Guideline for Applications:

International Training Course (ITC) on Disaster Risk Management of Cultural Heritage 2015, 10th year, Ritsumeikan University

Dates: 12th to 28th September, 2015
Place: Kyoto, Kobe, Tohoku (Japan)
Organized by Institute of Disaster Mitigation for Urban Cultural Heritage, Ritsumeikan University
Cooperation with UNESCO World Cultural Heritage Centre, ICCROM, ICOMOS/ICORP
Supported by Toyota Foundation “Initiative Program”

Criteria for Selecting the Participants for 2015
The participants for the course would be selected on the basis of following criteria:

- **Number of Participants**: Total number of 16 participants would be selected for this course, which would include 8 participants from disaster management or relevant fields and 8 participants from cultural heritage conservation field.

- The course organizers shall bear basic necessary costs for the participation of selected participants from developing countries.

  For list of developing countries please visit the following link:

- Participants from developed countries may also be accepted for the course provided they are selected through general application process and agree to cover their own costs for attending the course. Please refer course costs for details.

- **Efficiency in training Implementation**: It is expected that the participants from the cultural heritage field as well as disaster management field would work together during the course.

- **Case Study Site**: Each participant will select one case study site in his or her own country. The cultural heritage site should be vulnerable to one or more natural hazards such as earthquake and/or fire and/or flood and/or landslide.

- **Multiplying effect**: It would be preferable if the participant is attached to a cultural heritage or disaster management department/organization/university, through which knowledge gained during the course can be disseminated at local/national or regional level.

**Working language**
The working language of the course will be English. Proficiency in the written and spoken English is an essential prerequisite for participation.
Course Costs
There is no tuition fee for the course even for the participants from developed countries.

For the participants from Developing Countries (please refer to the URL for the definition: http://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf), the organizer of the course will cover below.
✓ **Most economical round trip travel cost** from the nearest airport that to and from Kyoto
✓ Basic living costs including basic accommodation and meals
✓ Domestic transportation cost in Japan.

For the selected participants from Developed Countries are expected to cover their round trip travel cost to and from Kyoto, and 250,000JPY (at the current exchange rate 2,100USD around) for basic living cost and domestic transportation cost in Japan.

The participants will be strictly required to follow the provisions governing expenses of Ritsumeikan University. Any extra claim cannot be accepted.

Selection Process
Those interested in attending the course are invited to submit their application by filling the enclosed form and other necessary documentation as requested and send these by email on or before April 9th, 2015 (please visit section on application requirements). Based on the submitted applications, the applicants would be shortlisted.

Final selection would be made through telephonic interview of shortlisted applicants. The dates for these interviews would be informed later.

Application requirements
1. **Application Form:** Please refer to the entry example.
2. **Short paper (3-5 pages):** describing project(s) concerning cultural heritage conservation and management or disaster risk management in which you have been involved, and your overall potential for success in further applying the course contents in your professional career.
3. **Questionnaire**
4. **Official Endorsement:** from the institution of the applicant

Kindly be reminded that Official Endorsement form should be physically signed and stamped by the institute and uploaded as a scanned copy either in PDF or jpg formats. Application Form, Short paper and Questionnaire should be sent in both Word and PDF formats.

Application Deadline: **April 9th (Thursday), 2015 (JST)**

For more inquiry, please contact to
Secretariat of Institute of Disaster Mitigation for Urban Cultural Heritage, Ritsumeikan University (R-DMUCH)
58 Komatsubara Kita-machi, Kita-ku, Kyoto 603-8341, JAPAN
E-mail: dmuchitc@st.ritsumei.ac.jp
Institute of Disaster Mitigation for Urban Cultural Heritage, Ritsumeikan University

International Training Course (ITC)
on Disaster Risk Management of Cultural Heritage 2015

APPLICATION FORM
Please complete this form in full, by computer.

1. APPLICANT

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
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<td>Middle Name</td>
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Please fill in your full name as shown in your passport.

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<tr>
<th>Date of Birth: D/M/Y</th>
<th>Age</th>
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<tbody>
<tr>
<td>Nationality</td>
<td>Place of Birth</td>
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Expertise
( ) Cultural Heritage Field
( ) Disaster Management
or Related Field

<table>
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<tr>
<th>Gender</th>
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<tbody>
<tr>
<td>( ) Male</td>
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<tr>
<td>( ) Female</td>
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</table>

In which region is your country located? (please refer to http://www.mofa.go.jp/region/index.html)

What are main disaster risks in your area? (ex; earthquake and fire)

Affiliation:

<table>
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<tr>
<th>National authority</th>
<th>Professional institution of national relevance</th>
<th>University</th>
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<tr>
<td>Private firm/Individual Professional</td>
<td>NPO/NGO</td>
<td>Others</td>
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Official Presentation:

Please give the official name of organization you belong to.

Present Position

Web Site: (If available)

Office Address

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<th>Postal Code:</th>
<th>Country:</th>
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Office Phone No. (+ Country Code) | Office Fax No.

Home Address

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<th>Postal Code:</th>
<th>Country:</th>
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Home Phone No. (+ Country Code) | Home Fax No. | Mobile (Cell) Phone No.

Which is a preferred contact address?
( ) Office   ( ) Home

We will send official documents to the address you choose.
Email Address
Preferred: 
Alternatives: 

We will send the result of selection and other important announcements by e-mail.

Nearest Domestic Airport
Airport Name: Region: Country: 

The organizer will arrange your trip to Japan from the airport given here.

Please list any food you cannot eat due to allergy problem or religious reasons 

Please kindly understand that the organizer cannot necessarily meet your demand.

EDUCATIONAL BACKGROUND

<table>
<thead>
<tr>
<th>Full Name of Institution and Country</th>
<th>College, Department</th>
<th>Duration (from - to)</th>
<th>Degree Obtained</th>
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<tbody>
<tr>
<td>Ex.) ****** University, Japan</td>
<td>Graduate School of Engineering</td>
<td>2005 April -2008 March</td>
<td>Ph. D (Engineering)</td>
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</table>

Please list all the academic qualifications you obtained. 
You can add lines, if needed.

Relevant Professional Courses

<table>
<thead>
<tr>
<th>Full Name of Course, Institution and Country</th>
<th>Duration (from - to)</th>
<th>Certification Obtained</th>
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Please list all the courses you participated. 
Professional course does NOT mean regular classes at university, but educational programmes offered by official institutions or organizations.

2. PUBLICATIONS AND RESEARCHS

List your significant publications (title, publisher and date) and/or research projects

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3. **ENGLISH LANGUAGE ABILITY**
Please rate your language proficiency from Excellent to Poor

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<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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<td>Understanding</td>
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<tr>
<td>Written</td>
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4. **PROFESSIONAL ACTIVITIES**
Describe your current responsibilities and professional activities

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<th>Relevant Previous Activities</th>
<th>Dates (from - to)</th>
<th>Responsibilities</th>
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**Professional Experience**
- ( ) Less than 2 years experience in the cultural heritage conservation or disaster risk management field
- ( ) 3 to 4 years experience in the cultural heritage conservation or disaster risk management field
- ( ) 5-15 years experience in the cultural heritage conservation or disaster risk management field
- ( ) More than 15 years experience in the cultural heritage conservation or disaster risk management field

5. **PERSONAL STATEMENT**
Explain why you are applying for this course, what you hope to learn from it, and how it will benefit your professional development and your institution.
6. The Cultural Heritage Site for which a Disaster Risk Management Plan will be formulated:

<table>
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<th>Name of the site:</th>
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Is this a World Heritage Site?
( ) Yes ( ) No

If not, what is the status of the site?
( ) Tentative List of World Heritage ( ) Nationally Protected Site ( ) Locally Protected Site ( ) Unprotected Site

What is the type of cultural heritage selected by you?
( ) Single Monument ( ) Group of Buildings or Ensemble ( ) Historic City or Urban Area ( ) Archaeological Site ( ) Cultural Landscape ( ) Museum ( ) Any other (please specify )

Location of the site
Latitude / Longitude ( )

* This information is available out through Google map by pointing the cursor on the designated location.

Right click the location, and go to “Detail of the location” first. Once you see a green arrow appears, point the arrow by cursor to find out the information.

Photo of the site

7. Reason for Selecting the above Cultural Heritage Site:
Short paper

Describe project(s) concerning cultural heritage conservation and management or disaster risk management in which you have been involved, and your overall potential for success in further applying the course contents in your professional career.

This short paper should be 3-5 pages.
Institute of Disaster Mitigation for Urban Cultural Heritage, Ritsumeikan University

International Training Course (ITC) on Disaster Risk Management of Cultural Heritage 2015

QUESTIONNAIRE

As part of commitment to provide high quality training course, we would appreciate your honest and constructive reactions to this training course. All comments will, of course, be treated in the strictest confidence.

Q1. Where did you know this training course?

| □A | From R-DMUCH or Ristumeikan University website |
| □B | From other website such as UNESCO WHC, ICCROM or Asian Academy |
| □C | From my colleagues or friends |
| □D | Other → Please describe briefly. |

Q2. What expectation do you have during this training course?

| □A | I want to know techniques and policies of Disaster Risk Management for Cultural Heritage in case of Japan. |
| □B | I want to share the knowledge and experience with the other participants and resource person, and to make international network. |
| □C | Other → Please describe briefly. |

Q3. What plan do you have after this training course?

| □A | I will share the knowledge and experience with my colleagues. |
| □B | I will organize a training based on the experience and knowledge from the training in Japan. |
| □C | I will propose the Cultural Heritage Risk Management plan. |
| □D | Other → Please describe briefly. |
Institute of Disaster Mitigation for Urban Cultural Heritage, Ritsumeikan University

International Training Course (ITC) on Disaster Risk Management of Cultural Heritage 2015

OFFICIAL ENDORSEMENT

Your application will not be considered unless this section is correctly filled in by the person endorsing the application (public official, employer, or academic supervisor). The undersigned:

Please E-mail the scanned copy of this page in PDF or jpg file.

<table>
<thead>
<tr>
<th>Name of the person endorsing the application document</th>
<th>Title or Position</th>
<th>Institution or Organization</th>
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Address

Phone No. (+ Country Code) | Fax No. | Email Address

This must be physically signed. DO NOT paste a photo copy.

endoreses the application of the applicant:

Name of the applicant

Will the applicant's present position still be available to him/her after the course is over?

(  ) yes       (  ) no

Signature of the person endorsing the application

Date

Stamp of Institution

This must be physically stamped. DO NOT paste a photo copy.

APPLICANT’S STATEMENT

I declare that the information given in this application is true and correct. I also declare that, to the best of my knowledge, my health allows me to undertake the proposed training program.

Applicant’s Signature

Date

This must be physically signed. DO NOT paste a photo copy.