



R-DMUCH

Institute of Disaster Mitigation for Urban Cultural Heritage, Ritsumeikan University, Kyoto Japan

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;
<http://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf>
- ✓ 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.



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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



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APPLICATION FORM

Please complete this form in full, by computer.

1. APPLICANT

Family Name	First Name	Photograph	
Middle Name	Please fill in your full name as shown in your passport.		
Date of Birth: D/M/Y	Age		
Nationality	Place of Birth		
Expertise () Cultural Heritage Field () Disaster Management or Related Field	Gender () Male () Female		
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:	Please give the official name of organization you belong to.	
Official Presentation: () National authority () Professional institution of national relevance () University () Private firm/Individual Professional () NPO/NGO () Others ()		
Present Position		
Web Site: (If available)		
Office Address	Postal Code:	Country:
Office Phone No. (+ Country Code)	Office Fax No.	
Home Address	Postal Code:	Country:
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

Academic Qualifications

Full Name of Institution and Country	College, Department	Duration (from - to)	Degree Obtained
Ex.) ***** University, Japan	Graduate School of Engineering	2005 April -2008 March	Ph. D (Engineering)
Please list all the academic qualifications you obtained. You can add lines, if needed.			

Relevant Professional Courses

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

2. PUBLICATIONS AND RESEARCHS

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

Title	Publisher	Date

3. ENGLISH LANGUAGE ABILITY

Please rate your language proficiency from Excellent to Poor

	Excellent	Good	Fair	Poor
Spoken				
Understanding				
Written				

4. PROFESSIONAL ACTIVITIES

Describe your current responsibilities and professional activities

Relevant Previous Activities	Dates (from - to)	Responsibilities

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:

Name of the site:

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

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7. Reason for Selecting the above Cultural Heritage Site:

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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.



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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?

<input type="checkbox"/> A	From R-DMUCH or Ristumeikan University website
<input type="checkbox"/> B	From other website such as UNESCO WHC, ICCROM or Asian Academy
<input type="checkbox"/> C	From my colleagues or friends
<input type="checkbox"/> D	Other→ Please describe briefly.

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

<input type="checkbox"/> A	I want to know techniques and policies of Disaster Risk Management for Cultural Heritage in case of Japan.
<input type="checkbox"/> B	I want to share the knowledge and experience with the other participants and resource person, and to make international network.
<input type="checkbox"/> C	Other→ Please describe briefly.

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

<input type="checkbox"/> A	I will share the knowledge and experience with my colleagues.
<input type="checkbox"/> B	I will organize a training based on the experience and knowledge from the training in Japan.
<input type="checkbox"/> C	I will propose the Cultural Heritage Risk Management plan.
<input type="checkbox"/> D	Other→ Please describe briefly.



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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.

Name of the person endorsing the application document	Title or Position	Institution or Organization
Address		
Phone No. (+ Country Code)	Fax No.	Email Address
endorses 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 <div style="border: 2px solid orange; border-radius: 10px; padding: 5px; display: inline-block;">This must be physically signed. DO NOT paste a photo copy.</div>		
Date	Stamp of Institution <div style="border: 2px solid orange; border-radius: 10px; padding: 5px; display: inline-block;">This must be physically stamped. DO NOT paste a photo copy.</div>	

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 <div style="border: 2px solid orange; border-radius: 10px; padding: 5px; display: inline-block;">This must be physically signed. DO NOT paste a photo copy.</div>	Date