



Japan International Cooperation Agency

## Kansai Center Guide



1-5-2 Wakinohama-kaigan-dori, Chuo-ku,  
Kobe, Hyogo

Tel: +81-78-261-0341  
(JICA Kansai Front Desk)

URL: <https://www.jica.go.jp/kansai/>

2023

**English**

## **Welcome to Kansai Center**

We are very pleased to welcome you to Kansai Center. The staff members at the Center are prepared to do all we can to help you, who have come all the way to Japan from faraway places, to concentrate on your program and enjoy your stay in Japan comfortably.

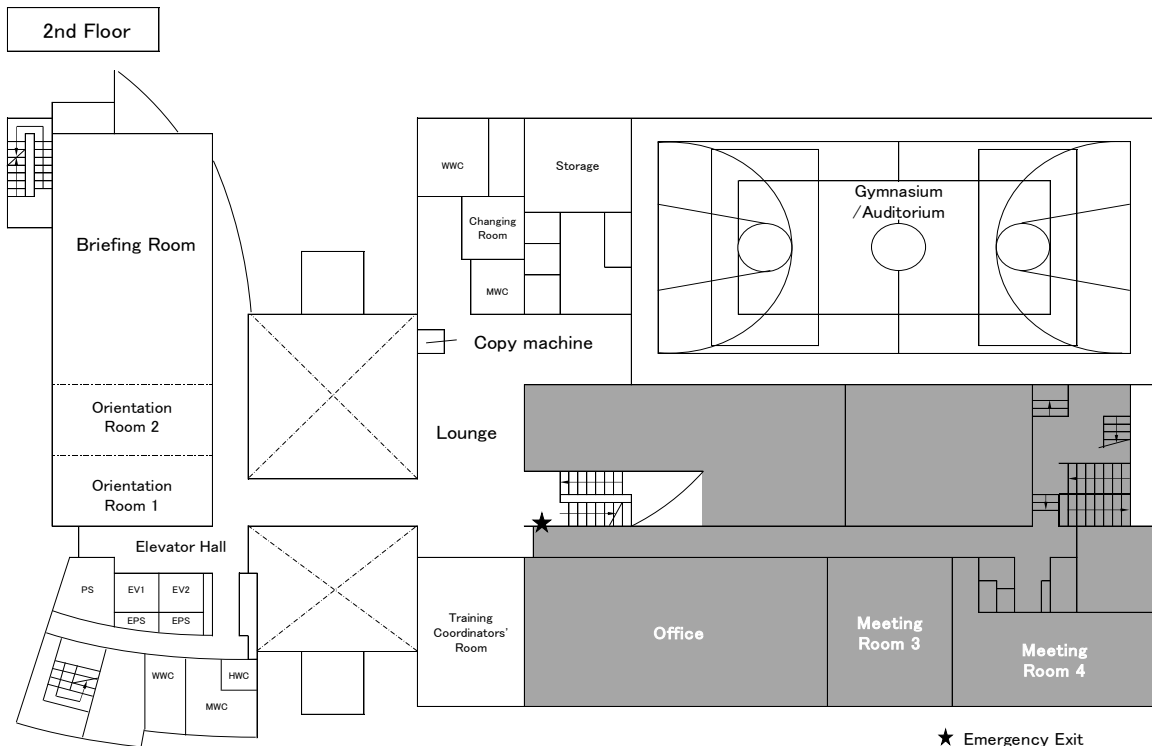
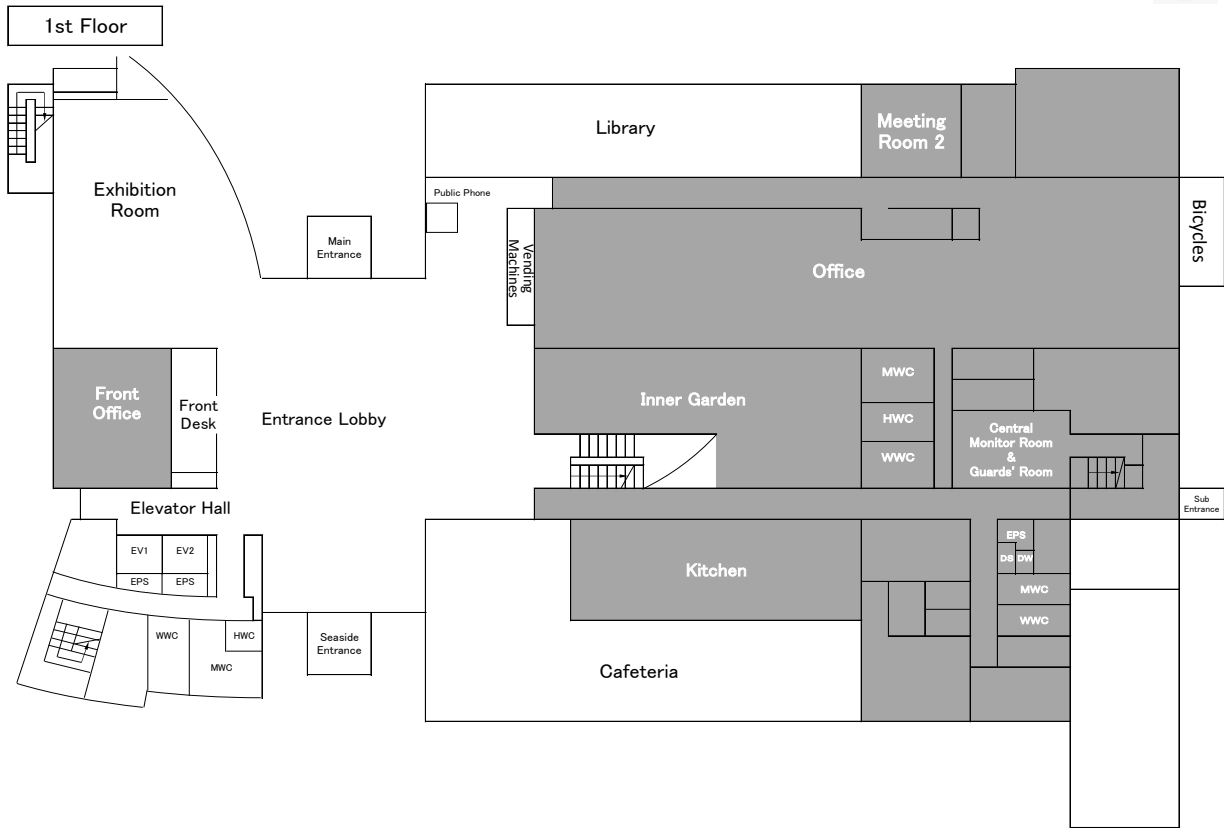
Although Kansai Center cannot provide you with luxurious amenities such as those you may find at first-class hotels, many of the staff members put all their hearts every day into performing tasks ranging from creating training and cultural exchange programs, preparing meals, and cleaning.

You may feel very busy with program but we hope that through exchanges with people in Japan as well as participants from many other countries, you will be able to make a lot of unforgettable memories in Japan.

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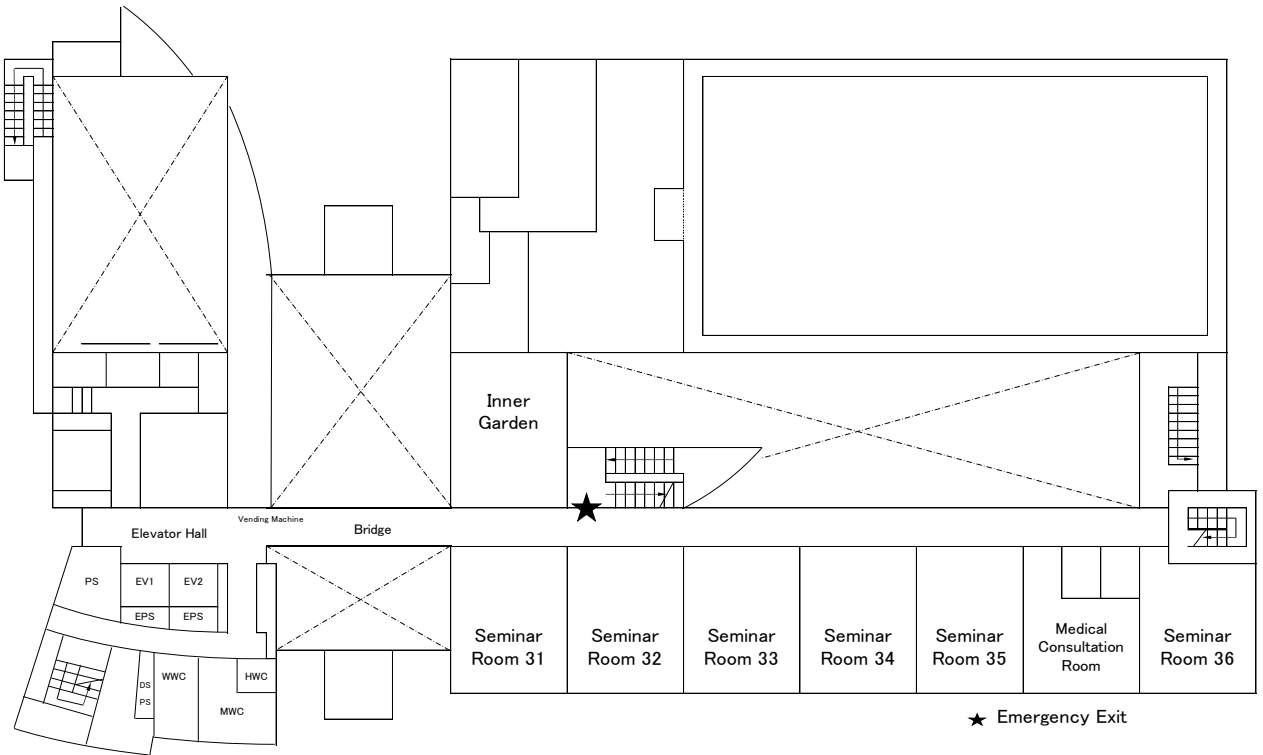
# 1. Floor Map



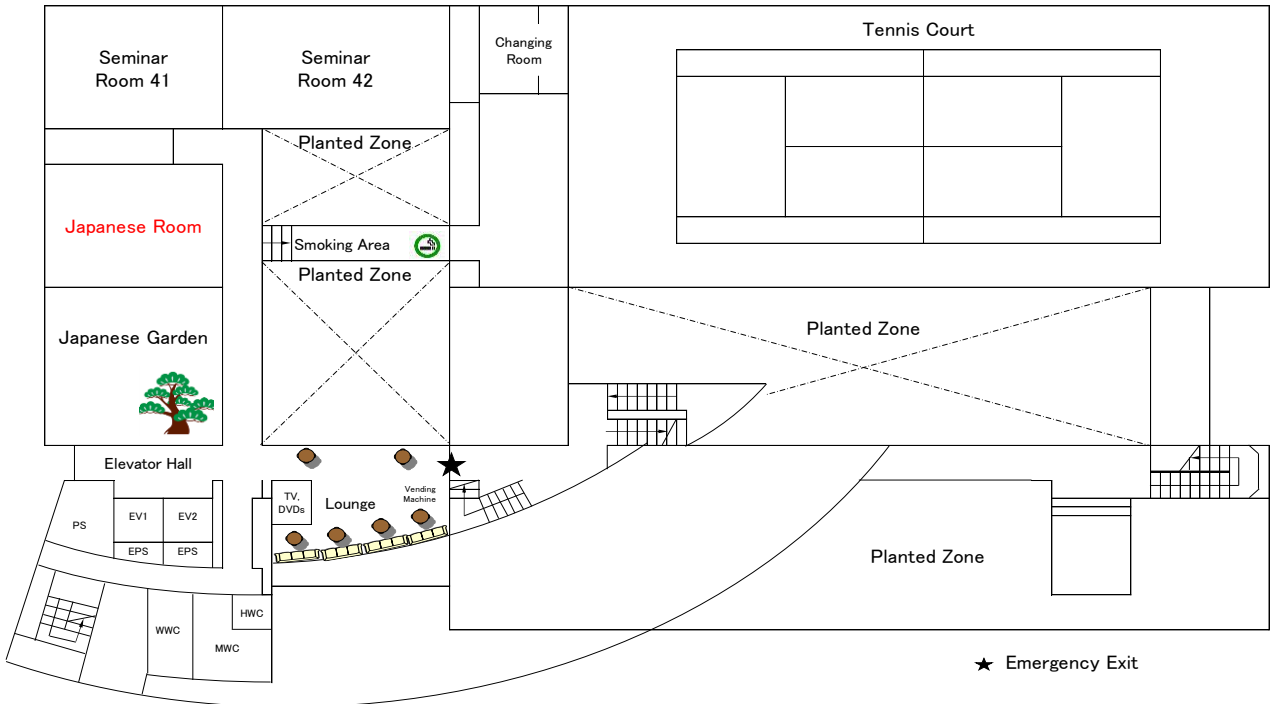
★ Emergency Exit



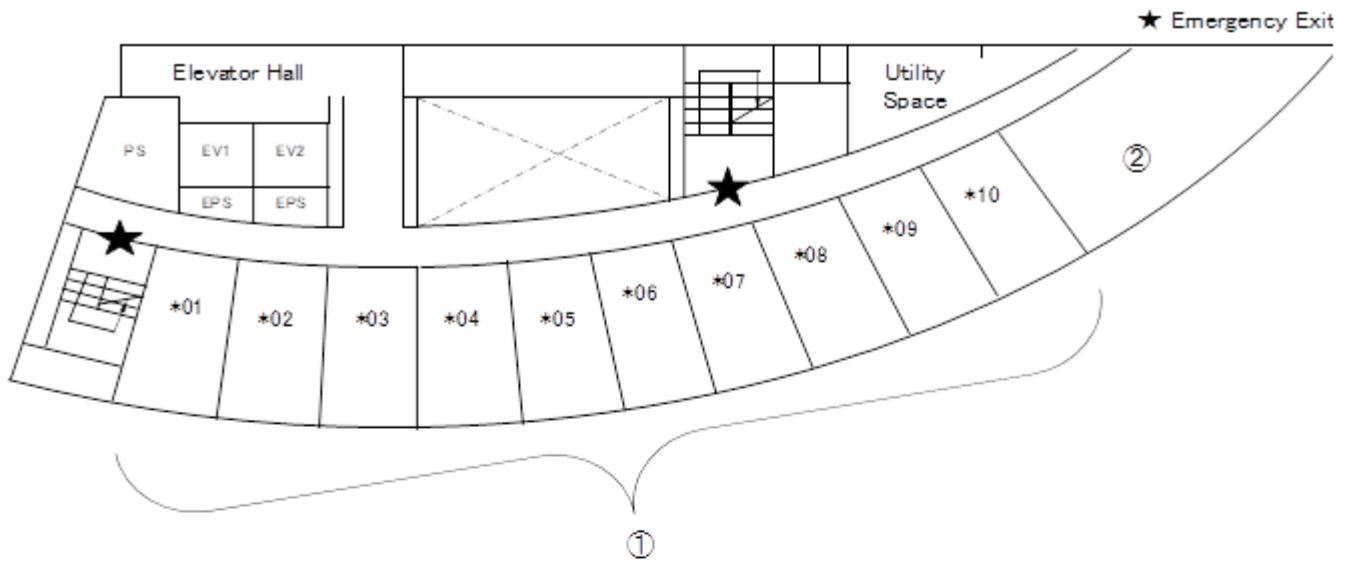
3rd Floor



4th Floor



5th-13th Floor



| Floor | ①                      | ②                                 |
|-------|------------------------|-----------------------------------|
| 13th  | Single Rooms 1301-1310 | Single Room 1311                  |
| 12th  | Single Rooms 1201-1210 | Twin Room 1211                    |
| 11th  | Single Rooms 1101-1110 | Single Room 1111                  |
| 10th  | Single Rooms 1001-1010 | Twin Room 1011                    |
| 9th   | Single Rooms 901-910   | Twin Room for Wheelchair User 911 |
| 8th   | Single Rooms 801-810   | Twin Room for Wheelchair User 811 |
| 7th   | Single Rooms 701-710   | Trunk Room                        |
| 6th   | Single Rooms 601-610   | Trunk Room                        |
| 5th   | Single Rooms 501-510   | Computer Room                     |

To prevent fires, the following are strictly prohibited in the guest rooms:

- Smoking
- Cooking
- Use of any open flames
- Use of irons

|              | Facility   | Operating Hour                            |
|--------------|--|---|
| 1st Floor    | · Front Desk   | 7:00~23:00                                |
|              | · JICA office room   |   |
|              | · Cafeteria  |   |
|              | · Vending machines (soft drinks)                                 |   |
|              | · Library  | 9:30~18:00<br>(Weekdays only)             |
|              | · Exhibition Room  | 9:30~18:00                                |
|              | · PIANO  | Silent Adaptor is available               |
| 2nd Floor    | · JICA office room   |   |
|              | · Orientation Room 1& 2, Briefing Room                           |   |
|              | · Copy machine*  |   |
|              | · Gymnasium<br>(Table Tennis, Badminton, Basketball, Volleyball) | 8:00~22:00<br>(*Registration is required) |
|              | · Coordinators' room   |   |
| 3rd Floor    | · Seminar Room 31-36   |   |
|              | · Medical Consultation Room<br>(JICA Participants Only)          | 10:00~18:15<br>(Mon-Fri)                  |
|              | · Vending machine (soft drinks)                                  |   |
| 4th Floor    | · Japanese Style Room  |   |
|              | · Seminar Room 41&42   |   |
|              | · Tennis Court   | 8:00~22:00<br>(*Registration is required) |
|              | · Smoking area (outside)   |   |
|              | · Lounge   |   |
|              | · Vending machine (soft drinks)                                  |   |
| 5th Floor    | · Computer Room (JICA Participants Only)                         | 7:00~24:00<br>(*Registration is required) |
| 5-13th Floor | · Guestrooms   |   |
|              | · Utility space  |   |

\* To use the facilities, registration and /or reservations are required at the Front Desk.

You can use them for **up to 2 hours** with each application.

## 2. Requests to Guests

### (Please read all the information below)

Please observe the laws of Japan and the rules of Kansai Center.



- Possession of weapons and drugs is punishable by law.
- Behavior that disturbs others is prohibited.
- Political, commercial, and religious activities are prohibited.

Please check emergency exits and evacuation routes after arriving at the Center.



- Make yourself familiar with the emergency escape route. An emergency escape route sign is shown on the door of each guestroom.
- Emergency Call
  - ✓ In the event of an emergency, please contact the Front Desk immediately. (ext. 2100)
- **In case of emergency...**
  - ✓ **Follow the instructions of staff and remain calm.**
  - ✓ **Do not use elevators. Use stairs to evacuate.**
- In case of fire...
  - ✓ Shout "Fire!" to alert others around you.
  - ✓ Please contact the Front Desk (ext. 2100).
  - ✓ If you notice smoke, cover your mouth and nose with a wet cloth and stay low.
- In case of earthquake...
  - ✓ Go under a desk/table and protect yourself such as by placing a pillow over your head.
  - ✓ In case of an emergency earthquake alert by the Japan Meteorological Agency (JMA), an announcement may be made throughout the entire building.



Emergency Exit



Fire Extinguisher



Left: Emergency Telephone  
Right: Alarm Button  
Bottom: Fire Hose



Sprinkler



Heat and  
Smoke Sensor





"Tsunami (tidal waves)" can occur after an earthquake. When you feel a strong vibration in a coastal area, please evacuate to higher ground as quickly as possible.

#### Smoking



- Smoking is strictly prohibited in all areas of the building including the guestroom, except in the smoking area in front of the tennis court on the 4<sup>th</sup> floor. (Smoking in the guestroom may activate smoke sensor).

#### Prohibition of use of products causing fire or smoke



- **Do not use heaters, iron, etc. inside the guestroom.**
- **Do not use fire- or smoke-causing items inside the building.**

#### Management of valuables



- Please keep your valuables in the safe box in your guestroom.
- JICA Kansai will not be responsible for any loss, damage or theft of your personal belongings.

### 3. Guide to Facilities and Services within the center

= 3.1 To participants upon arriving at the center =

## Guestroom

### Keys.....

- There are two kinds of keys.
  - ① Room Key : Please lock the room door manually whenever you leave the room. It does not lock automatically.
  - ② Security Key : The black tag is to open the security doors in the elevator hall on the floors from 5<sup>th</sup> to 13<sup>th</sup>.
- Please leave them at the Front Desk whenever you go out of the building.

### Air conditioner.....



- You can adjust the air volume in your room.
- Please turn the switch to adjust the air volume on the bed side stand. (Please see the picture on Page 8.)
- Turn off the air conditioner when going outside to save energy.

### Bath/shower.....



- You are recommended to take shower before 24:00 or after 6:00am.
- Close the shower curtain when taking a shower, to prevent the floor flooded.
- Close the bathroom door when taking a bath/shower, to prevent the heat and smoke sensor having false sensing.

### Room cleaning.....



- Cleaning: Weekdays only  
\*Check the cleaning schedule in front of the elevator on the 1<sup>st</sup> floor.
- Bed sheet replacement: Once a week
- Do not pour tea, juice or milk into the electric kettle equipped in the room.

## Alarm clock.....

Follow the instructions below to set the alarm clock.

1. Turn alarm switch “OFF”.
2. Push “TIME ADJUST” buttons to set alarm time.
  - ▲ UP···Forward Time
  - ▼ Down···Backward Time
3. Turn alarm switch “ON”  
The “BUZZER” sign will appear and the alarm lamp will shine red.

How to stop the alarm:

Turn alarm switch “OFF”, “BUZZER” and lamp will disappear.

Note: If the time display is incorrect, please call the Front Desk (Extension 2100).



## Refrigerator.....



- Before you checkout, please empty the refrigerator and turn it off.
- After your checkout, anything left in the refrigerator will be removed for disposal.

## Operating Hours for Main Entrances

Opening hours **7:00 to 23:00**.

Closing time <23:00> .....

- Entrances will close at 23:00. In case you cannot return before the closing time, please contact the Front Desk **in advance**.  
TEL: 078-261-0341 (Extension 2100)

## Front Desk (Rental Service, Mail, Copy Machine)

Service hours

.....



- **7:00 to 23:00**
- Front Desk : Extension 2100
- Front Desk staff is on duty for 24 hours. (In case of emergency, contact the Front Desk.)

Mail & Parcel .....

Postal stamps & parcel delivery service are available at the Front Desk.

Lending Items .....

Followings are available at the Front Desk:

1. Plug/Adapter
2. Steam Iron
3. Umbrella
4. Prayer Mat/ Qibla Compass
5. <JICA Participants Only> Bicycle
6. <JICA Participants Only> Winter Jacket
7. Hanger
8. Pillow
9. Blanket

## Mail delivery services .....



| Kansai Center⇔Address in Japan |  |
|--------------------------------|--|
| Incoming mail                  | The Front Desk will contact the recipient when mail/parcel are received. Please write your room number.  |
| Outgoing mail                  | Postal mail: Postal stamps can be purchased at the Front Desk.<br>Large-size parcel: Cardboard boxes are sold at the Front Desk. Fill out the shipping label there.<br>* For details, please ask the Front Desk. |

| Kansai Center⇔Address outside Japan |  |
|-------------------------------------|--|
| Incoming mail                       | The Front Desk will contact the recipient when mail/parcel are received.   |
| Outgoing mail                       | <ul style="list-style-type: none"> <li>• Cardboard* boxes are sold at the Front Desk.</li> <li>• See the “Shipping card” about how to fill out a shipping label.</li> <li>• Please do your own packing.</li> <li>• The service is not available on weekends and holidays at the Front Desk.</li> </ul> * For details, please ask the Front Desk. |

## Copy machine .....



- Copy machine is on the 2nd floor, before using it, please ask the Front Desk.
- Data created on a computer can be printed out in the PC room on the 5<sup>th</sup> floor. In this case, please store the data on a USB memory stick before printing.

## Phone

Telephone..... (guestroom)



### **Outgoing call**

- In-house line: Dial Ex. 2100 for calling the Front Desk, Dial Ex.2356 for the Health Consultation Room.
- Room to room call is for free, just dial the room number.
- For making a call to outside from the guestroom phone, use BRASEL prepaid phone card.
- BRASEL card is available at the Front Desk and valued ¥ 1,000.

### **Incoming call**

- All calls from the outside are transferred to guestrooms via the Front Desk.
- If there is no answer from the guestroom, the Front Desk will relay your message.
- Please note that we do not accept any collect calls.
- Hours for call transfer: 7:00 to 23:00 (Emergency phone service is available 24)

## Meals

Cafeteria.....JICA shokudo (1st floor)

|           | Open at                                | Last Order | Close at |
|-----------|--|------------|----------|
| Breakfast | 07:00 (Weekdays)                       | 8:30       | 9:00     |
|           | 07:30 (Weekends and National Holidays) | 9:00       | 9:30     |
| Lunch     | 11:30                                  | 13:30      | 14:00    |
| Dinner    | 17:30                                  | 20:30      | 21:00    |

※Please be on time for last order.

Note: Halal food is available

Breakfast is included. Please sign in at the cafeteria every morning.

JICA cafeteria is self-service.

Please do not take tableware or seasonings out of the cafeteria.

Room service is not available.

### Meal Card

When you check-in to JICA Kansai, you will receive a Meal Card. There is an exception.

The Meal Card is credited with the sum of ¥ 1,100/night × the number of nights you are scheduled to stay at JICA Kansai.

- (1) Please take good cares not to lose the Meal Card. The Meal Card CANNOT be re-issued by reason of your losing it.
- (2) The Meal Card CANNOT be passed on to other parties in any cases.
- (3) The Meal Card is usable only at the cafeteria of JICA Centers.
- (4) Please return the empty ( ¥ 0 ) Meal Card to the Front Desk.
- (5) Please request the Front Desk to re-issue the Meal Card when there is no space to print the remaining amount or when the Meal Card is not usable due to any damage/accident.
- (6) When you are checking out, please return the Meal Card to the Front Desk.  
The remaining amount on the Meal Card CANNOT be changed into cash or refunded.  
You can purchase drinks and small souvenirs displayed to the left side of the cashier.

Vending machines.....(1st, 3rd, 4th floors)

- Soft drinks only



## Health

Medical Consultation Room: Extension 2356.....(3rd floor)



- Business hours  
10:00 to 18:15, Monday to Friday
- Consult the Front Desk during off-hours.

### Medical Services

All JICA participants are eligible for medical services for the full period of your official stay. JICA Participants are advised to consult first with a Medical Coordinator, Training Coordinators, JICA officer or the Front Desk staff, when you have a health problem.

### Medical Card

- (1) All participants are covered by insurance arranged by JICA. A Medical Card, certifying that you have medical insurance, is given to each participant at a briefing session. This card is to be used for medical treatment during your stay. Medical expenses are covered in accordance with the provisions of the medical insurance.
- (2) The following medical expenses are NOT covered by the Medical Card:
- 1) medical treatment for illness or injury caused by willful misconduct
  - 2) medical treatment of a pre-existing illness
  - 3) corrective surgery that is not immediately required
  - 4) cosmetic surgery
  - 5) immunizations, routine medical examinations and vaccinations
  - 6) any medical treatments related to and resulting from pregnancy and/or childbirth
  - 7) dental treatment that is not immediately required
  - 8) purchase or repair of corrective eyeglasses and/or contact lenses
  - 9) medicine without a prescription from a doctor
  - 10) medical treatment over 180 days commencing from the date of the accident
- (3) If the clinic or the hospital does not accept the Medical Card, please pay the charge in cash by yourself and get a receipt. The amount will be reimbursed by your program officer in exchange of the receipt.

### **Your coordinator or other staff will accompany you to a clinic or a hospital.**

When a consultation with a doctor is necessary, please contact your training coordinator or JICA Front Desk to be accompanied by JICA staff to avoid any language problems.

**Neither the Front Desk nor the Medical Consultation Room keep any medicine.**



# Utility Space

## Utility Space

A washing machine, dryer, microwave, are located in the utility space on each floor from the 5<sup>th</sup> to the 13<sup>th</sup>. Equipped washing powder is for **JICA Participants Only**.

Steam Irons is available at Front Desk. Please use Irons only in the Utility Space where ironing board is set. To guard against fires, ironing in the guestroom is strictly prohibited.

## Laundry .....



- There are washing machines and clothe dryers on each floor from the 5th floor to the 13th floor.
- The washing machines and clothe dryers are on the 6<sup>th</sup> and 7<sup>th</sup> floor are available ONLY FOR WOMEN.
- Clothe irons are available at the Front Desk. To prevent fire, use irons only in the utility space.

## Microwave .....



- Do not use aluminum foil, metals, paper, wood products, non-heat-resistant glass and plastic.
- Do not leave from the microwave while using.

## Ice-making machines .....



- Do not insert any objects into the ice-making machines.

## Waste Sorting

Waste sorting..... (Guestroom, Utility Space)



- Please sort waste appropriately in accordance with the guide on page 26.

### Separating Trash and Energy Conservation

JICA is committed itself to conserving the global environment by setting JICA's environmental policy.

To reduce negative impacts on the environment, we are promoting 3R (Reduce, Reuse and Recycle) of trash/garbage and resource saving.

Your kind cooperation for trash separation, saving water and power is highly appreciated.

## Computers

Computer..... (5th floor)



### Accessing the Internet with your own

- You can access the Internet from your room with your own PC.
- Connect using the LAN cables provided in your room or by Wi-Fi.
- IP address for the LAN will be assigned automatically (DHCP).
- The Wi-Fi password is shown at the Front Desk and the 1<sup>st</sup> floor.

## Compensation for Damage and Loss

If you damage JICA facilities or lose JICA equipment, you will cover the costs.

## Regulations regarding Computer Room (for JICA participants only)

Reservations for the Computer Room can be made by filling out an "Application Form for Computer Room" at the Front Desk.

Please obtain a PERMISSION CARD at the Front Desk before you start using a computer at the reserved time.

| <b>Computer Room (5th floor)</b> |  |
|----------------------------------|--|
| <b>Open Hours</b>                | 07:00 – 24:00<br>Front Desk for reservation is closed at 23:00. Computer Room is closed at 24:00 for daily virus check.                        |
| <b>Computer</b>                  | When you use the computer, please switch on the monitor and turn on the computer. Shut down the computer and switch off the monitor after use. |
| <b>Printer</b>                   | Please turn on the printer before printing and turn it off after use.  |
| <b>Print out</b>                 | Please print only when it is necessary.<br>Printing paper is available at the Front Desk.  |

Internet connection with your PC in each guestroom (Wired LAN cable or Wi-Fi)

You can connect your PC to the internet in your room.

If you have some problems connecting, please contact the Front Desk. (We do not offer any support for Apple PCs.)



## Physical Exercises

Gymnasium and Tennis Court.....(2nd floor and 4th floor)

——— Operating hours ———

|              |           |   |
|--------------|-----------|---|
| Gymnasium    | 2nd floor | Please ask at the Front Desk for availability                           |
| Tennis Court | 4th floor | 12:00 - 22:00 (Weekdays)<br>8:00 - 22:00 (Weekends & National holidays) |

- You can play volleyball, basketball, table tennis, and badminton at the gymnasium. For more information, please consult the Front Desk.
- Please wear indoor shoes when using the gymnasium.
- If you do not bring indoor shoes, you cannot use the gymnasium.
- Smoking, eating, and drinking are prohibited inside the gymnasium.

## Newspapers/Magazines

Newspapers/Magazines..... (Lobby)



- English and Japanese newspapers are available.
- Please read them in the lobby.

## Staying out, going out, meeting visitors, etc.

Going out and staying out.....

- **Always leave your room key to the Front Desk staff when you go out.**
- **When planning to stay out, please submit a staying out form to the Front Desk.**
- Staying out is permitted only on weekends (nights of Fridays, Saturdays, and the day before a holiday).
- Please let your JICA officer knows in advance.

Meeting visitors.....



- Visiting hours: 7:00 to 23:00
- Use the lobby on the 1st floor or the Cafeteria.
- Visitors are not to allowed to the guestroom floors.

Accommodating family members.....

- Basically not allowed.

Furniture.....

- Do not move the furniture.
- You are required to pay the cost of repairment for any damage or breakdown of the furniture for which you are responsible.

Other facilities at the Center

Lounges.....(4th floor)



- Hours: 7:00 to 23:00  
Eating and drinking alcohol are allowed.  
Please use the lounges quietly.

Library Room .....(1st floor)



- Opening hours: 9:30 to 18:00 (weekdays only)
- If you want to check out books, please bring books to front desk.

Lobby.....(1st floor)

Exhibition room.....(1st floor)

- Opening hours: 9:30 to 18:00

### 3.3 To participants before checking out

- See page 10 for sending postal mail/parcel.
- Please empty the refrigerator before you checkout.

Check out <10:00>.....(1st floor)



- If you want to check out after 10am, please consult the Front Desk. (We may not be able to respond to your request depending on the rooms' availability)
- **Please make sure you return the room key to the Front Desk.**
- **Check if you have not left any personal belongings in the guestroom and the building.**
- **Do not take with you equipment furnished in the Center. Incoming participants will not be able to use them.**
- Before returning to your country, please return the Meal Card to the Front Desk. The remaining amount on the Meal Card cannot be changed into cash or refunded. You can purchase drinks and small souvenirs displayed to the left side of the cashier.

## 4. Important Notices

The following are illegal in Japan. JICA may terminate an individual's participation and order the participant to return home early. A JICA overseas office may inform your government/organization of the matter. Please kindly pay attention in order not to cause and/or be involved in the following so as everyone can have a comfortable stay in Japan. Also, if you are a victim, please don't hesitate to report to JICA staff.

### 1. Sexual Harassment

#### **(1) What is sexual harassment?**

Sexual harassment is defined as any unwanted comment or action of a sexual nature which makes others feel uncomfortable, regardless of whether these comments or actions are directed at the recipient. Basically, even though unintended, whenever someone feels himself/herself to be harassed, such comments or actions may constitute sexual harassment. The point is how the recipient feels, not what the intention of the offender is.

It is important, in order to avoid sexual harassment, to express your feelings and to understand the feelings of others. We all must be aware that every participant has a different social and cultural background. The way we respond to language and behavior relating to sex varies between individuals, between sexes, and across cultures.

JICA strongly disapproves of such behavior in any form."

The following highlights how to avoid being a victim or a harasser.

#### **(2) Don't be a victim**

In case you feel you have been harassed, what you can do first is to tell the harasser directly and clearly "No", that you find the comments and the behavior uncomfortable and wish it to stop.

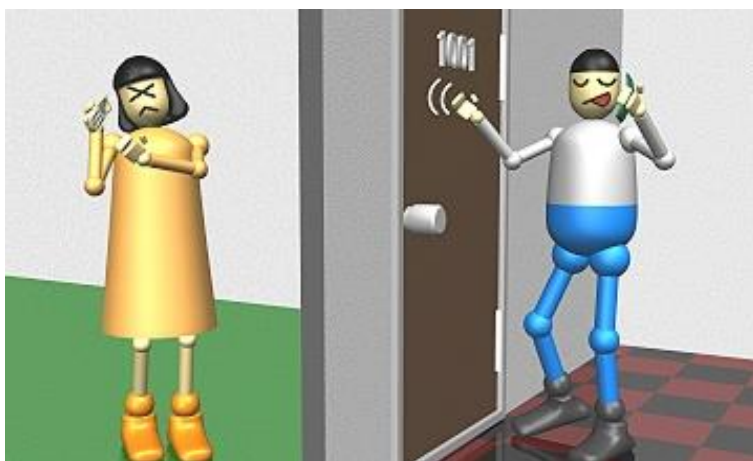
- 1) You do not have to suffer in silence. Consider asking people you trust for help or contact JICA through a JICA staff or coordinator anytime. If you do not feel comfortable with the idea of consulting such people on your own, you can do it through a colleague or ask a colleague to accompany you.
- 2) Keep a record of the incident. Write down who, what, when, where and how the harassing occurred. If there was a witness, ask him/her for their help in giving evidence.
- 3) If you witness acts of sexual harassment, do not overlook them just because you are not involved. Keep in mind that there are some people whose position makes it difficult for them to stand up to sexual harassment.
- 4) If you notice someone being harassed, be courageous and offer help, warn the offender, offer to be a witness or to accompany him/her to visit a JICA staff or coordinator.



- 5) If someone tells you that he/she has been harassed, you are kindly requested to try your best to support him/her. It is important not to accuse the victim and not to take any hasty action without the victim's permission.

If you, as a JICA participant, suffer sexual harassment,

- 6) JICA will do its best to listen to your complaint, offer advice if necessary, and take measures to solve the problem appropriately and quickly.
- 7) JICA will promptly investigate each complaint of sexual harassment against JICA participants to determine whether harassment has occurred.
- 8) In the event that a JICA participant is alleged to have committed sexual harassment and the facts are revealed, JICA will order the participant to leave his/her program and to return to his/her country immediately. JICA will also report the case to the government of the participant's home country.
- 9) The police may arrest him/her and he/she will be dealt with under Japanese law, then he/she must pay reparations to the victim.



### **(3) Examples of sexual harassment**

The following are examples of comments and actions considered to be forms of sexual harassment in Japan. It should be remembered, however, that the following acts might be not recognized as sexual harassment in other countries.

- 1) Comments of a sexual nature
  - ① Comments based on an interest in or desire for sexual activity:
    - a) Talking about physical features, such as asking a woman what her bust-waist-hip sizes are.
    - b) Exchange of vulgar jokes.
    - c) Asking a woman who does not feel well if she's having her period, experiencing menopause, etc.
    - d) Asking questions about one's sexual experience or sex life.
    - e) Spreading sexual gossip or teasing in a sexual manner.
  - ② Comments that use gender to discriminate:

- a) Making such comments as "For a man, you have no guts", "I can't trust a woman to do this job" or "A women's job is to beautify the workplace with her presence".
- b) Use of condescending terms such as "boy", "girl", "missy", "old man" and "old woman", etc.

2) Action of a sexual nature

① Actions based on an interest in or desire for sexual activity:

- a) Display of pornographic material (such as posters of nude men or women), display of pornographic images on a personal computer, etc.
- b) Purposely showing or reading aloud pornographic magazines or other material.
- c) Staring at another person's body.
- d) Persistently asking another for a date, to dine together, etc.
- e) Making phone calls or sending letters/e-mail of a sexual nature.
- f) Unnecessarily touching the body of another (It should be remembered that, although greetings such as kisses, hugs, and putting a hand on the shoulder are normal in some countries, they might be taken as sexual harassment in Japan.)
- g) Peeking into a bathroom, a changing room, etc.
- h) Insistence on a sexual relationship with another.

② Actions that use gender to discriminate:

- a) Forcing only men/women to perform certain duties, such as serving tea, cleaning and running errands.
- b) Insistence on singing a duet with another at a karaoke party.
- c) Insistence on sitting next to a person of the opposite gender at a party; insistence on having him/her serve drinks; insistence on dancing with him/her, etc.

## 2. Drug Abuse

"Possessing, selling, buying or using the following drugs is legally prohibited in Japan (maximum 10 years of imprisonment):

- Marijuana,
- Stimulant drugs,
- Heroin,
- Cocaine,
- MDMA,
- Dangerous drugs,
- Organic solvents, etc."



# 5.JICA Environmental Policy

## JICA Environmental Policy

(Translation from the original version in Japanese)

### 1. Basic Concept

The greatest responsibility of humanity is to provide a rich and diverse global environment for the future generations.

The increasing scale and diversity of man's activities have resulted in several serious environmental issues, such as global warming, depletion of the ozone layer, air and waste pollution, soil contamination, deforestation, and desertification—all of which risk the future of humanity.

Japan International Cooperation Agency (hereinafter referred to as JICA) is determined to protect our global environment that is extremely vital for the survival of mankind and natural life on earth. It also seeks the balance among environmental conservation, social prosperity, and sustainable development.

### 2. Basic Policy Guidelines

As stated in the "Law on General Rules of Japan International Cooperation Agency," JICA's mission is to "contribute to the promotion of international cooperation and to the sound development of Japan and the international socio-economy by contributing to the development or reconstruction of the economy and society, or economic stability of overseas regions which are in the developing stage," particularly to global environmental protection in compliance with environmental laws and regulations. Furthermore, in order to prevent and reduce negative environmental impacts that result from JICA's activities, JICA will utilize an environmental management system and shall work continuously to improve it. The system will be based on the following policies:

#### (1) Promotion of environmental measures through international cooperation activities

Based on the Japanese government's Official Development Assistance (ODA) policies, JICA will promote cooperation activities for the protection and improvement of the environment. JICA will continue to:

- Promote international cooperation and projects that contribute to environmental protection in developing countries; and
- Mitigate any adverse environmental impacts of development programs and projects in accordance with the guidelines for environmental and social considerations.

## **(2) Promotion of activities for general environmental awareness**

With the aim of raising public awareness, JICA collects information about environmental issues. JICA will continue to:

- Carry out promotional and educational activities by introducing JICA's programs on environmental issues;
- Conduct surveys and research on environmental issues, and develop relevant proposals; and
- Implement continuous training through seminars and guidance programs for JICA all employees and personnel engaged in JICA's activities.

## **(3) Promotion of environmentally friendly activities within JICA offices and other JICA facilities**

JICA promotes environmental programs to reduce any negative impacts caused by its activities at offices and other facilities. JICA will continue to:

- Promote waste reduction, resource and energy conservation, recycling; and
- Procure environmentally friendly products based on the "Law on Promoting Green Purchasing" and other relevant laws and regulations.

## **(4) Compliance with environmental laws and regulations**


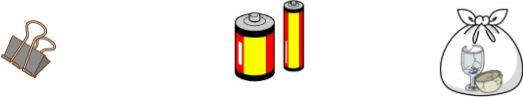


JICA will consistently adhere to relevant environmental laws and regulations.

This Environmental Policy will be communicated to all employees and personnel who work in or on behalf of JICA, and also be publicized.

1st October, 2015

President of Japan  
International Cooperation Agency

## 6. Waste Sorting Guide

| Disposal location                              | Type                   | Example  | Notes                                    |
|--|------------------------|--|--|
| Trash boxes in guestrooms                      | Burnable waste         | Used tissue papers, Clothes, Wooden pencil/ chopsticks, plastic, etc.<br> |  |
|  | Non-Burnable waste     | Ceramics, Wire, Clip, Staple, batteries etc.<br>                          | Please put broken glass in a plastic bag |
| Trash boxes at the utility space on each floor | Cans and glass bottles | Empty beverage cans, glass bottles, pet bottles etc.<br>                  | Please empty the contents.               |
|  | Kitchen garbage        | Food scraps etc.<br>  | Please fold boxes and flatten them       |

Source of illustration: Website of Ministry of Economy, Trade and Industry (<https://www.meti.go.jp/policy/recycle/main/data/illust/>)

# 7. Local Area Maps

