

Guidelines for Application

UNESCO Chair Programme on Cultural Heritage and Risk Management, International Training Course (ITC) on Disaster Risk Management of Cultural Heritage 2020, 15th year

Organized by Institute of Disaster Mitigation for Urban Cultural Heritage, Ritsumeikan University
In cooperation with ICCROM
Supported by UNESCO and ICOM

Dates: 2nd September to 24th September, 2020

Place: Kyoto and other Heritage Sites in Japan

Criteria for Selecting the Participants for 2020

The participants for the course would be selected on the basis of the following criteria:

- ✓ **Number of Participants:** A total number of 10 ~ 15 participants will be selected for this course. This will include half of the participants coming from the disaster management field and the other half from the cultural heritage conservation field.
- ✓ The course organizers shall bear the basic necessary costs for the participation of participants from developing countries.
For the list of developing countries please visit the following link:
http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC_List_ODA_Recipients2014to2017_flows_En.pdf
✕Please note that the classification of developing countries is stipulated in the DAC list of ODA recipients (effective for reporting on 2014, 2015, 2016, and 2017 flows).
- ✓ Participants from developed countries may also be accepted for the course provided they are selected through the general application process and agree to cover their own costs for attending the course. Please refer to course costs for details.
- ✓ **Efficiency in Training Implementation:** It is expected that the participants from the cultural heritage field and the disaster management field will work together during the course.
- ✓ **Case Study Site/Museum:** Each participant will select one case study site or museum in their own country. The cultural heritage site should be vulnerable to one or more natural hazards such as earthquake, fire, 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 the local/national or regional level.

Working language

The working language of the course will be English. Proficiency in 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 of these countries

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http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC_List_ODA_Recipients2014to2017_flows_En.pdf.

The organizer of the course will cover below.

- **Most economical round trip travel costs**^{*1} from the nearest airport to and from Kyoto
- Accommodations and necessary transportation costs during the training program
- **Daily allowance**^{*2} as support for meal costs

*1_Airfare for economy class tickets and railway roundtrip expenses from/to a domestic airport to/from Kyoto will be covered.

*2_Allowances will be calculated according to the "Rules for the Provision of Travel Expenses for The Ritsumeikan Trust" and decided after selection.

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

- The selected participants from developed countries are expected to cover their round-trip travel costs to and from Kyoto, and 250,000 JPY (at the current exchange rate, around 2,200 ~ 2,300 USD) for basic living costs and domestic transportation costs in Japan.

Selection Process

Those interested in attending the course are invited to submit their application by filling the enclosed form and other necessary documents as requested and send these by email on or before April 6th 2020 (please visit the section on application requirements). Based on the submitted applications, the applicants will be shortlisted.

The final selection will be made by a telephone interview with each of the shortlisted applicants. The dates for these interviews would be decided later.

Application requirements

※Please note that if your Application Form, Short Paper, Questionnaire, and Official Endorsement don't meet the following application requirements, we cannot accept them.

1. **Application Form:** Refer to the entry example.
2. **Short Paper (3-5 pages):** Describe project(s) concerning cultural heritage conservation or disaster risk management in which you have been involved, and your overall potential for success in applying the course contents in your professional career.
3. **Questionnaire:** Complete all the questions included.
4. **Official Endorsement:** Obtain from the institution of the applicant.

Please keep in mind that the Official Endorsement form should be physically signed and stamped by the institute and uploaded as a scanned copy in either the PDF or JPG format. The Application Form, Short paper, and Questionnaire should be sent in both the Word and PDF formats.

We will send a message one week after receiving your application. If you do not receive the confirmation of receipt after a week, please contact us immediately.

Application Deadline: April 6th (Monday), 2020 (JST)

For further inquiries, please contact:
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