

## Event Endorsement Guidelines for Mekong-Japan Exchange Year 2019



### 1. Outline:

The Secretariat of Mekong-Japan Exchange Year encourages proposals for a wide range of events celebrating the exchange year and endorses them as official Mekong-Japan Exchange Year events. Organizers of events endorsed by the secretariat will be entitled to use the exchange year logo and the events will be published on the Event Calendar on the exchange year website.

### 2. Eligibility:

- (1) Events should take place in principle in Japan or Mekong Region Countries (Cambodia, Laos, Myanmar, Thailand, and Viet Nam) during the period from January 1, 2019, to December 31, 2019, for the purpose of promoting further exchanges between Japan and Mekong Region Countries.
- (2) Events should aim to contribute to promoting multilateral or bilateral exchanges, deepening mutual understanding and enhancing friendships in various fields (youth exchanges, arts, academic studies, sports, tourism and politics) between Japan and Mekong Region Countries.
- (3) Events aiming to merely seek profit or those unopened to the public will be excluded. However, even if events are intended to seek profit, those planned in cooperation with Mekong-Japan Exchange Year and fully meeting the criteria in the preceding (2) could be subject to consideration for endorsement.
- (4) Objectives and contents of events should be clear. Events should have high feasibility.
- (5) Events should not advocate any particular principle, ideology, religion, political or election campaign. They should not violate public order or standards of decency. Organizers of events have no history of damaging friendships between Japan and Mekong Region Countries in the past.
- (6) Costs must be fully borne by the organizers.

(7) The necessary documents, including Application Form and Pledge, must be submitted.

Note: Events using such public funds for subsidy events sponsored by the Japan Foundation or the Agency for Cultural Affairs will be entitled to use the logo without meeting the required procedures for the event endorsement. However, an Application Form for event endorsement must be submitted in advance to the secretariat.

3. Privileges of event recognition:

(1) Recognized events will be allowed to use the title of Mekong-Japan Exchange Year 2019 event, as well as the official logo for Mekong-Japan Exchange Year 2019 in publicized materials (posters, brochures, websites, billboards, banners, etc.).

(2) The recognized event will be registered in the Event Calendar of Mekong-Japan Exchange Year 2019.

4. Application Procedure:

(1) Application submitted to:

Event Organizer	Submitted to
Organizers located in Japan comprising mainly Japanese citizens	Ministry of Foreign Affairs, Japan (Secretariat of Mekong-Japan Exchange Year)
Organizers located in Mekong Region Countries comprising mainly Japanese citizens	Japanese embassies or consulates general in Mekong Region Countries
Organizers located in Mekong Region Countries comprising mainly citizens of those countries	Ministry of foreign affairs in each Mekong Region Country
Organizers located in Japan comprising mainly citizens of Mekong Region Countries	Ministry of foreign affairs or consulate general of each Mekong Region Country in Japan

Note: In principle, the above classification should be used. However, in the event of difficulty selecting from the given classifications, an organizer may select any one of application destinations from the classification. If an organizer prefers any particular application destination for such reason as having routine business relations, it will not be prevented from selecting the preferred application destination.

(2) Necessary Documents:

- Application Form
- Pledge
- Associated profit and expenses

- Details of the event (outline/description of the event), information on the organizer including routine activities (proposal of the event, brochure published by the organizer, past activities)

(3) How to obtain approval:

- Applicants must submit the necessary documents in the preceding 4 (2) by email (recommended) or by post to the destination (“Submitted to”) in the preceding 4 (1).

Note: The necessary documents should in principle arrive at the destination one month prior to the planned event’s date.

- Each organization that receives applications will review the application, and after such review, will report the result to the applicants in written form. For approved events, the electronic data of the logo will be sent to the applicant.
- When an event is approved, the application of the approved event will be shared with the Secretariat of Mekong-Japan Exchange Year.
- The Secretariat of Mekong-Japan Exchange Year will update the Event Calendar as needed and publish the approved event on its website.

5. Other:

- No submitted documents will be returned.
- Even if an event is approved for Mekong-Japan Exchange Year, the event organizer will bear all responsibilities concerning the implementation of the event, including covering costs for the event or publicity of the event. Under no circumstances will the Secretariat of Mekong-Japan Exchange Year take any responsibility.
- If the contents of the event should be changed or cancelled in any case, the organizer must immediately notify in writing.
- In any case should the event be cancelled or a substantive change that does not comply with the criteria for endorsement is made after the endorsement of the event, the Secretariat of Mekong-Japan Exchange Year may cancel the endorsement.
- The organizer of the event is prohibited from unauthorized use or transfer of the logo for the organizer’s other events or other organizations.
- Within three months after the completion of the event, the organizer of the event must submit reports, including an income and expenditure statement, to the application office in each country.
- *The Application Form must be prepared in Japanese or English, but an applicant in each country is not prevented from preparing it in the language of their country. However, the application prepared in Japanese or English must be submitted to the Secretariat of Mekong-Japan Exchange Year.*