

2004 JETAA Canadian National Conference

Conference Minutes and Notes

**The Novotel Hotel
Ottawa, Ontario
Saturday May 15th – Sunday May 16th, 2004**

Delegates in attendance:
CLAIR NY
Embassy Officials
CN1, CN2, CN3, CN4, CN5, CN6

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Session 1. Welcome and Introductions of the conference sponsors and representatives of JETAA chapters by Brain Rae, current JETAA Ottawa Executive member and Master of Ceremony.

Greetings from Mr. Hida – Representative from CLAIR New York (See Appendix 1 for full speech)

Summary:

The JET Program is now in its 18th year since its beginning in 1987. Over the last 17 years almost 38,000 people have participated in the JET Program, making this one of the biggest international exchange programs in the world. JET has levelled off for the last few years to 6,226 participants with 41 participating countries, or this, 969 are Canadian. The success of JET is due to JETAA.

There is a shift in emphasis from an increase in size to an increase in quality. Due to funding, we look at quality and achieve goals. Given existing budgetary limitations, the current size of the program, and other factors, we are trying to focus our efforts on objectives that will improve the quality of the experience for participants and make the program more effective in achieving its goals. JET is more flexible in regards to work and positions. There is zero change in structure, which equals gradual movement to a second phase. This expansion gives way to maturity. The expectation strengthens bonds, which contributes to active JETAA members.

Greetings from Mr. Nakajima – JET Desk, Embassy of Japan (See Appendix 2 for full speech)

Summary:

The JET Programme has become Japan's most successful international exchange programme in terms of its quality and scale. Recently, the programme has grown to include more than six thousand participants every year from more than 40 countries all over the world.

We recognize that one very important element in the success of this program is that JETAA advises departing JET participants based on their experiences to dissolve the departing JET's anxieties and to help them fit easily into new circumstance in Japan. JETAA further helps returnees to resume their life smoothly in Canada.

The Ministry of Foreign Affairs of Japan would like to continue to support JETAA strongly and simultaneously hopes that JETAA will continue to grow into a solid and wonderful organization that, with more activity, will become an even more significant partner in the programme.

Brenda McDonald – Departing Canadian Country Representative

Tom Kawasaki is the new Country Representative and is unable to be at the conference due to an exam. Brenda and Tom have spoken on the phone and will act as a liaison this weekend for the Country Representative. Brenda is going to be a liaison for Tom Kawasaki during this transition phase.

CN 6 – Vancouver - Greg Joughin and Stephanie Gold

- Boards of Directors consist of 11 people with a structure where no one has a delegated role but work collaboratively on projects.
- 500 alumni (not all active) with strong support on Vancouver Island but sometimes difficult to do events together.
- There is a move to amalgamate the Yukon Territory and Interior BC—separate because of geography. They have the largest contingency of JETs this year, which is an increase.

CN 7 – Calgary

(Note: No delegates attended from Calgary)

- According to Brenda, Calgary is in a transition phase and the Consulate in Edmonton is actively working to find active members and JETAA Chapters.
- There are JETs in Calgary who will carry on their chapter activities.

CN 5 – Edmonton - Brenda McDonald and Meena Rasawamy

- Brenda is the President of NAJETAA with a core of 7 executive members with a new President in November.
- The chapter is very active, depending on the event there are 5 to 20-30 alumni who come out.
- Meena is new to the Chapter and is coordinating this year's pre-departure orientation.

CN 4 – Winnipeg - Alex Bertrand and Ken Coffin

- Alex is new to the Chapter and is working on the pre-departure orientation with an executive group of 6 members and 250 alumni.
- Winnipeg gets a lot of support and help, especially with orientations. Ken is the events coordinator and is looking for new ways to promote JETAA

CN 2 – Toronto - Dahlia Nicholson and Carol Bewry

- Executive of 5 members, with a recent changeover and about 700 alumni that are not all active.
- They have many partnerships with Japanese associations, such as the CJST and the JCCC.

CN 3 – Montreal - Joanne Bonnici and Carl Delaney

- 5 executive members (were 6), with many new members on the executive, except for Tom Kawasaki. Looking towards replacing the 6th.
- They have about 400 alumni, with about 100 active.

Embassy of Japan - Hisako Shirai and Christa Amyot

- Here to support and help as much as possible.

CN 1 – Ottawa - Marisa Meaker-Williamson, Kris Clipsham, Stephanie Sirois, Brian Rae, Jacynthe Bigras and Jayashri Nijhowne

- We have 250 alumni and many are active on a rotational basis.
- We are one of the older Chapters.
- Apart from the two co-Presidents, all other executive is new.

Session 2. JETAAi and Country Representative

JETAAi

- In February 2004, the NY JETAAi Conference was held in New York. There are JET alumni on 3 levels- local chapters, national – 4 national conferences to date and the international. International have been going on for a while, but within the past few years we've seen more cohesiveness and structure.
- Brenda McDonald is now the Chair of JETAAi. Canada comes across internationally as a cohesive group and we have done so many projects on a national basis that other countries are noticing.
- With JETAAi, Brenda is still learning and getting her feet wet. The position will run until next June 2005. The International conferences will be held less frequently because of funding. This year is different as it will be in Portland in November with Country Reps (as opposed to Chapter Reps) and JETAAi Executive.
- The 2005 JETAAi conference will be in June in Japan and will include Chapter Reps, Country Reps and Executive. In between now and June 2005, there is a 4 page action plan.

Structure: 4 people on Executive committee

- Chair, Vice Chair, Secretary and Treasurer plus the Country Reps, which are heading up the committees.
- As Chair, Brenda would like to see more people involved in the committees that were formed at the JETAAi conference. For example, you do not need to be a country rep to head a committee. Someone with an interest can do this as well. This is Brenda's goal. Some committees need leadership and this needs to be addressed.

Database Committee

- Forming a centralized database.
- Currently talking with developers and conducting research regarding privacy issues, CLAIR, etc.

Funding Committee

- Funding in regards to conferences and forming a resource list on how to use the funding.
- Which events does MOFA support CLAIR – as there are new people arriving every day, these issues need to be on a list.

Sponsorship Committee

- Developing a relationship with Citybank, based in Japan. New JETs- in trying to support and promote services to new JETs regarding bankcards, accounts and in return JETAA gets sponsorship funds.
- Daniel Lindz works as a VISA rep with a bank and he is working on making a relationship and getting sponsorship funds.

Small/dead/future Committee

- Addressing chapters that have different needs (too small, have disappeared and those who are just starting out, i.e. Jamaica and Russia).

Long term Strategy

- Researching long term international associations – example, Red Cross, regarding issues such as how they handle taxing, funding, sponsorship.

ACTION: People interested in a committee are welcome to go talk to Brenda McDonald.

How do Chapters connect?

Listserve: aadelegates: <http://groups.yahoo.com/group/aadelegates>
Cdn_reps: http://groups.yahoo.com/groups/jetaa_cdn_reps

Country Reports

- Reports summarizing recent activities are submitted twice a year by the Chapters to their Country Rep. The Country rep combines each chapter's events into the Country report, and sends it to JETAAi.
- This year's Country Reports are due in August and February. There will be an email from Tom prior to that stating he needs a report from the Chapters.
- Looking for: Key points, activities done in past few months, what worked, what didn't work, what do you think people should try, think of what you would like to read in that country report.
- AA delegates: Brenda would like to develop a resource list and put it all in one place to centralize the information so that we do not have to reinvent the wheel.

JETAA COUNTRY REPRESENTATIVE

Brenda was elected to the position last October. The position is aimed to be a one year term starting from the date of the national conference. Elections should be held well in advance ahead of the national conference. Next year would like to be more streamlined, with a regular annual time where chapters know when an election is going to happen.

ACTION: We need to determine if the Country Rep position can be renewable or should it be fixed. There are no regulations from the international level regarding this. As a group, we need to decide this. Need to define term? Is it a maximum one year term, if someone wants to renew, do we need to have an election again?

Who are applying? People who have been active in their chapter, those who have attended a national or international conference and those who would like to go to the next level of involvement. Why does it seem like Country Reps stay only 1 year? This is something we need to address, especially with our chapters.

Transitioning

Every chapter is experiencing this to some degree - old people leaving and new people arriving. This is due to an aging alumni population. We need to recognize this within our Chapters and that this changes our volunteer population in terms of WHAT they can and want to do. People have different views of events and have more important things than JET right now (babies, career, etc.). We need to entice returnees to participate, to keep them informed, and to support and help lead the transition process. Having accessible resources to the Chapters will help this, from international to national to local.

ACTION: Chapters need to address this, as life priorities will come into play. We need to find ways to replenish the JETAA population and find ways to make the transition smoother.

JET Stream – Steven Shipley JET Programme Coordinator in Tokyo sent out an email requesting contributions to the JET Stream publication – essays and stories of things people have done and there is also a Chapter Section. As Chapters, we can contribute a page in the book.

ACTION: Submit a Chapter Page for this Publication. What do you put in this? An article detailing your activities, developments or anything else. Info sheet sent out to new JETs, you might have something already in existence. Make it something that will appeal to the group. See Brenda's example: (this is who we are, check out our website, join our e-list, Contact Information). This needs to be sent to Steve by MAY 21, 2004 to s-shipley@clair.or.jp.

ACTION: Brenda will email the Country Report Template.

Contacting CLAIR to get on their list. Go to the CLAIR website and register.
(<http://www.clair.or.jp/e/>)

Cross Canada Newsletter

This newsletter is comprised of each Canadian chapter's information and sent to the Canadian Embassy in Tokyo, who give it to the Canadian JETs for free. We do not want to miss this opportunity, as it is free advertising.

ACTION: CN1 will send out the 2003 Cross Canada Newsletter (edited by JETAA Ottawa last year) via the Cdn_reps e-group and will be uploading it in the files section. Someone will need to be responsible for this year's.

Elections

All Canadian Chapters have elections at different times during the year. If we had elections during the same time periods, it would be easier for the new information to come out all at once.

This way we do not miss anyone and all people will get the information out to everyone for example through the cdn_reps listserve.

Toronto – end of March
Montreal – January
Winnipeg – January
Vancouver - January
Edmonton – November
Ottawa – December

Companies who want to advertise with JETAA - For example, taxback.com

- We need to discuss these as a National Group as to how we are going to deal with this – free verses paid advertising.
- We need to have a National Cohesiveness that sends the same message regarding advertising. AJET has a ``group associate member program`` (GAM) they can advertise in their publications, at conferences, etc.
- This might not be practical for us on a National Level, but might be a good starting point.

National Project

We would like to decide what kind of National Project we would like to achieve and on Sunday we will need to decide a National Action Plan.

Presenter: Victoria Jull – from Japan Division of Department of Foreign Affairs and International Trade (DFAIT) (See Appendix 3 for full presentation)

Outline of Discussion Session

1. Aim

As a capstone of the Invitation of Foreign Youth to Japan, the International Youth Development Exchange Program, youth from 11 countries and Japanese youth discuss and find what ideas are specific to their own culture and what are global.

2. Outline

- A. Date: July 18 (Sun.) ~ July 21 (Wed.), 2004
- B. Venue: National Olympics Memorial Youth Center (Shibuya-ku, Tokyo)
- C. Host : Cabinet Office, Center for International Youth Exchange
- D. Participants
 - ? . Japanese Youth: about 60 persons (20~ 35 years old)
 - ? . Overseas Youth: about 100 persons from Canada, Republic of Chile, Dominican Republic, Republic of Hungary, Hashemite Kingdom of Jordan, Republic of Lithuania, Mongolia, Kingdom of Morocco, Union of Myanmar, Kingdom of Norway, and Republic of Senegal.

D. Fields

- ? . Education
- ? . Environment
- ? . Global Community and Business Enterprise
- ? . Information
- ? . Traditional Culture
- ? . Volunteer

E. Program

Date	AM	PM
July 18 (Sun.)	Arrival at National Olympics Memorial Youth Center	Welcome Reception Interaction program with Japanese Group Activity
July 19 (Mon.)	Group Activity	
July 20 (Tue.)	Group Activity Preparation for the Group Presentation	
July 21 (Wed.)	Group Presentation	Evaluation Completion Ceremony

Victoria was Senior JET Programme Coordinator 1999-2000 and previous Ottawa JETAA Executive. Contact Victoria.jull@dfait-maeci.gc.ca

ACTION: Promote and recruiting. Victoria is going to prepare an info pack and would like for JETAA to be able to promote this program. The best way to forward this information is via the cdn_reps e-group and then each Chapter will take care of sending out the information. Another way to get this information out is through universities – CBIE or Charity Villages and Volunteer Centres in the City.

Session 3. Chapter Reports

Each Chapter to provide us with one or two ideas of events that have or have not worked so that we can learn from everyone’s experiences.

CN 6 – Vancouver

Have started many new initiatives including an online forum. The forum is accessible by members and is divided into different areas (private messages, FAQ, members list, events, discussions, Board of Directors). The forum has been used for voting, discussing future events, jobs). You can tell who is on-line and chat with them. It is a good way to share information and stays permanent. You can attach files, polls, and pictures. JETAABC chose their delegates for this conference via this forum. They also have a registration page (with contact information), prep. seminar page, etc. All this is for Alumni and departing JETs but most of all for the Board

of Directors so they don't have to meet for every issue. They are going to open this forum up to the rest of JETAABC this Monday. Paul Donovan would be able to assist, but for a nominal fee (\$300 plus) the software is called PHPBB—easy for any `techno weenie` to set up, and is user friendly. The Board of Directors is currently moderating.

ACTION: JETAABC will send their forum webpage address out to aadelegates and to cdn_re ps.

Re-Entry and Career Seminar – 35 people came. 2 booklets are available to look at, according to the feedback, people found it useful. Morning session was Coming Home and Life after JET while afternoon was more mini-sessions.

Photo-session in September 2004, a photo-gala and fundraiser. This is a new event for JETAABC this year.

CN 5 – Edmonton

Last year started a couple of curling workshops and had a drop-in curling event on Sunday afternoon. \$10 per person for a couple of hours and it was successful, from October to March and ended in a Bonspiel—mini-tournament.

Every January a cooking party is held at someone's house with a huge turnout of 30-35 people. The key is to cook Japanese food that people can help make – maki-zushi, gyoza, oden, okonomiyaki, nabe, etc. The key is that there's hands on--- buy the food, and prepare it at the venue and it's about \$5.00 per person for food.

Volunteer appreciation—a lot of people are giving their time and they need to be thanked for this. But, volunteers can't be involved. Needs to be coordinated by Exec. NAJETAA had it catered and had a meat and cheese fondue as well as blender drinks. Fun, casual and a great event to thank everyone for their time—the most important event. Held at the beginning of March, which fits into the fiscal year. This part of their funding was from CLAIR with their GIA.

Re-Entry Retreat—in Alberta it is coordinated with Edmonton and Calgary and is held on a rotational basis. Combining the cities means that more people have benefited from it. It was held in Calgary in 2003. Funding is coordinated between CLAIR and MOFA. The Retreat has fluctuated between 10-25 people. Held in late September, October, even to late November.

CN 4 – Winnipeg

Handed out their latest copy of their newsletter and are in transition to move it over to their website via PDF.

Annual Dragon Boat Race – Sponsorship event with the Canadian Cancer Society. Winnipeg has been involved with this for the past 2 years. Need 25 people to commit and they need to come out to 3 separate practices between May and race day. Funding is available through CLAIR and GIA. It's a great way to expose JETAA—their boat name is the Samurai Sushi Bonsai Boat.

Folka-rama has over 120 pavilions and Winnipeg works closely with the Japanese Cultural Centre and they have a Japanese Pavilion. They have a volunteer night to work at the pavilion—a great way to network and get out into the community.

CN 2 – Toronto

Photo Exhibit – 3 years ago did an original photo exhibit and this year did a 75th anniversary exhibit. Members and Japanese people were asked to send in their photos of both Japan and Canada. People whose photos were selected sign a release form. Photos were put up for one week. They are being exhibited at the JCCC. Next year, they hope to move the photos around and to pool all the photos together and auction them off so people can purchase them. JCCC is in Don Mills and the JET Desk has moved there—lots of pedestrian traffic. Email JETAA Toronto for more information regarding this event.

Film festival—coordinated via email. Tickets can be purchased for cheaper price than the box office price.

Web-based survey, in the next 2 months the survey will go on-line. They are trying to figure out what people in and around Toronto are interested in. Some are interested in izakaya night while others are interested in skating, etc. Family and children are always welcome, Toronto recognizes that JETAA are changing. Those who fill out the survey, their name will be entered into a draw for prizes.

Boat Cruise—3 other organizations are involved in the planning in this. A maximum of 200 tickets are available and are close to sold-out status.

Patterning with other Japanese Associations through their Pre-Departure Orientations, etc. They have been leading sessions on Japanese culture, students, teachers, etc. They realize that departing JETs are important for the future of JETAA. JETAA Toronto held a BBQ where families and friends were welcome. Its easy for a JET to get the information through info sessions, but it reaches out to the family who might be having difficulty in getting JET info as well.

CN 2 – Montreal

Past couple of years has been challenging, as there was very little happening. There is a new executive of 5 people and are trying to breathe new life into the Chapter. A new website is being built. They are aiming for one activity per month. Tomorrow is Hanami in conjunction with the Consulate.

Hanasu-kai—a Pub Night, there is a Japanese website called www.frommontreal.com and sometimes gets a turnout of 50-60 people. This depends on the venue and location in Japan.

Bonenkai`s happen annually.

For mature and experienced JETAA they are interested in doing picnics, etc. and invite Japanese people.

They are looking at starting a Japanese Class, Taiko Seminar, etc.

CN 1 – Ottawa

JET Cooking Class has been held for 4 years. The first year it was held with a professional chef and the last 3 years has been JETAA led. JETAA prepares the food in advance and the JETs come into help prepare and learn how to cook basic Japanese food. A Pub Night normally

follows this Cooking Class. The menu typically includes miso soup, nikujaga, okonomiyaki, teriyaki salmon — more focused on easy cooking. We also bring in some Japanese food bought in Canada so that they can see what things look like before they leave for Japan.

Re-Entry Seminar

First time to hold a Re-Entry Seminar, but had Welcome Back Reception before. Speaker topics included Resume Building, Networking and Reverse Culture Shock. About 10 people attended the Seminar last year. The Welcome Back Reception was held the same day in the evening. It is a great way to combine business with social. The handbook includes a lot of information including places to buy Japanese food in Ottawa.

Newsletter

Email only—soon to be moved to Internet only. Information, Calendar of Events, etc. We have a monthly event set on the third Friday of every month and attendance has been steadily increasing. Events vary from bowling, pub night, Japanese Restaurant, golf bowling, etc. The Embassy also provides information regarding other Japanese events in Ottawa.

Presenter: Jayashri Nijhowne – Heritage Canada– International Expositions (See Appendix 4 for full presentation)

Expo 2005 -- March 25 to September 25 in Aichi, Japan

Canada's theme is Wisdom of Diversity and Grand Intercultural Symphony and its importance of nature, how we have abused it and how we can make it better.

Visit the website – www.expo2005canada.gc.ca. The Department is looking for Hosting Staff (need to speak French, English and Japanese). The level of Japanese needed is undecided at this point. Also visit www.pch.gc.ca and look up international expositions.

*Saturday May 15th
Afternoon Conference Sessions*

KEYNOTE SPEAKER : Lyse J. Lavictoire

Introduction by Stephanie Sirois

How people perceive event planning?

- Anecdote: Make vision of event from an outside perspective, organization from protocol to paperclips.
- Details are important – type of personality is important - “Do like the duck” look like it's easy but underneath working hard.
- Things to be careful of – red flags: Never assume but always anticipate

Check list – online version available

1st point: - Beware of conflicting events, try to work off season.

- Keep dates flexible to accommodate local workers and volunteers.
- 2nd point:
- Budget – the first budget can be creative and without constraints.
 - Have a break-even analysis, a cut away scenario; this will help for the 2^d budget.
 - Get people involved.
- 3rd point:
- Marketing and promotion – Internet and email communications.
 - Professional journals? Our Conferences are our type of professional meeting
Linking with other organizations.

Organizing committee:

- Must preserve standards with volunteers, leadership by example.
- Does the organizing committee decide of the program? We hope for extra input from outside of the core members. Some chapters follow what has worked in the past.

Funding and sponsorship and promotion:

- Visibility is not always the priority, or enough to give to a sponsor.
- What kinds of things are interesting to sponsors? They want to be a part of the programme, they need more than a logo on the paper. Example of a travel agency for the sponsorship interest.
- “There’s a need and there’s a niche” In negotiation situations with hotels: the power of the repeat client.
- Especially for returning JETs :Idea of a sponsorship with an employment agency; speakers at re-entry seminars. Promoting the special skills that JETs have.
- Good idea: Making connections with Sister City programs.

Questions:

How do we get serious commitment from sponsors and participants?

- Get confirmations and R.S.V.P.s. Give people a chance to register later and email blitzes; people are not comfortable with sending large amounts of money ahead of time.
- Reminders can be sent out five to six times, as long as there is a message. (In the case of early bird registration, to save money).
- This does not apply to small events, TWO REMINDERS ARE ENOUGH.
- Good Idea: open an email with a song as a reminder!

CN1: How do you add pizzazz to make small events interesting, like the Book Club?

- JETAA promotes Japanese Culture, we can use bigger events to try and save money for our Chapter.
- CN1: We can take funding for promoting the JET programme only.
- CLAIR: Don’t write it off, you can try and get funding for larger Japan promoting events. It’s all about networking.

CN4: When do you know if the group or organisation that is right for your group is sponsoring you?

- You have to decide beforehand as a group what you want. You've got to determine what you don't want. There is a basis that you need to be able to live with.

Bad sponsorship relationships:

Some sponsorship relationships turn sour because sponsors do not get taken care of. You've got to treat them like they are VIPs. One bad experience will affect all the Chapters, after generalizations. They have to know you have expectations like them.

Registration of Sponsors:

Who does what and what are you're going to do? Ratio of 1 worker per 50 guests?

Writing up proposals for hotels:

- Sending it to a better business bureau first.
- A request for proposal is a gage to go back for negotiation. It gives a professional image.
- Numbers: a small number like 30, when consistent, is ok.

How do hotels treat smaller groups?

Comments:

CN5: promoting those hotels to returning JETs as a bonus to the Hotel. Write this up in the request for proposal. Give numbers as to how many people would be coming in a year and how many nights. Go to NGOs and see if you can find other ways to deal with hotels, and find a link.

Socials:

Ottawa Chapter shares example of experience with the reception at Kinki restaurant. A proposal is important to have the right questions. The budget was devised to a per person scale. Going in person (not on phone) is important.

Point: Compared to a hotel, a restaurant has to be sure you didn't spend more than you had planned. It is not good to have too many people dealing with and talking to one restaurant or hotel.

What are other Chapters doing internationally, in the States?

CLAIR – There are 17 or so chapters, not as well organized nationally. The number of alumni is larger and has more leverage.

CN5: There is a potential for National or International sponsorship, but the key is coordinating that.

Approaching JAL?

JETAs generally keep travelling. They have the travel bug.

Delegate bag: easy visibility for the sponsor. (Bag can be pre-made by sponsor and shipped, or can be made by the Chapter).

Post-event:

- Thank you letters
- Reports
- Volunteer gratitude party

Session 4. JETs and JETAA

PRE-DEPARTURE ORIENTATION

Jacynthe Bigras -how each chapter organizes their events

CN3:- JETAA and consul-general coordinate it, mostly JETAA.

- In a previous year, the orientation did not occur.
- The delegates are new, will use Edmonton information.
- Orientation ranges from weekend, or only a one-day session.
- Executive give their e-mails so JET's can contact them privately for personal information.

CN1:- Planned by JET Desk

- 1 weekend, 2 extra nights, Japanese lessons, Cooking class, Sempai/Kohai pub night.
- There is a JET e-group; now 4 generations of JETs and JETAA. This makes the JET Desk have to answer much fewer questions.
- e-group is moderated by Sr. JET Coordinator
- JETAA most involved in Cooking Class
- Pre-Departure Handbook, about 50 pages
- Give JETAA business cards to JETs
- At final reception JETs only bring partner, not parents

Does CLAIR give JETs their predecessor?

- Embassy of Japan: No, it is the contacting organization who gives
- Brenda McDonald with Pre-Departure Orientation books, there is now a lot of overlap
- Edmonton now includes Canadian History (this is taken from TO)
- CN1, Embassy of Japan: A list of contributors should be put on the final page, to give credit when credit is due

Do JETs have business cards?

- No - Suggestion: Make JETAA business cards and giving them to JETs before they go.

Toronto:

- Collaborative effort between JETAA and consulate.
- Starts with Q & A.
- Two day workshop (format does not change).
- Use JAVA (Japanese Visitors Association).
- Topics: J-pop, 1st month in Japanese, Married with Children, etc.
- Alumni always volunteer to lead these sessions.

- After weekend, finish with a BBQ, (funded by information portion of CLAIR, and part by MOFA).
- Later on have a pub night.
- Have everything on their website, feel free to use the information.

Winnipeg:

- Advertises with a newsletter.
- Start out with a Japanese dinner, mix of JETs and JETAA, play musical chairs to promote questions.
- Hand out Pre-Departure Handbook at restaurant (before Orientation).
- Weekend Orientation –starts out with sessions, catered lunch for JETs, friends and family (charge \$5 fee to recoup costs).
- Japanese entertainment.
- Important session includes baggage divide to Tokyo orientation and hometown.
- Hosted at Cultural Centre (no fee) and lunch is catered by them.
- Budget: manual, food, entertainment.
- Later on have a `Gambatte Sayonara Enkai` at Consulate.

Edmonton:

- JETAA, with support from Consulate
- Weekend seminar.
- Session on various topics; budget, travelling, packing.
- Saturday is sessions, enkai at night (bento, tip, and tax - \$20).
- Parent and Family session on Sunday, at the same time that the JETs meet for a different session in another room.
- Change of name: from Pre-Departure Orientation to Weekend Orientation so as to not confuse it with Consulate Orientation.
- Handbook, Pub night, Sayonara BBQ (previously potluck, this year JETAA will fund buns and wieners, low key and low cost –because JETs don't have any money.
- Try to put important sessions and events on last weekend for those who come from far away.

Points

Embassy of Japan - Very important to be accountable to JETs by e-mail, phone, website, for JETs who live far away and can't join events

CN5: Typically people make the long trip to Calgary, or Edmonton for the weekend

Embassy of Japan: JET coordinators tries to accommodate JETs from different cities, Ottawa JETs could go to orientation in TO, etc. Maritime JETs can choose where to do their two-day orientation. E-groups are very useful to far JETs

Vancouver:

- In previous years, just a 1 day seminar was held, split between parents sessions and and JETs session.
- Now switching to two day seminar, to cut down on questions sent to JET desk, and parents` anxiety.

- Saturday evening will have a low key pub night.
- Reception at Consul-General's house.
- Pre-Departure Handbook (52 pages!) –available as pdf on website.
- Very important to explain how each JET experience is different.

SERVICES FOR DEPARTING JET'S

CN1: How can we improve ideas for returning JETs (apart from the regular re-entry weekends, workshops, etc.)?

CN6: -What about returnees bringing their non-JETAA friends to a social event, so they don't feel alone?

Comments

CN5: -This combats the difficulty that returnees face in coming back and not knowing anyone
Winnipeg: each returnee could be personally invited (by phone) by a JETAA

When to hold this event: Winnipeg in September

CN1: Explain how this is an event where returnees can show pictures, and reminisce about Japan: promote this in the Welcome Back party.

CN1: When she returned there were few JETs she left with

CN5: Especially if Alumni are the same people to did pre-departure, then the JETs will know people

CN1 and CN5: If at a seated restaurant, very limiting in whom you can meet.

CN3: Surprised that JETAA are shy. She found it difficult when she returned since there was no returnee's conference, and she wanted to share her experiences with other who had similar experiences

CN5 and CN3: The retreat is better in October or November.
Christa Amyot and Jacynthe Bigras: September is better (for reception).

CN1: Good idea to introduce Japanese community at welcome back seminar, sports or cultural groups, for those who want to keep their Japanese connection.

CN2: -Re-Entry Handbook includes Japanese community, sports, restaurants, etc.
Toronto will have two re-entry seminars, for JET's who come back at different times.

CN6: Re-Entry Reception is usually in September, for those who return later on (January), a social event would a nice touch.

CN1: We invite both older and younger JETAA to our Re-entry Seminar.

CN2: There is an issue with figuring out how to get in touch with those who come back.

CN1: For their Re-entry and Career Seminar, advertise it as anyone (those who have been back for several years or newbie's) to take advantage of career consultants.

Session 5. Presentation by the Embassy of Japan: Christa Amyot

Key Points:

- At JET Desk at Embassy of Japan with MOFA.
- Half year of doing National JET recruitments, selection, interviews, etc.
- Half year focusing on Ottawa JETs.
- National recruitment for JET programme is largely based by JETAA alumni funding for JET Programme is being largely reduced, thank you for your support.
- Get the JET poster and pamphlet from consulate and poster the town with them, they are not date sensitive.
- Application booklet is date sensitive, now pdf on the consulate website.
- Application come out in September, application deadline is always 3rd Friday on November.

Three changes to the JET Programme:

- 1) Age limit is 40 (until April 1st of participating year)
- 2) Alumni can reapply (after a 10 year waiting period from when you ended your contract, and have to be under the age limit)
- 3) Waiting period (before you could not have spent 3 years within 10 years). Now it is people who have not spent more than 3 years in the last 8 years

Terminology:

- After passing the interview, there is no guarantee of going to Japan.
- Now you are on the `short list` or `alternative short list` until you are placed (this is done by Tokyo, not the Embassy or CLAIR), and then you become a participant.
- Short list candidates are placed first (no specific date that they will be told of their placement), and any alternates are placed by August 31st (as of this year).
- Candidates who has special requirements (E.g. can't be in humid climate), priority might be given.
- Various publications available from Embassy or Consulate (E.g. After JET Publication Guide, Around the World, JET Programme, looking towards the future after 15 years (good for stats)).
- Please use these publications in the community
- JET now has a bilingual JET General Information Handbook (the thick book by CLAIR)

Question and Answer Session

[What about having JET General Information Handbook on pdf, Matthew will ask CLAIR](#)

In terms of promoting Japan, the Embassy and Consulates have resources, maps, The Japan Book, 75 anniversary pamphlets, your Guide to Japan, from Japan Tourist Information which is great for helping Canadians find out about travelling to Japan. Nipponia and some brochures are available in French. Ask your desk what they have to lend out, or to give out as presents.

CN4: Their grade 3 and 4 school program has curriculum on Japan...what info can be used?

- Embassy has a program to go to schools to promote Japan.
- Embassy of Japan: You can start a `Japan in a suitcase` base of materials for school visits with your consulate

From July 1st 2004: Please use the name spelt "JET Programme" for all official meishi, newsletters, letterhead, websites. (The American version is spelt JET Program).

For discussion tomorrow:

National Action Plan:

- Canada Rep Term and Election
- Unified Elections
- Cross Canada Newsletter
- 2005 National Conference; host and when
- National approach to introducing sister-city relationships
- Companies who want to advertise with JETAA Cdn
- Fundraising (hats, tags, shirts)
- Sponsorship

Point: To pronounce our organization, we will now use JETAA (A A) not JETAA (eh eh).

2004 JETAA National Canadian Conference

Morning Sessions

Sunday May 16th

Delegates in attendance:

CLAIR NY

Embassy Officials

CN1, CN2, CN3, CN4, CN5, CN6

Session 6. Presentation by CLAIR and the Embassy of Japan

CLAIR- Mr. Matthew Gillam

A change to CLAIR funding that was originally announced at JETAAi regarding countries that have only one chapter is that the minimum number of alumni to qualify for funding has been lowered to 20. This is especially in reference to countries that mostly contribute SEA's to the JET Programme. There was a first Asian Regional conference last year in Seoul, South Korea and work in the same kind of forum as JETAA Canada.

Explanation and Stipulations of the Grant-in-Aid (GIA) Process

The handout explains the entire flow of the Grant-in-aid funding process and includes forms for the Canadian Chapters. CLAIR tries to get the name and contact information for the person who

will be taking care of Grant-in-Aid. The forms will be sent out electronically via attachments, typically in March. Chapters will have until the end of April to discuss and fill out “Form 1”. This form is for the activities you want to hold during the year. An exchange rate is given and everything will be calculated according to this exchange rate. For annual events, please include last year’s claim as well. Please be as specific as possible, for example, asking for “Newsletter” for both CLAIR and MOFA—please be specific such as: “Newsletter Printing” and “Newsletter Postage”.

When putting the number of chapters, please include the current database numbers, NOT the anticipated numbers with returning JETs. With Form 1, CLAIR wants a complete budget sheet with all the activities and funding, a copy of by-laws and a copy of your membership list (including affiliation, i.e. student, teacher, etc.) Prepayment of GIA is available up to 80% of total amount. Fill out Form 7 for this.

Mr. Koizumi is in charge of verifying ALL JETAA Canada and US GIA funding requests and confirms with MOFA for their own funding. After this process and addressing questions, the GIA applications are sent to Tokyo.

It is a good idea to have your application filled out by the end of April of every year, as it takes longer to process your application after that date. The absolute final deadline for GIA is October 1st. The end of the calendar year, December 28th, is the deadline to submit for Form 5, the Activity Report and the Expense Report. The Report of Expenses is where you paste on your receipts (please paste them on carefully so that they can be run through the photocopy). These are for your events that are held to then. Keep activity receipts together and separate from other activities. CLAIR does NOT reimburse without a receipt any more.

If you have activities between the Calendar deadline and the end of March, send them either all together by the middle of March OR as the activity occurs. If you do not get your receipts in by March 31st, you will be asked to pay back the money you received from GIA. If you do, then you get the final 20% after you’ve submitted all of your receipts.

You MUST clear up everything by March 31st as it is the END OF THE FISCAL YEAR. Also, please keep a COPY of your GIA forms you fill out for funding as well as copies of your receipts for your own filing and transfer system.

Regarding change of usage or change of amount, which is Form 3, whatever you apply for funding for, you must use that amount for that event. Such changes need to be approved by CLAIR. This can be done easily if the amount is the SAME. If the amount is different (higher), the approval needs to come from Tokyo and would take some time.

You must have a Chapter with at least 20 members, except for those countries with only one Chapter. You must have Chapter By-laws, Representatives and activities to hold. CLAIR will contribute to communications such as newsletters, website, etc. Other activities that contribute to the smooth operation of the JET Programme and are deemed appropriate by CLAIR. Job fairs or other activities, which provide support to former JET participants in their search for future employment is not considered appropriate for receiving CLAIR funding. The base amount is 200,000 yen and maximum is 1,000,000 yen based on the size of your membership base.

MOFA- Ms. Hisako Shirai

MOFA supports the following JETAA initiatives via the Japanese Embassy and Consulates:

1. Assisting the Embassy/Consulate in recruiting, advertising, selection and orientations, for the new JET Participants as required.
2. Revitalization of JETAA activities and improvement and maintenance of network.
3. Introducing Japanese cultural and educational activities to the general public.

In principle, JETAA cannot request funds for any initiatives that are not in the “JETAA Annual Budget Plan” after being approved by MOFA. The balance from previous events cannot be diverted to funds for other events.

Annual Budget Plan

The annual Budget Plan is submitted in March or April and the Embassy reviews the “Annual Budget Plan” and discusses the plan with JETAA and may request some changes to be made prior to submitting the plan to MOFA. The Annual Plan is then sent to MOFA in Tokyo and is reviewed. The Embassy will then inform JETAA of MOFA’s assessment, in the case of rejection or alterations, JETAA will make required revisions.

Please see Appendix I and II for examples of forms (budget and budget proposals). There are two ways of making payments, invoice or advanced payment. The original receipt must be included with the invoice along with payment address and information. Each Consulate has their own system, so please discuss your budget issue with your own Consulate.

Session 7. Sponsorship and Fundraising: Stephanie Sirois (See Appendix 4 for full presentation)

The object of a logo is to unify and tie a group of people. It has been mentioned that each Canadian Chapters are interested in getting their own logo. The JETAA Canada logo was introduced by CN4 in 2002 to keep the same image across the country. We have agreed to use the JETAA Canada logo and add the chapter name at the bottom to be more specific for each chapter.

ACTION: CN3 is unique in the sense that because of the French Language laws, the logo needs to be bilingual (but this is for Montreal ONLY). Montreal will investigate this matter, including signage.

Fundraising: Selling products to members, hats and t-shirts

CN1: We are looking into using the Canadian logo, but there is a set up fee.

- Negotiated a price for \$120-150.
- Is each chapter willing to pay about \$20 for the set up fee?
- Obviously the price per hat goes down if we buy in bulk.

Would they want to buy a hat that has JETAA even before they go on JET?

Discussion:

- If we don't use a JETAA logo, we can use it as a fundraising tool, but not a sponsorship tool as much.
- We could market the hat to departing hats, families, and returnees
- CN2: Would prefer having the *Canadajin* logo instead of the JETAA name because Jets are not affiliated to JETAA when they leave.
- CN3: I don't think we should market the hats to departing JETs.
- We could just take the top of the JETAA logo, with the maple leaf and sun, to broaden our market.
- What about having *Canadajin* on the front, and the JETAA logo on the side?
- *Canadajin* is good, because having Kanji or Katakana is very cool right now
- CN5: try to market it to departing JETs, Alumni, Canadian family and friends that visit, omiyage for Japanese, etc.
- What about putting the JETAA logo on the side of the *Canadajin* t-shirt, front would just be *Canadajin* only in Katakana, no English?
- The hat with *Canadajin* only in black on the front, and in the back having the small JETAA logo ...decide if to put the "Japan Exchange Teaching..." in embroidery (is it too much writing, too small?)
- Other Fundraising initiatives: canvas bags, beach bags, girls' t-shirts, meishi for departing JETs.
- Everyone agrees to keep the *Canadajin* t-shirts the same as they are and to adapt them next year. T-shirts are \$15 each; please email Alex Bertrand for ordering information.

ACTION: Brenda McDonald will investigate if there would be a logo set-up fee with her company that she goes through for the luggage tags. Catherine will investigate on her end the new costs from having 2 "logos" on the hat and the set-up fees for those.

Sponsorship:

Something we need to start thinking about. We need to start researching now, even if we want to implement something 2 years from now.

How to find sponsors:

- Sponsorship Package
- Consider what our members need
- Become familiar with standard sponsorship practices
- Is it a possibility to determine the location of a national conference 2 years early to give them time to find sponsors? Unfortunately, due to the unstable nature of JETAA Chapters, it would be difficult to predict if an executive would have enough members to host and plan a future conference.

We need to look at whether sponsorship infringes on the Japanese Government Funding. This is an issue that we need to be aware and careful of. CLAIR and MOFA would like to see JETAA Chapters become self-sufficient and not need funding from them.

What Members Need and Want:

Apartments, jobs, bank accounts, cell phones, realtor, furniture, cars, travel, study Japanese, eat Japanese food, pursue post-secondary education

ACTION: CN1 will include her PowerPoint Slides in the Report

- What can we deliver?
- How many people can we really reach? (Local, national, international)
- Are their restraints with the Embassy and CLAIR?
- What are we ready to do? (Newsletter ads, Website ad, info booth, speaker at an event)
- What next?
- Are we happy with fundraising efforts?
- What and who will do what from now in relation to fundraising?
- Are we ready to start sponsorship initiatives?
- Where to we start? Who does what? What deadlines do we set ourselves?

ACTION: CN1 will research sponsorship legalities and look at current sponsorship practices and have this information available for the next conference. JETAA Ottawa Member, Dan Dubeau, has volunteered to help with this. CN2 will also help with this as she's helped an NGO become incorporated.

Suggestion: Open up the market to our JETAA merchandise to perhaps Japanese people, University students, campus stores and Cultural Centres.

Session 8. Brainstorming and Action Plan

Canada Rep.

Key Points and Discussion:

- We need to agree that a) the term is 1 year, and that 2) there will be an election if the Canada Rep wants to stay on for a second year.
- The term needs to coincide better with the National Conference
- Time line: February: send in your platforms, then 2 weeks to vote.
- February/March: Election Held
- April: overlap (sempai and kohai)
- May: New Canada rep attends Canadian Conference as active role planner

- The expectation is that the Canadian Rep attends the Conference
- CN2: It was voted last year at the 2003 Canadian Conference that the Canadian rep needs to attend the conference.
- CN6: This will be put in the roles and responsibilities "one weekend in May you will be required to attend a conference".
- CN2: If the Canadian Rep cannot attend the conference, they have to make that known to the group, and we can then decide if we still want to elect the person.

Role and Responsibilities: a) must attend conference, b) outline a timeline

- CN1: With the chapter reps not going to Int'l conference, the Canadian Rep is becoming a stronger position.
- Tom Kawasaki is asked to complete Action Plan with timeline by July 1st
- October 1st – roles and responsibilities and election guidelines

- We should have every Canadian delegate on the Canadian reps listserve.

ACTION: Brenda McDonald will send out an e-mail asking for everyone's e-mail address to add them as her outgoing present to Tom

Unified Election Dates:

- If everyone conducted election between Dec. 1 and January 31st, then there's a bit of time for overlap for old and new executives, and then the conference delegates are not so unfamiliar going in to the conference.
- The Canadian rep will send out a reminder for these election dates.
- The Canadian rep will then publish a list of all exec. Members and positions (That way those organizing a re-entry seminar in each chapter can share information more easily).

CN6: If an executive becomes Canadian rep and realizes they can't do both roles, that local chapter will have to have more elections or rearranging.

- Will have motions. December 1-January 31.
- Seconded by CN1, all in agreement, non against, non obtained, passed

CROSS-CANADA NEWSLETTER:

- Each chapter needs to contribute their chapter submissions.
- One chapter needs to put it together (printing and stuffing envelopes).
- Ottawa did not get it funded last year (because they did not know early enough to submit a budget proposal).
- The number of Canadians this goes out to is on the jetaa.ca website.

ACTION: E-mail CN2 in Toronto by May 21st at 5:30, if not, will use last year. CN5 will modify Calgary's.

Discussion:

- There should be roles and responsibilities for Canada Rep.
- Cost is around \$150
- Should we split the cost?
- CN1 might ask for funding from GIA (but we will lose that money for our own chapter)
- CN2 will suck up cost this year if needed.
- From now on, each chapter will put \$20- \$25 in their GIA to cover this.
- Chapter making the newsletter will send invoices to each chapter.
- One issue: What happens if a chapter does not pay?

CN2 will do it this year, and e-mail Brenda McDonald the cost, which will be the basis for the divided cost for CLAIR GIA.

2005 CONFERENCE

- CN3 has offered to host it; they have 5 members who are willing and genki.
- They will speak to their executive, and to their consulate to see if next May is a good time for them and get back to us next month.

- If CN3 can't do it, Brenda McDonald will ask Vancouver next, then CN5.
- Before the 2005 conference, the Canadian rep will send an e-mail asking who wants to host the 2006 so the two chapters hosting it their year's can get together.
- CLAIR: It is a very time-consuming, team-building experience.

ADVERTISING

Tax Back Service:

- CN1: If it is web based advertising, we need to figure out the cost for a size on the website.
- Also, some chapters have paper newsletter, some have electronic ones, so consider this at the national level.
- Tom Kawasaki said he wanted a project, we will ask him to look into this.
- CN6: Do we want to regulate this nationally? Make sure we are all charging the same price, and even decide whom we want or refuse for this, establish standards.
- We can also negotiate better, and even solicit them and expand. It will make the local chapters look much more professional as they try to solicit
- No Canadian chapters are currently advertising.

-Hint to Tom: check rate cards with National newspapers (on their websites).

ACTION FOR TOM: Make a one-page Canada promotional blurb. Will be initially written, and then sent to chapter to flesh out and finalize.

Discussion:

To Tom Kawasaki: This is what we decided on as delegates, if you cannot take on this amount of work, please tell us at this point, and we can choose another Canadian Rep.

CN2: Delegates should need to review the last year's conference report and action plans before attending next conference.

CN1: We should put Action Plans on the jetaa.ca website in a folder.

CN6: We should steal advertising ideas from New York (who advertise)

Matthew Gilliam: Chapters who advertise: New York and London

Embassy of Japan: Tax Back service is not a good service for Canadians. Canadians pay tax in Japan before they get their salary, and they are tax exempt in Canada. The only service they can be of help is with pension refund, but Canadians can do that on their own with assistance from their Japanese counterpart.

The optional session was cancelled due to lack of interest.

Appendix 1: Greetings from Mr. Hida – Representative from CLAIR New York

Good morning everyone. I am Naofumi HIDA, Director of the Japan Local Government Center in New York. I am honored to be here today at this fourth JETAA Canadian Conference, being held this year in your beautiful capital city of Ottawa. It is wonderful to see both the familiar faces and the new ones gathered around this table, representing JETAA's ability to both inspire ongoing dedication and attract new members, bringing a mixture of mature experience and youthful enthusiasm to all of your efforts.

The JET Program is now in its 18th year since its beginning in 1987. Until recently the number of countries and the number of people invited to participate in the program was increasing steadily. However, it has leveled off in the last couple of years, so that this year we expect to have 6,226 participants from 41 countries working in Japan. Of these, 969 are Canadians.

Over the last 17 years almost 38,000 people have participated in the JET Program, making this one of the biggest international exchange programs in the world. This great success is certainly due to the dedication and hard work of JET and JETAA participants like yourselves, striving to promote internationalization at the grass roots level. We at the Japan Local Government Center are proud to work with you in support of JET and JETAA, and I would like to take this opportunity to thank you for this wonderful legacy you are helping to create.

As I mentioned a moment ago, there has been a shift over these last couple of years from an emphasis on simply increasing the size of the program to increasing the quality of the program. Given existing budgetary limitations, the current size of the program, and other factors, we are trying to focus our efforts on objectives that will improve the quality of the experience for participants and make the program more effective in achieving its goals. We are also working to make the program more flexible and easier to use for the host institutions by making adjustments to the conditions and guidelines regarding types of work and positions. These changes do not imply any radical change in the size or basic structure of the JET Program. They could be seen more as a gradual movement into a second phase of JET as expansion gives way to maturity. We at Soumusho and CLAIR look forward to working with Ministry of Foreign Affairs (MOFA), JET participants and alumni in developing specific policies to address the needs of all parties involved, so that JET continues to become more effective and rewarding for everyone.

Having said that, I have great expectations that this weekend's conference will serve to strengthen the bonds among the various chapters in Canada, and that it will contribute to an even more active and effective JETAA. I am grateful for the chance to be here with all of you today, and on behalf of CLAIR I thank you and all of your chapter members for your invaluable contributions as we work together to strengthen the ties of understanding and friendship between Japan and Canada. When the Minister of General Affairs visited New York recently, he was very enthusiastic about the many ways in which alumni can develop strong relationships between their communities in Japan and in their home countries. Many alumni have taken on something of the role of a local level ambassador, fostering good relations and stepping in to help out when there is a visit by a governor or mayor or citizens' group from one country to the other. Along with your demonstrated devotion to the JET Program and to JETAA, I hope you and your fellow alumni will also embrace this role of hometown ambassador, between your homes on both sides of the ocean.

I want to thank Mr. Nakajima and Ms. Shirai for being here today, and I hope they will convey my thanks to their colleagues at the Japanese Embassy here in Ottawa and to MOFA for all their generous support for the JET Program and JETAA. And I especially want to thank the members of the Ottawa chapter for taking the lead in organizing this conference. I know that I speak for my friends at the Embassy also when I say that without all of you, we would never be able to maintain the success of the JET Program, and the effort you have put into this conference will contribute to the continuing vitality of JET and its alumni chapters in Canada.

Finally, I wish you great success in all your endeavors, and I also ask for your continued cooperation and support for the JET Program and JETAA.

Thank you.

Appendix 2: Greetings from Mr. Nakajima – JET Desk, Embassy of Japan

My name is Mutsuharu Nakajima; I am the officer in charge of the JET Programme at the Embassy with the JET coordinators.

I would like to welcome you to Ottawa, and to extend my cordial appreciation of your participation in the 2004 JETAA Canadian conference as a representative of JETAA Canada, your JETAA chapter, the CLAIR New York Office and all of the related parties.

And I would also like to express my sincere thanks to the members of the Ottawa chapter who have been engaging themselves very hard in preparing this conference.

The JET Programme has become Japan's most successful international exchange programme in terms of its quality and scale. Recently, the programme has grown to include more than six thousand participants every year from more than 40 countries all over the world.

In this present time of globalization, the demand for international exchange in Japan through teaching English and introducing foreign cultures to Japan's young generation is increasingly high. And it is the citizens of foreign countries, like you, who are engaging in such exchanges.

Therefore, the JET programme has contributed greatly to improvement of Japan's English education, and promotion of Japan's international exchange.

Although JETAA is an association managed voluntarily by the JET participants, the Ministry of Foreign Affairs of Japan recognizes that it is largely JETAA which has been supporting the success of the programme and regards JETAA as a very reliable partner in the programme.

We recognize that one very important element in the success of this program is that JETAA advises departing JET participants based on their experiences to dissolve the departing JET's anxieties and to help them fit easily into new circumstance in Japan. JETAA further helps returnees to resume their life smoothly in Canada.

Because of JETAA's support, the participants can have wonderful and positive experiences both during their stay in Japan and after the programme in various activities related to Japan in Canada. As a result, mutual understanding between Canada and Japan has been promoted further.

The Ministry of Foreign Affairs of Japan would like to continue to support JETAA strongly and simultaneously hopes that JETAA will continue to grow into a solid and wonderful organization which, with more activity, will become an even more significant partner in the programme.

For these reasons, it is my hope that at this conference, all of you will be able to share useful individual information, to discuss various issues which you have been interested in, to examine the goals of JETAA Canada, and finally to obtain many significant results.

Thank you for giving me the opportunity to greet you all today.

**Guideline of the Invitation of Foreign Youth to Japan
Under the International Youth Development Exchange Program for 2004**

Cabinet Office

1. Purpose

The purpose of the Invitation of Foreign Youth to Japan under the International Youth Development Exchange Program for 2004 is to promote mutual friendship and understanding between Japanese and foreign youth as well as to improve understanding of Japan, to cultivate a spirit of international cooperation, and to broaden international viewpoints for Japanese youth.

2. Outline of the program

(1) Participating Countries

11 participating countries as follows:

Canada, Republic of Chile, Dominican Republic, Republic of Hungary, Hashemite Kingdom of Jordan, Republic of Lithuania, Mongolia, Kingdom of Morocco, Union of Myanmar, Kingdom of Norway, and Republic of Senegal.

(2) Duration of the Invitation

21 days from July 11(Sunday) to July 31(Saturday), 2004

(3) Schedule in Japan

The schedule of the invitees is shown in Attachment 1.

(4) Activities in Japan

The invited youths will take part in following exchange activities planned by the Cabinet Office.

a. Tokyo Session

The invited youths will attend the “International Youth Conference” in Tokyo to discuss topics on respective countries with Japanese youths who are to be sent overseas and visit various institutions.

b. Discussion Session

For the summery of the whole program, the invited youth will attend this session to discuss such topics as 1) Education, 2) Environment, 3) Global Community and Business Enterprise, 4) Information, 5) Traditional Culture 6) Volunteering

The session will aim at deepening understanding of Japan as well as international understanding by having discussions with Japanese youth from diverse fields, by comparing one’s home culture with Japanese culture. (For more information refer to Attachment 2 “Outline of Discussion Session)

c. Local Session

Exchange programs with Japanese youth and visits to cultural institutions.

Also in Tokyo and in the local sessions, a national presentation of each country is scheduled.

3. Composition

The delegation of each respective country will consist of one leader and seven participating youth. However, the delegation of five countries (Dominican Republic, Republic of Hungary, Hashemite Kingdom of Jordan, Kingdom of Morocco, Union of Myanmar), for which a Japanese Youth Goodwill Mission for 2004 will be sent, will consist of one leader and nine participating youth.

4. Essential Qualifications of Leaders and Participating Youths

(1) Leaders must

a: be fluent in English

b: be engaged in jobs which are related to international youth exchange programs, and desirably work for a government agency or a related organization with regard to countries visited by the Japanese Youth Goodwill Mission for 2004.

c: be sound in mind and body, capable of leading other Participating Youths.

d: be able to participate in all activities with the youths throughout the program.

(2) Participating Youths must

a: be 18-30 years old (as of April 1, 2004)

b: be engaged in activities for youth or be expected to play an active role in activities for youth.

c: be able to have daily conversations in English. In addition, at least one person in the group must be fluent in English for discussion and/or interpretation

d: be interested and have an understanding in Japan

e: have considerable knowledge or special skills about his/her own society, culture, sports, etc.

f: be sound in mind and body, cooperative and be able to carry out orderly group activities throughout the program

g: be a first-time visitor to Japan in principle.

h: preferably be able to discuss any one of the fields of the Discussion Session in English, namely education, the environment, global community and business enterprise, information, traditional culture, volunteerism. (See attachment 2)

5. Expenses

The Cabinet Office will bear expenses for round-trip air tickets (economy class) between Japan and each country (international airport designated by the Cabinet Office), meals during their stay in Japan, accommodation charges and travel expenses in Japan.

However, invitees shall bear the expenses for items such as medical treatment and hospitalization due to sickness or accidents incurred during their travel to and from Japan and their stay in Japan. In addition, invitees who are suspended from the program as a result of inappropriate behaviour will be expected to bear the expenses for returning to his/her country.

6. Other

(1) The Cabinet Office will designate the airline flights of the round trip for the invitees, and notify them before their departure through the Japanese Embassies. Participants will not be allowed to change the designated flights.

(2) In advance, every invitee must have travel insurance to cover expenses, in case of sickness and accidents during their stay in Japan.

(3) When the group of the invitees will arrive in Japan, a staff member of the Cabinet Office or a substitutive person will go to the New Tokyo International Airport to meet them.

(4) For further inquiries concerning the program, please contact the office-in-charge of the Program:

Section-in-Charge: First Youth Exchange Section,

Director General for Policies on Cohesive Society,
Cabinet Office

Address: 3-1-1, Kasumigaseki, Chiyoda-ku, Tokyo, 100-8970 Japan

Phone: +81-3-3581-2980

Facsimile: +81-3-3581-1609

Fundraising & Sponsorship

1. Fundraising

- Sell products to members
 - Luggage tags
 - Hats
 - T-shirts
- New products
 - Canvas bags
 - Beach bags
 - Girls' t-shirts
 - Meishi

2. Purpose of Fundraising

- To collect funds for activities that are above and beyond what is funded by CLAIR and MoFA.
- To collect funds for a « safety net » and to build a fund to avoid asking exec members to pay things from their own pockets.
- To promote JETAA to new JET and the general public

3. Sponsorship

- Company which supports specific event by offering funds or products in exchange of visibility for promotional purposes

4. How to find sponsors

- Sponsorship Package
- Consider what our members need
- Consider what we can and are ready to deliver
- Become familiar with standard sponsorship practices
- Determine location of national conference 2 years early to give time to find sponsors

5. Sponsorship Package

- Bronze, Silver, Gold pre-determined package
- Include who we are, what we do, what we have to offer, for how much
- Have national cohesive package

6. What Members
Need & Want

- Appartements
- Jobs
- Bank accounts
- Cell phones
- Realtor
- Furniture
- Car

7. What can we deliver?

- How many people can we really reach? (local, national, international)
- Are there restraints with the Embassy?
- What are we ready to do?
- Newsletter ad
- Website ad
- Info Booth
- Speaker at an event

8. What next?

- Are we happy with fundraising efforts?
- What and who will do what from now in relation to fundraising?
- Are we ready to start sponsorship initiatives?
- Where do we start? Who does what? What deadlines do we set ourselves?

9. Incorporation... the dilemma