

Guideline for the applicants from countries/regions **without a BRIDGE CLUB**

The APCC will invite former Junior Ambassadors as 'Peace Ambassadors (PAs)' to the 29th APCC during the summer of 2017. PAs will exchange ideas about BRIDGE CLUB (BC) activities and tighten their friendships through various activities in Fukuoka during the APCC invitation project. Similarly PAs will have interaction program with Japanese youths during the Global BRIDGE Leaders (GBL) Training Camp. The aim of GBL training camp is to enhance all the participants' skills to be a Global BRIDGE Leader. Furthermore, BCIO has recently launched new program which empower young professionals who wish to pursue global career as well as students, so experienced professional members are also encouraged to apply for the PA position. If you are interested in participating in the 29th APCC as a PA, please read the following guidelines thoroughly and apply to come back to Fukuoka!

Schedule of the 29th APCC:

From **July 14(Fri), 2017 to July 26(Wed), 2017**

Objectives:

1. To foster leaders with a global perspective who promote or lead BRIDGE CLUB activities in their local community.
2. To nurture Global BRIDGE Leaders and expand a friendship network with the participants and people of Fukuoka.
3. To support the Junior Ambassadors as a role model in their delegation.

Participation criteria:

- A. Must have taken part in APCC between **1989 (the 1st APCC)** and **2012 (the 24th APCC)** as a Junior Ambassador (JA).
 - * **The age of participant must be at least 16 years of old.**
 - * Those who have already been PAs are NOT eligible for selection.
- B. To take the lead in establishing a BC. Must be able to stay in your home country and continue to be active toward BC establishment at least ONE YEAR after the APCC Invitation Project.
- C. Should be recommended by your Liaison Office. If there is not Liaison office then you should get recommendation from former PA in your home country. * If you don't know the contact information of your Liaison Office, please contact office@bcio.org
- D. Should have ideas about BC and be able to express them Well in English.
- E. Must be willing to help Liaison Officers and Chaperons in preparing JAs for their trip to Japan, and act as a good leader.
- F. To adhere to the whole APCC schedule and fully participate in the program designated for PAs. Please refrain from taking part in transactions designed for personal gain or any activities that fall outside the APCC/BCIO objectives (ex. Commercial transactions, religious missions, etc.) *Requests such as extending your stay or changing of your host family for personal reasons will not be accepted.

G. Must adhere to the RULES as noted below:

1. Not to pester your Host Family to take you sightseeing or shopping unless the family is willing to.
2. Parents/relatives are not allowed to accompany the PA to Fukuoka.
3. Must adhere to the rules of your Host Family. Unless in an emergency situation, refrain from contacting friends/family via telephone, email, etc. during the PA program and your home stay.
4. Do not leave your delegation during the journey to and from Fukuoka, or while staying in Fukuoka.

If applicants do not meet this criteria (ex. cannot speak English well, will be away from his/her home country after the PA invitation program, etc.), we may choose to cancel the applicant's invitation, even after the selection has been made.

Selection process:

< Applications must reach the BCIO Head Office by **the deadline mentioned in each steps** >

Applicant:

- Download a PA Application Form from the BCIO website (<http://www.bcio.org/>) or receive it from the APCC Liaison Office in your country/region.
- Send all required documents directly to the BCIO Head Office by **the deadline mentioned in each steps** and inform the local APCC Liaison Office of your submission of the application.



BCIO Head Office:

- Deadline mentioned in each steps: Collect all nominee applications
February 2017: Select PAs and announce the results to Liaison Offices
*We may ask to conduct an online interview as the part of the selection process.



Liaison Office:

- Inform all nominees of the results.
- Have selected PAs fill out the required Information forms and Medical Certificates, and return them to the BCIO Head Office.
- Have selected PAs join in the JA training and inform them of necessary information, such as a flight schedule.



Selected PAs:

- Start preparing for the Convention with the BCIO and the delegation in your country/region keeping in constant contact with the Liaison Office.
- Submit documents and reply to emails by the deadline assigned by the BCIO Head Office or the Liaison Office.
- PAs will be invited to join a "Mailing List" and should actively participate in conversations with the other PA.

Advertisement for the PA Invitation:

BCIO will advertise the PA Invitation Program through the following channels:

1. BCIO / APCC website (BCIO: <http://www.bcio.org> APCC: <http://www.apcc.gr.jp/>)
2. APCC e-newsletter 'One World'
3. APCC Facebook page
4. BRIDGE CLUB mailing list
5. APCC Liaison Offices
6. Presidents of all BCs

Necessary Documents for PA Application:

Any applications that do not meet these guidelines, (ex. incomplete or missing documents, submitted past the deadline, using an old Application Form, and so forth.) will not be accepted.

Applicant should go through this 3 steps in order to complete his/her PA application and must complete each step in mentioned deadline.

Step 1

Short Essay (1 page, A4-sized paper, should be TYPED or sent ELECTRONICALLY)

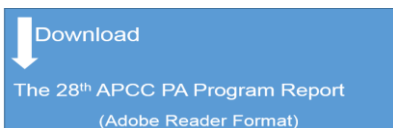
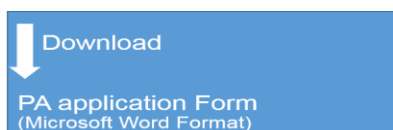
Theme: **"How has the APCC changed your life? How can you contribute to the APCC in achieving its vision?"**

Submit to BCIO office by Dec 20, 2016

Step 2

Application Form (Must use **the Application Form for Non-BC countries.**)

A. Download the application form by clicking below. Be careful not to use the old version Application Form.



B. Two Letters of Recommendation

- * One letter of Recommendation from your Liaison Office
- * Another letter from former PA in your country /your educational institution or company

(If there is no LO/ former PA in your country then get both two recommendation letters from your educational institution or company)

C. Curriculum Vitae / Resume of Personal History

Submit A, B & C to BCIO office by Jan 20, 2017

Step 3

Action Plans: Write the future Action Plan for your BC based on

- a) Maintain Strong BC
- b) Common Activity
- c) Funding
- d) Public Relation

(Your plan should be feasible. Please understand that we will discuss action plans written by you on each topics in PA camp.)

*As a reference you can go through last year's action plan decided by 2016 PAs in PA camp

[Action Plan 2016-2017.pdf](#)

Submit 'Action Plans' to BCIO office by Feb 15, 2017

The APCC or your Host Family will cover the following PA expenses:

1. Round-trip airfare including airport tax between Fukuoka and the airport of departure as chosen by the APCC.
2. Transportation within Japan as designated by the APCC or your Host Family.
3. Accommodation in Japan or abroad as designated by the APCC or your Host Family.
4. Meals during the entire stay in Fukuoka.

*During homestay, there might be chances that PAs will have time on their own due to their host families' conditions such as their work schedule. In those cases, the PA is expected to bear his/her own expenses like travel costs or for their own meal.

Note: The following expenses will not be paid by the APCC:

1. Domestic transportation fees between the participants' homes and your local airport.
2. Expenses incurred for obtaining a passport and/or visa.
3. Any other personal expenses.

Insurance for injury and illness during the APCC:

1. The APCC will purchase an insurance policy for each participant.
2. The insurance will cover the participants for all injuries and illnesses incurred during the trip.
3. The coverage will begin when the participants leave the designated airport and will run continuously until they arrive back at the airport upon completion of the APCC.

◆ Dental treatment and chronic illness such as asthma are NOT covered by this insurance policy. Thus, any expenses incurred and the medicine for the chronic illness will need to be covered by the individual, not by the APCC. If you have some medicine you take for the chronic illness, please make sure to bring it to Japan.

The registration fee for each Peace Ambassador is \$100 (US dollars). The information about PA registration fee has been informed to Liaison Offices. So please consult with your LO and make sure to pay your registration fee in Orientation Camp, Marine house.

Contact: BCIO Head Office

(c/o The Asian-Pacific Children's Convention in FUKUOKA)

1-10-1-5F Tenjin, Chuo-Ku, Fukuoka 810-0001 Japan

TEL: +81-92-734-7700 FAX: +81-92-734-7711

E-mail: office@bcio.org

BCIO Website: <http://www.bcio.org>

APCC Website: <http://www.apcc.gr.jp/>