##### **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 coincides with the termination date of your training period specified in the "INFORMATION" for each Group Training Course or Seminar.

In case you have participated in an individual 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 no flight is 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's travel agent, or your training officer or coordinator.

In case your training period is two months or less, the flight arrangement for your departure will be made immediately following your arrival in Japan.

c) Stopover en route change

In general, you are required to fly directly home. However, if you would like to change your flight route or stopover en route on your personal reason, you should submit the designated form to the Director of the Training Affairs Dept. with the approval of your Government.

d) Postponement of departure

In case you wish to delay by several days your departure date designated by JICA, for some reason, you are required to submit a letter of request to JICA for approval in a described form.

Incidental expenses incurred owing to the delay should be borne by you. In case you wish to postpone your departure for a period exceeding one week, you are required to take other steps as directed by JICA.

e) Adjustment of living allowance

If your departure date is altered owing to flight schedule or training programme after you have received your final living allowance in accordance with regulations, the account of your allowance will be adjusted.

f) Free baggage to which you are entitled as an economy class passenger is limited to 20 kilogrammes.

g) JICA will pay you an allowance for your unaccompanied baggage equivalent to 10 kilogrammes for your textbooks, studies' reference materials, etc., at the settled rate of annual budget of JICA.

h) On your leaving day from Japan, you will be taken to the airport by a travel agent designated by JICA..

i) For your customs clearance at the airport, you are required to carry with you the Alien Registration Card.

2) Vaccination

Before your departure you may be vaccinated or revaccinated according to the instruction of your training officer.

**22. 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.

### **23. 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.



#### **IV. SOME INFORMATION AND SUGGESTIONS**

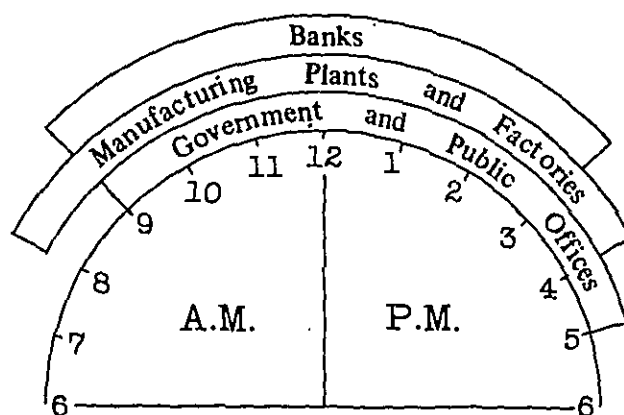
##### **1. Daily Transportation**

While many of the group training courses and seminars are conducted at JICA's international centres, some of them as well as practically every course of individual training take place at certain other training institutions, which you may have to attend everyday. If such is your case, you are expected to pay for your own transportation. Networks of public transportation services (train, subway and bus) are well developed in large cities, such as Tokyo, Osaka and Nagoya, and to find out the most convenient route will be important not only for economizing transportation expenses but also for saving time. If you are to commute the same place for more than one month, it is always wise to purchase a commutation ticket (TEIKIKEN in Japanese) that is available at a considerably reduced price for periods of 30 days or longer.

##### **2. 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.

### 3. 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.

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

#### **4. 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.

#### **5. 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.

If you want to make a long distance call from Tokyo by a booth-type public telephone, dial 100 first and tell the operator the number you wish to call. But if you have to use a "red" public telephone, you should ask the shopkeeper to get the number for you and pay for the charge to him after you have finished the 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.

#### **6. 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.

#### **7. 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.

#### **8. 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 1973, 14,574 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	 <p>A Green Light or Letters of "PROCEED"</p>	<ol style="list-style-type: none"> <li>1) Walkers can proceed.</li> <li>2) Vehicles (cars, motorcycles, trolley buses, street cars) can go straight or turn to the right and left.</li> <li>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.</li> </ol>
Attention	 <p>A Yellow Light or Letters of "ATTENTION"</p>	<ol style="list-style-type: none"> <li>1) Walkers should not start crossing. Those, who are on their way to cross, must go over the crossing promptly, otherwise turnback immediately.</li> <li>2) Vehicles ought to stop just before an intersection (the same at a walker's crossing or a railway crossing).</li> <li>3) Vehicles must stop just before a traffic signal, excepting at an intersection and a railway crossing.</li> </ol>
Stop	 <p>A Red Light or Letters of "STOP"</p>	<ol style="list-style-type: none"> <li>1) Walkers must not cross.</li> <li>2) Vehicles ought to stop just before an intersection, a pedestrians' crossing and a railway crossing.</li> <li>3) Cars and automobiles can go forward on.</li> </ol>



Varieties of Signals	Ways of Indication	Meanings of Signals
For Walkers Only		Walkers can proceed.
Proceed	 A Green Light	Flickering of a green light indicates the end of 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	<ol style="list-style-type: none"> <li>1) Walkers can proceed with care to other traffic.</li> <li>2) Vehicles ought to stop for a while just before an intersection and pedestrian's crossing.</li> </ol>

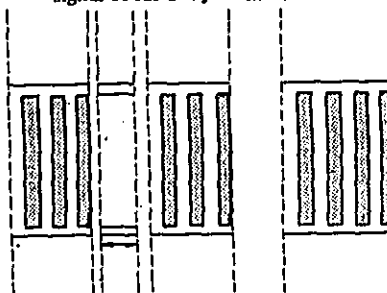
## Road Signs for Pedestrian

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.

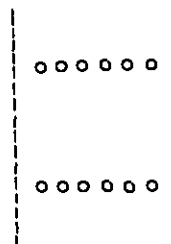


2. Close to an intersection equipped with a traffic signal.

PROHIBITED TO  
CROSS



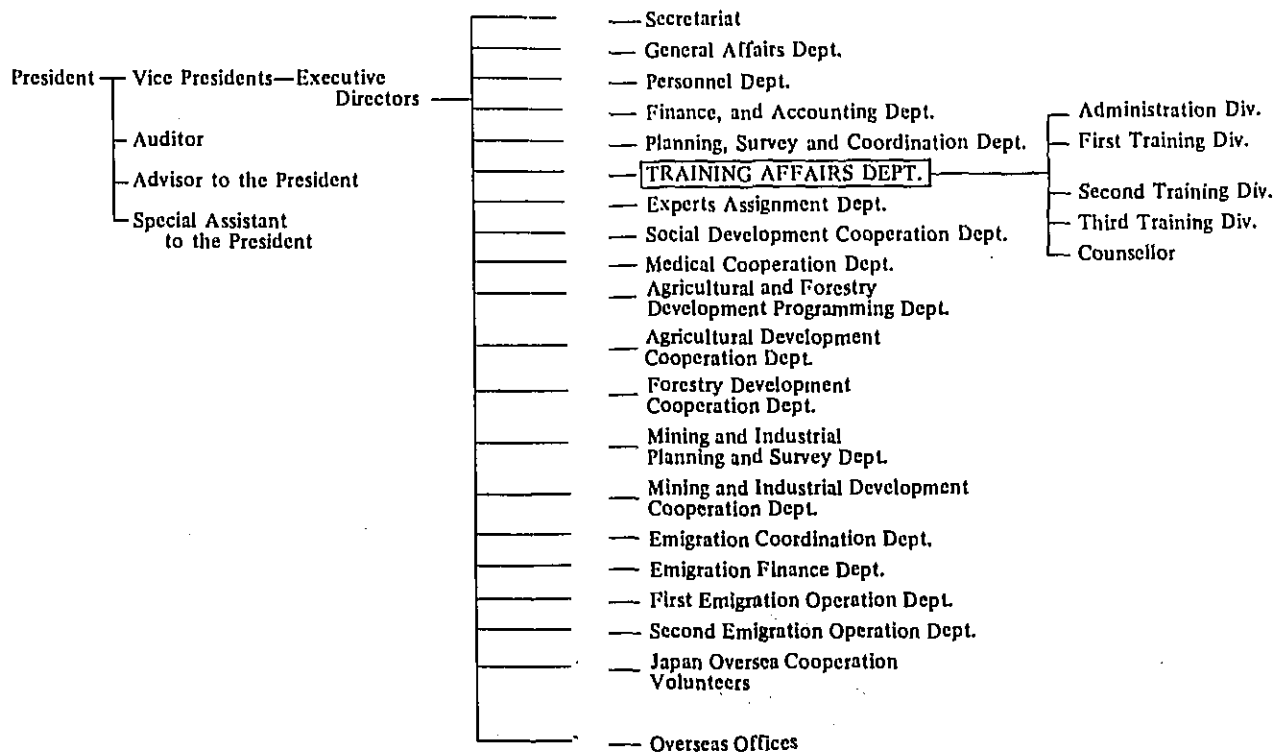
- 1) A painted one



- 2) A rivetted one and others

## Appendix 1

ORGANIZATION CHART OF O.T.C.A. (April, 1974)

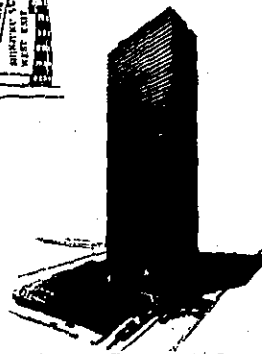


**JAPAN INTERNATIONAL COOPERATION  
AGENCY**

P. O. Box 216,  
Shinjuku Mitsui Bldg.

2-1, Nishi-Shinjuku, Shinjuku-ku, Tokyo,  
Japan

A hand-drawn map showing the location of the Shojan Millard home. A large black arrow points to a building labeled "Shojan Millard Home". Other buildings are labeled "N. 1st St.", "N. 2nd St.", "N. 3rd St.", "N. 4th St.", "N. 5th St.", "N. 6th St.", "N. 7th St.", "N. 8th St.", "N. 9th St.", "N. 10th St.", "N. 11th St.", "N. 12th St.", "N. 13th St.", "N. 14th St.", "N. 15th St.", "N. 16th St.", "N. 17th St.", "N. 18th St.", "N. 19th St.", "N. 20th St.", "N. 21st St.", "N. 22nd St.", "N. 23rd St.", "N. 24th St.", "N. 25th St.", "N. 26th St.", "N. 27th St.", "N. 28th St.", "N. 29th St.", "N. 30th St.", "N. 31st St.", "N. 32nd St.", "N. 33rd St.", "N. 34th St.", "N. 35th St.", "N. 36th St.", "N. 37th St.", "N. 38th St.", "N. 39th St.", "N. 40th St.", "N. 41st St.", "N. 42nd St.", "N. 43rd St.", "N. 44th St.", "N. 45th St.", "N. 46th St.", "N. 47th St.", "N. 48th St.", "N. 49th St.", "N. 50th St."



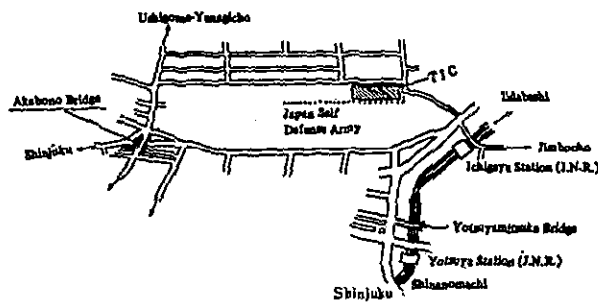
## TOKYO INTERNATIONAL CENTRE

### 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



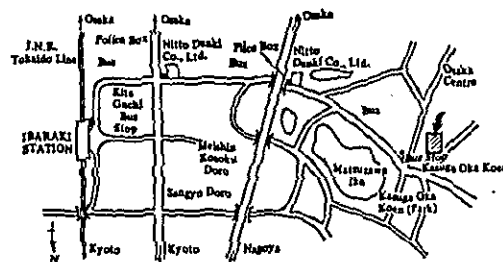
## OSAKA INTERNATIONAL TRAINING CENTRE

### 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



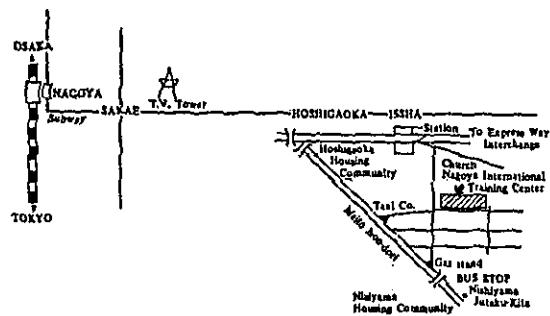
## NAGOYA INTERNATIONAL TRAINING CENTRE

### Accommodation and facilities:

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

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

TEL: (052) (702) 1391



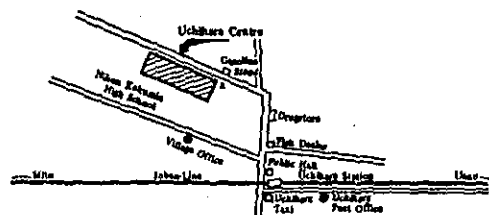
## UCHIHARA INTERNATIONAL AGRI- CULTURAL TRAINING CENTRE

### 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





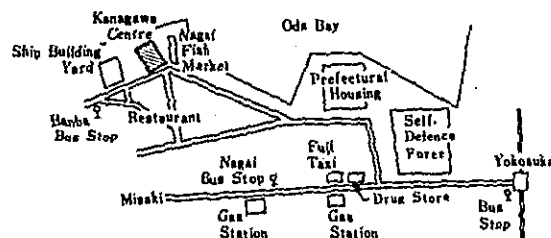
## KANAGAWA INTERNATIONAL FISHERIES TRAINING CENTRE

### 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



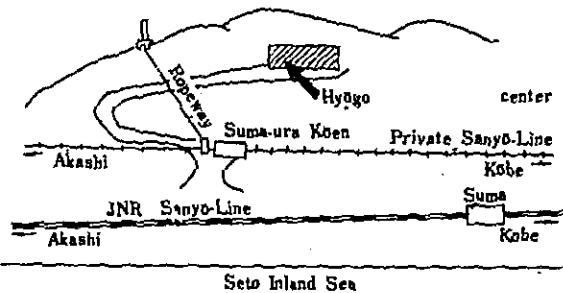
## HYOGO INTERNATIONAL CENTRE

### 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 23	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

Zone	East Asia	Central and North America	Middle East, Africa, South America and Europe
Letter (per 10 grammes fraction thereof)	¥ 60	¥ 90	¥ 100
Post card	35	45	55
Printed Matter (per 20 grammes or fraction thereof)	45	50	60
Small Packet Up to 80 grammes	130	170	210
Each additional 20 grammes or fraction thereof	30	40	50
Aerogram (Air letter)	All areas ¥ 50		

2) Sea Mail (All areas)

Letter	
Up to 20 grammes	¥ 50 (¥ 30)
Up to 50 grammes	90 (¥ 60)
Up to 100 grammes	120 (¥ 80)

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

Printed Matter	
Up to 50 grammes	40
From 50 grammes up to 100 grammes	55
From 100 grammes up to 250 grammes	90
Small Packet	100
Up to 250 grammes	
Each additional 50 grammes or fraction thereof	20

## 2. Domestic Mail

Letter	Up to 25 grammes	¥ 20
	Up to 50 grammes	25
Post card		10
Non- Standard Size Letter	Up to 200 grammes	85
	Up to 500 grammes	175
	Up to 1 kilogrammes	250
	Up to 2 kilogrammes	700
	Up to 3 kilogrammes	1200

Express mail ..... ¥70 (up to 200 grammes) or ¥100  
(from 201 grammes 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)					
<u>Area:</u>	<u>Country:</u>	<u>Fare:</u>	<u>Area:</u>	<u>Country:</u>	<u>Fare:</u>
ASIA	Afghanistan	164	AMERICA	Costa Rica	226
	Burma	116		Cuba	206*
	Hong Kong	68		Dominica	288*
	India	132		Ecuador	240*
	Indonesia	102		El Salvador	230
	Iran	118		Honduras	226
	Iraq	150		Mexico	180
	Israel	167		Nicaragua	230
	Jordan	160		Panama	226
	Korea (South)	40		Paraguay	222
	Khmer	116		Peru	222
	Kuwait	160		Uruguay	256*
	Laos	116		Venezuela	294
	Lebanon	146		Algeria	192
	Malaysia			Cent. Africa	258
	Malaya	118		Congo (Braz.)	258
	Sabah	152		Congo	
	Sarawak	158		(Kinshasa)	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
AMERICA	Syria	148		Nigeria	330
	Thailand	90		Rhodesia	234
	Viet-Nam	116		Rwanda	260
	Argentina	202		Sudan	198
	Bolivia	276*		Tanzania	288
	Brazil	190		Uganda	288
	Chile	222		Arab	
	Colombia	240		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	60.00
Bangladesh	Taka	*41.22
Bolivia	Peso	*15.00
Brazil	Cruzeiro	42.74
Burma	Kyat	*62.32
Chile	Escudo	0.31
Colombia	Peso	11.68
Costa Rica	Colon	46.32
Cuba	Peso	440.16
Dominica	Peso	300.00
Ecuador	Sucre	12.00
El Salvador	Colon	120.00
Ethiopia	Dollar (Eth. \$)	144.77
Ghana	New Cedi	260.87
Guatemala	Quetzal	300.00
Haiti	Gourde	60.00
Honduras	Lempira	150.00
India	Rupee	41.22
Indonesia	Rupiah	0.73
Iran	Rial	4.40
Iraq	Dinar	1013.34
Israel	Pound	71.43
Jordan	Dinar	933.34
Korea	Won	0.76
Kuwait	Dinar	*1013.34



# **TEMPERATURE, RELATIVE HUMIDITY & PRECIPITATION**

Month	Sap- poro	Sen- dal	Nii- gata	Tokyo	Nago- ya	Osaka	Hiro- shima	Taka- matsu	Fuku- oka
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## 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 (%)

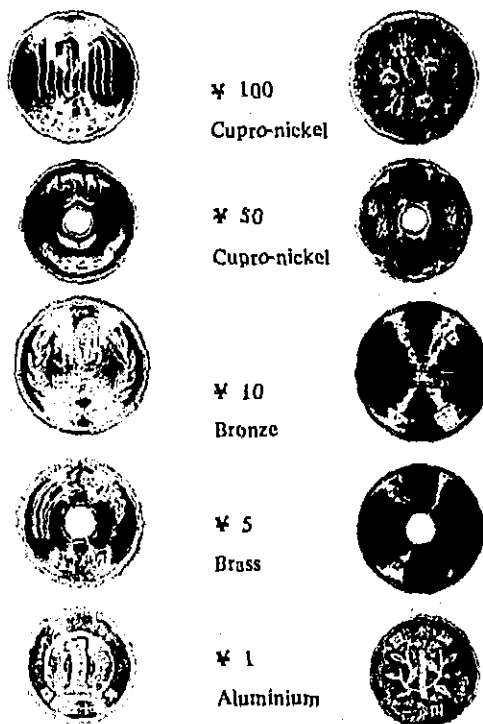
Jan.	76	72	77	60	73	69	72	70	70
Feb.	75	80	76	60	70	69	71	71	71
Mar.	73	68	72	63	69	69	71	73	72
Apr.	69	68	71	68	71	69	72	75	75
May	72	75	75	73	74	70	75	78	77
June	78	83	79	79	79	74	80	79	80
July	82	87	82	80	81	76	82	83	81
Aug.	82	85	80	79	80	74	79	82	81
Sep.	80	82	79	79	82	76	80	83	82
Oct.	77	78	77	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 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**

(As of April 1, 1973)		
Embassies		
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 Argentine 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 Bolivia in Japan 2-18-1-chome, Kami-Osaki, Shinagawa-ku	441-3581
Brazil:	Embassy of Brazil in Japan 3,4th Fl., Aoyama Daiichi Mansion, 4-14-301 8-chome, Akasaka, Minato-ku	408-4251 404-5211

<b>Burma:</b>	Embassy of the Union of Burma in Japan 8-26 4-chome, Kitashinagawa, Shinagawa-ku	441-9291/2
<b>Central Africa:</b>	Embassy of Central African Republic 11-43, 8-chome, Akasaka, Minato-ku	404-4650/9
<b>Chile:</b>	Embassy of Chile in Japan Room No. 2A, Bell Air Garden Apt., 4-2-11, Jingumae, Shibuya-ku	404-8466/7
<b>Colombia:</b>	Embassy of Colombia in Japan 9-10, 5-chome, Minamisaoyama, Minato-ku	409-4289
<b>Costa Rica:</b>	Embassy of Costa Rica in Japan 6-15, Horinouchi 2-chome, Suginami-ku	312-4734
<b>Cuba:</b>	Embassy of the Republic of Cuba in Japan 6-2, Hiroo 2-chome, Shibuya-ku	409-6861
<b>Dominican Republic:</b>	Embassy of the Dominican Republic in Japan 2-28, 3-chome, Shiroganeda, Minato-ku	442-6137
<b>Ecuador:</b>	Embassy of Ecuador in Japan Room No. 101, Azabu Sky Mansion, 19-13, 3-chome, Minamiazabu, Minato-ku	442-6008
<b>El Salvador:</b>	Embassy of El Salvador in Japan Room No. 1019, Yurakucho Bldg., 5, 1-chome, Yuraku-cho, Chiyoda-ku	211-1587/9
<b>Ethiopia:</b>	Imperial Ethiopian Embassy in Japan 2-13, 8-chome, Akasaka, Minato-ku	401-3679 401-1705
<b>Gabon:</b>	Embassy of the Republic of Gabon in Japan 2-16-2 Hiroo, Shibuya-ku	409-5119

<b>Ghana:</b>	Embassy of the Republic of Ghana in Japan 5-15-12, chome, Higashi Gotanda, Shinagawa-ku	445-4301/3
<b>Guatemala:</b>	Embassy of Guatemala in Japan 17-1, 1-chome, Shoto-cho, Shibuya-ku	467-7276
<b>Guinea:</b>	Embassy of the Republic of Guinea in Japan 11-28, 1-chome, Nagata-cho, Chiyoda-ku	581-1880
<b>Honduras:</b>	Embassy of the Republic of Honduras in Japan 2-25, 4-chome, Minamiazabu, Minato-ku	443-8379
<b>India:</b>	Embassy of India In Japan 2-11, 2-chome, Kudanminami, Chiyoda-ku	262-2391/8
<b>Indonesia:</b>	Embassy of the Republic of Indonesia in Japan 2-9, 5-chome, Higashigotanda, Shinagawa-ku	441-4201/7
<b>Iran:</b>	Imperial Iranian Embassy in Japan 10-32, 3-chome, Minamiazabu, Minato-ku	473-4237/9
<b>Iraq:</b>	Embassy of the Republic of Iraq in Japan Mansion Riviera, 2nd Fl. 21-22 Higashiyama 1-chome, Meguro-ku	719-9147/8
<b>Israel:</b>	Embassy of Israel in Japan 3, Niban-cho, Chiyoda-ku	264-0911/6
<b>Ivory Coast:</b>	Embassy of the Republic of Ivory Coast in Japan 2nd Fl., Aoyama Tower Bldg., 24-15, 2-chome, Minamiaoyama, Minato-ku	402-8371/3

<b>Korea:</b>	Embassy of the Republic of Korea in Japan 2-5, 1-chome, Minamiazabu, Minato-ku	452-7611
<b>Khmer:</b>	Embassy of the Khmer Republic in Japan 6-9, 8-chome, Akasaka, Minato-ku	401-0191/2
<b>Kuwait:</b>	Embassy of the State of Kuwait in Japan 13-12, Mita 4-chome, Minato-ku	455-0361/3
<b>Laos:</b>	Royal Embassy of Laos in Japan 3-21, 3-chome, Nishiazabu, Minato-ku	408-1166/7
<b>Lebanon:</b>	Embassy of Lebanon in Japan Room No. 95, Azabu Tokyu Apt., 47, Mamiana-cho, Azabu, Minato-ku	583-4248
<b>Libya:</b>	Embassy of the Libyan Arab Republic in Japan 36-21, 5-chome, Shimouma, Setagaya-ku	410-3261/2
<b>Madagascar:</b>	Embassy of the Malagasy Republic in Japan 3-25, 2-chome, Motoazabu, Minato-ku	446-7252/3
<b>Malaysia:</b>	Embassy of Malaysia in Japan 20-16, Nanpeidai-cho, Shibuya-ku	463-0241/5
<b>Mexico:</b>	Embassy of United Mexican States in Japan 15-1, 2-chome, Nagata-cho, Chiyoda-ku	581-1131/5
<b>Morocco:</b>	Embassy of the Kingdom of Morocco in Japan Silver Kingdom Mansion 5th Fl. & 6th Fl., 16-3, Sendagaya 3-chome, Shibuya-ku	478-3271 444-3463

<b>Nepal:</b>	Royal Nepalese Embassy in Japan 17-1, 5-chome, Higashi Gotanda, Shinagawa-ku	444-7303 444-7305
<b>Nicaragua:</b>	Embassy of Nicaragua in Japan 2-3, Roppongi 4-chome, Minato-ku	401-8677
<b>Nigeria:</b>	Embassy of the Federal Republic of Nigeria in Japan 19-7, 2-chome, Uehara, Shibuya-ku	468-5531/2
<b>Pakistan:</b>	Embassy of Pakistan in Japan National Azabu Apt. 6th Fl. 5-2, 4-chome, Minami Azabu, Minato-ku	446-5201/4
<b>Panama:</b>	Embassy of the Republic of Panama in Japan 2-9, 9-chome, Akasaka, Minato-ku	403-3782
<b>Paraguay:</b>	Embassy of Paraguay in Japan 6-29, 2-chome, Hiroo, Shibuya-ku	407-3861
<b>Peru:</b>	Embassy of Peru in Japan 4-27, Higashi 4-chome, Shibuya-ku	406-4240
<b>Philippines:</b>	Embassy of the Philippines in Japan 6-15, 5-chome, Roppongi, Minato-ku	583-4101/7
<b>Saudi Arabia:</b>	Royal Embassy of Saudi Arabia in Japan 4-18, Moto-Azabu 3-chome, Minato-ku	408-5158 408-5159 404-6411
<b>Singapore:</b>	Embassy of the Republic of Singapore in Japan Room No.1518, Kasumigaseki Bldg., 3-2-5, Kasumigaseki, Chiyoda-ku	581-9631/3
<b>Sri Lanka:</b>	Embassy of the Republic of Sri Lanka in Japan 1-14-1, Akasaka, Minato-ku	585-7431/2



<b>Tanzania:</b>	Embassy of the United Republic of Tanzania in Japan 21-9, 4-chome, Kamiyoga Setagaya-ku	425-4531/2
<b>Thailand:</b>	Royal Thai Embassy in Japan 14-6, 3-chome, Kamiohsaki, Shinagawa-ku	442-6750 441-7352
<b>Turkey:</b>	Turkish Embassy in Japan 33-6, 2-chome, Jingumae, Shibuya-ku	401-2144/6
<b>Uruguay:</b>	Embassy of Uruguay in Japan Room No. 403, Akasakahaitu 5-26, 9-chome, Akasaka, Minato-ku	403-4725
<b>Venezuela:</b>	Embassy of Venezuela in Japan 11-23, 3-chome, Minamiazabu, Minato-ku	444-2447 444-7551/2
<b>Viet Nam:</b>	Embassy of the Republic of Viet Nam in Japan 50-11, Motoyoyogi-cho, Shibuya-ku	466-3311/4
<b>Zaire:</b>	Embassy of the Republic of Zaire in Japan Tsurumi Bldg., 1-1, 1-chome, Tomigaya, Shibuya-ku	469-8176/8

# **Consulates**

<b>Argentine:</b>	Consulate-General of the Argentine Republic Room No.319, 320, 3rd Fl., Silk Center Bldg., Yamashita-cho, 1 Naka-ku, Yokohama-shi, Kanagawa Pref.	Yokohama 641-4194
	Consulate of the Argentine Republic Room No.406, Shosen Bldg., 5, Kaigandori, Ikuta-ku, Kobe-shi, Hyogo Pref.	Kobe 331-4658
<b>Bolivia:</b>	Honorary Consulate of Bolivia Kanematsu-gosyo Bldg., 5, 2-chome, Takara-cho, Chuo-ku, Tokyo	Tokyo 562-8550
<b>Brazil:</b>	Consulate-General of Brazil Room No. 315-317, 3rd Fl., Silk Center Bldg., 1, Yamashita-cho, Naka-ku, Yokohama-shi, Kanagawa Pref.	Yokohama 641-0097
	Consulate-General of Brazil 4th Fl., Shosen Bldg., 5, Kaigandori, Ikuta-ku, Hyogo Pref.	Kobe 391-1717
<b>Chile:</b>	Consulate-General of Chile 2nd Fl. A, Bell Aire Garden, 4-2-11, Jingu-mae, Shibuya-ku, Tokyo	Tokyo 404-8466
	Honorary Consulate of Chile 1st Bldg. Osaka Ekimae 20,4-chome, Sonegasaki Kita-ku Osaka-shi	Osaka 341-5050

**Other representatives:**

<b>U.N.D.P.</b>	The Office of the United Nations Development Programme Representative in Japan Room No.450, Shin-Otemachi Bldg., 4,2-chome, Otemachi, Chiyoda-ku	221-6905/6
<b>U.N.I.C.</b>	United Nation Information Center 4-2 chome, Otemachi, Chiyoda-ku, Room No.450, Otemachi, Bldg.	211-1026/4
<b>I.L.O.</b>	International Labour Organization Tokyo Branch Office Room 0503, International Trade Center Bldg. 2-4-1, Hamamatsu-cho, Minato-ku	436-4461/3
<b>Philippines:</b>	Philippines Reparations Mission 11-24, Nampcidai, Shibuya-ku	463-4241/7
<b>I.B.R.D.</b>	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
<b>A.P.O.</b>	Asian Productivity Organization Room 102, Aoyama-Daichi Mansion 14-4, 8-chome, Akasaka, Minato-ku	408-7221

Appendix 10

**JAPANESE AND WESTERN  
CALENDARS**

<b>Meiji</b>	1	1868	<b>Meiji</b>	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	<b>Taisho</b>	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 (Shown 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	15.3	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

[illegible]

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