

## Guideline for Applications:

### UNESCO Chair Programme on Cultural Heritage and Risk Management, International Training Course (ITC) on Disaster Risk Management of Cultural Heritage 2019, 14th year, Ritsumeikan University

**Dates:** 9th September to 30th September, 2019

**Place:** Kyoto and Hyogo, Japan

Organized by Institute of Disaster Mitigation for Urban Cultural Heritage, Ritsumeikan University

In cooperation with UNESCO, ICCROM and its regional office in Sharjah, ICOM & ICOMOS/ICORP

#### Criteria for Selecting the Participants for 2019

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

- ✓ **Number of Participants:** Total number of 12 participants at maximum would be selected for this course, which would include half number of participants from disaster management or relevant fields and the other half 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/financing-sustainable-development/development-finance-standards/DAC\\_List\\_ODA\\_Recipients2014to2017\\_flows\\_En.pdf](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 with 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 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/Museum:** Each participant will select one case study site or museum 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.

## 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/financing-sustainable-development/development-finance-standards/DAC\\_List\\_ODA\\_Recipients2014to2017\\_flows\\_En.pdf](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 cost** from the nearest airport to and from Kyoto
  - Accommodations and necessary transportation fee on the training program
  - 3,000JPY per diem as meal cost support

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

- 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 2,200USD around) for basic living cost and domestic transportation cost in Japan.

## 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 22nd, 2019 (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.

We will send a message in a week after receiving your application. In case you will not receive the confirmation of receipt even after a week, please contact us immediately.

**Application Deadline: April 22nd (Monday), 2019 (JST)**

For more inquiry, please contact to  
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Ritsumeikan University (R-DMUCH)  
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